

# Handbook for Planning & Assessment at UVU

*Effective Academic Year:  
2023-2024*

## Contact Information

**Office of the Provost:**

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

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

### *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.

# Appendix F: UVU Annual Administrative Assessment Plan Template

## UVU Annual Administrative Unit Assessment Plan

### Purpose

*Administrative assessment is an important aspect of integrated institutional effectiveness at UVU. Integrated institutional effectiveness facilitates collaborative planning processes across units that align goals and objectives across various plans and map them to strategic goals and objectives at the institutional level. Additionally, collaborative evaluation processes promote evidence-based decision making to inform and refine the institution's effectiveness, assign resources, and improve student learning and achievement.*

**Administrative Unit:**

**Contact Name:**

**Phone:**

**Email:**

**Assessment Cycle:**

### Goal #1: Goal

*Reminder: Goals should be grounded in the mission of the university and linked to the overall institutional priorities and goals. They should be broad; focus on strengthening and improving critical functions, services, and processes of the institution; and reflect the most important priorities of the unit.*

**Goal #1: What institutional priority areas does the goal link to?**

*(Select all that apply)*

- Include
- Engage
- Achieve
- Operational Effectiveness
- Other \_\_\_\_\_

**Briefly describe the link between Goal #1 and the institutional priority area(s) selected.**

### Goal #1: Objective(s)

*Reminder: Objectives should be narrower and more specific than goals. Depending on the goal, you may have one or more related objectives.*

### Goal #1: Assessment Methods/Measures and Targets

*Reminder: Assessment methods/measures and targets must be specific and aligned with the objectives being assessed. For assessment methods/measures, you may use direct and indirect methods/measures or a combined approach. Assessment targets must be specific and indicate the desired outcome.*

**Will Goal #1 be supported with a budget request, resource re-allocation, or other source of funding?**

*(Select all that apply)*

- PBA request
- Resource re-allocation
- Other \_\_\_\_\_
- No budget request is needed

**Provide a brief description about the connection between Goal #1 and assignment of resource(s). If a budget request is not needed, provide a brief explanation.**

**Goal #2: Goal**

*Reminder: Goals should be grounded in the mission of the university and linked to the overall institutional priorities and goals. They should be broad; focus on strengthening and improving critical functions, services, and processes of the institution; and reflect the most important priorities of the unit.*

**Goal #2: What institutional priority areas does the goal link to?**

*(Select all that apply)*

- Include
- Engage
- Achieve
- Operational Effectiveness
- Other \_\_\_\_\_

**Briefly describe the link between Goal #2 and the institutional priority area(s) selected.**

**Goal #2: Objective(s)**

*Reminder: Objectives should be narrower and more specific than goals. Depending on the goal, you may have one or more related objectives.*

**Goal #2: Assessment Methods/Measures and Targets**

*Reminder: Assessment methods/measures and targets must be specific and aligned with the objectives being assessed. For assessment methods/measures, you may use direct and indirect methods/measures or a combined approach. Assessment targets must be specific and indicate the desired outcome.*

**Will Goal #2 be supported with a budget request, resource re-allocation, or other source of funding?**

*(Select all that apply)*

- PBA request
- Resource re-allocation
- Other \_\_\_\_\_
- No budget request is needed

**Provide a brief description about the connection between Goal #2 and assignment of resource(s). If a budget request is not needed, provide a brief explanation.**

**Goal #3: Goal**

*Reminder: Goals should be grounded in the mission of the university and linked to the overall institutional priorities and goals. They should be broad; focus on strengthening and improving critical functions, services, and processes of the institution; and reflect the most important priorities of the unit.*

**Goal #3: What institutional priority areas does the goal link to?**

*(Select all that apply)*

- Include
- Engage
- Achieve
- Operational Effectiveness

**Briefly describe the link between Goal #3 and the institutional priority area(s) selected.**

Other \_\_\_\_\_

**Goal #3: Objective(s)**

*Reminder: Objectives should be narrower and more specific than goals. Depending on the goal, you may have one or more related objectives.*

**Goal #3: Assessment Methods/Measures and Targets**

*Reminder: Assessment methods/measures and targets must be specific and aligned with the objectives being assessed. For assessment methods/measures, you may use direct and indirect methods/measures or a combined approach. Assessment targets must be specific and indicate the desired outcome.*

**Will Goal #3 be supported with a budget request, resource re-allocation, or other source of funding?**

*(Select all that apply)*

PBA request

Resource re-allocation

Other \_\_\_\_\_

No budget request is needed

**Provide a brief description about the connection between Goal #3 and assignment of resource(s). If a budget request is not needed, provide a brief explanation.**

**Appendix G: UVU Annual Administrative Assessment Report  
Template**



## UVU Annual Administrative Unit Assessment Report

<b>Administrative Unit:</b>	<b>Contact Name:</b>	<b>Date:</b>
<b>Phone:</b>	<b>Email:</b>	<b>Assessment Cycle:</b>

**Purpose**

*Administrative assessment is an important aspect of integrated institutional effectiveness at UVU. Integrated institutional effectiveness facilitates collaborative planning processes across units that align goals and objectives across various plans and map them to strategic goals and objectives at the institutional level. Additionally, collaborative evaluation processes promote evidence-based decision making to inform and refine the institution's effectiveness, assign resources, and improve student learning and achievement.*

**Goal #1: Goal**

*Include the goal specified on the UVU Annual Administrative Unit Assessment Plan.*

**Goal #1: What institutional priority areas does the goal link to?**

*Include the areas specified on the UVU Annual Administrative Unit Assessment Plan.*

- Include
- Engage
- Achieve
- Operational Effectiveness
- Other

**Briefly describe the link between Goal #1 and the institutional priority area(s) selected. Include the description specified on the UVU Annual Administrative Unit Assessment Plan.**

**Goal #1: Objective(s)**

*Include the objectives specified on the UVU Annual Administrative Unit Assessment Plan.*

**Goal #1: Analysis of Assessment Results and Implications**

*List all data sources used, discuss the results for each assessment method/measure used, describe the analysis of the results, and provide other relevant information.*

**Goal #1: Planning Improvements**

*Describe specific actions intended for improvement. Each result should have an associated improvement. If 100% of the target was met, what actions will be taken to reach the next level?*

**Goal #1: Budgetary Implications**

*Include the budget information specified on the UVU Annual Administrative Unit Assessment Plan. Summarize how funds were expended, if any. Indicate how future budget decisions will be impacted based on assessment results.*

**Goal #2: Goal**

*Include the goal specified on the UVU Annual Administrative Unit Assessment Plan.*

**Goal #2: What institutional priority areas does the goal link to?**

*Include the areas specified on the UVU Annual Administrative Unit Assessment Plan.*

- Include
- Engage
- Achieve
- Operational Effectiveness
- Other

**Briefly describe the link between Goal #2 and the institutional priority area(s) selected. Include the description specified on the UVU Annual Administrative Unit Assessment Plan.**

**Goal #2: Objective(s)**

*Include the objectives specified on the UVU Annual Administrative Unit Assessment Plan.*

**Goal #2: Analysis of Assessment Results and Implications**

*List all data sources used, discuss the results for each assessment method/measure used, describe the analysis of the results, and provide other relevant information.*

**Goal #2: Planning Improvements**

*Describe specific actions intended for improvement. Each result should have an associated improvement. If 100% of the target was met, what actions will be taken to reach the next level?*

**Goal #2: Budgetary Implications**

*Include the budget information specified on the UVU Annual Administrative Unit Assessment Plan. Summarize how funds were expended, if any. Indicate how future budget decisions will be impacted based on assessment results.*

**Goal #3: Goal**

*Include the goal specified on the UVU Annual Administrative Unit Assessment Plan.*

**Goal #3: What institutional priority areas does the goal link to?**

*Include the areas specified on the UVU Annual Administrative Unit Assessment Plan.*

- Include
- Engage
- Achieve
- Operational Effectiveness
- Other

**Briefly describe the link between Goal #3 and the institutional priority area(s) selected. Include the description specified on the UVU Annual Administrative Unit Assessment Plan.**

**Goal #3: Objective(s)**

*Include the objectives specified on the UVU Annual Administrative Unit Assessment Plan.*

**Goal #3: Analysis of Assessment Results and Implications**

*List all data sources used, discuss the results for each assessment method/measure used, describe the analysis of the results, and provide other relevant information.*

**Goal #3: Planning Improvements**

*Describe specific actions intended for improvement. Each result should have an associated improvement. If 100% of the target was met, what actions will be taken to reach the next level?*

**Goal #3: Budgetary Implications**

*Include the budget information specified on the UVU Annual Administrative Unit Assessment Plan. Summarize how funds were expended, if any. Indicate how future budget decisions will be impacted based on assessment results.*