

Handbook for Planning & Assessment at UVU

*Effective Academic Year:
2023-2024*

Contact Information

Office of the Provost:

Laurie Sharp, Associate Provost for Academic Programs and Assessment, lsharp@uvu.edu

Office of Institutional Effectiveness, Accreditation, and Academic Assessment (IEAAA):

Quinn Koller, Director of IEAAA, quinn.koller@uvu.edu

Academic Programs and Assessment will email finalized recommendations with respective Department Chairs, the Dean, and the Director of IEAAA.

- The Director of IEAAA will finalize reports (i.e., complete and attach completed cover page, edit/revise as needed) and email them to the Associate Provost for Academic Programs and Assessment.
- The Associate Provost for Academic Programs and Assessment will present finalized recommendations and reports to UVU’s Board of Trustees for approval.
- The Associate Provost for Academic Programs and Assessment will sign the cover page on each finalized report and email all signed reports to USHE for inclusion on the agenda of a scheduled Utah Board of Higher Education meeting.

The appendix in this handbook provides a blank template for the USHE 7-Year Cyclical Academic Program Review and the UVU 7-Year Cyclical Academic Program Review.

Administrative Assessments

Designated Units for Annual Administrative Assessment Activities

Below is a list of administrative units at UVU that will engage in administrative assessment activities on an annual basis.

Schools/Colleges	Divisions
<ul style="list-style-type: none"> ▪ College of Health and Public Service ▪ College of Humanities and Social Sciences ▪ College of Science ▪ School of Education ▪ School of the Arts ▪ Scott M. Smith College of Engineering and Technology ▪ Woodbury School of Business 	<ul style="list-style-type: none"> ▪ Academic Affairs ▪ Administration and Strategic Relations ▪ Budget and Finance ▪ Digital Transformation ▪ General Counsel ▪ Institutional Advancement ▪ Marketing and Communications ▪ People and Culture ▪ Student Affairs

Annual Administrative Assessment Plan

Appropriate campus stakeholders—executive employees, faculty members, and/or staff members—will develop annual administrative assessment plans to measure support services at the University. An annual administrative assessment plan will include:

- ✓ goals,
- ✓ indications of institutional priority areas that link to goals,
- ✓ objectives,
- ✓ assessment methods/measures and targets, and
- ✓ indications of how goals will be supported with budget requests, resource re-allocations, and/or other sources of funding.

The appendix in this handbook provides a template for annual administrative assessment planning that may be used for drafting purposes. Annual administrative assessment plans will be submitted via Qualtrics. Each year, the Qualtrics link will be sent to the first-level supervisor of each designated unit by the last workday in March.

The first-level supervisor may complete the annual administrative assessment plan or forward the link to the appropriate campus stakeholder to complete and submit. Annual administrative assessment plans for designated units will be due by the first workday in May.

Annual Administrative Assessment Report

Each year, appropriate campus stakeholders will submit an annual administrative assessment report that does the following:

- ✓ details the assessment activities that took place during the previous academic year,
- ✓ includes assessment results and describes implications of those results,
- ✓ articulates planning improvements, and
- ✓ addresses budgetary implications.

The appendix in this handbook provides a template for annual administrative assessment reporting that may be used for drafting purposes. Annual administrative assessment reports will be submitted via Qualtrics. Each year, the Qualtrics link will be sent to the first-level supervisor of each designated unit by the first workday in August. The first-level supervisor may complete the annual administrative assessment plan or forward the link to the appropriate campus stakeholder to complete and submit. Annual administrative assessment reports for designated units will be due by the first workday in October.