

# FLORIDA GULF COAST UNIVERSITY

## APPENDIX “A”

### Policy Template

POLICY NUMBER <i>(N/A if New)</i>	SUBJECT	EFFECTIVE DATE	REVISED DATE
N/A	Institutional Effectiveness	Upon Approval	
<b>Responsible Office:</b> Planning and Institutional Performance			
<input checked="" type="checkbox"/> New Policy Proposal	<input type="checkbox"/> Major Revision of Existing Policy	<input type="checkbox"/> Minor/Technical Revision of Existing Policy	<input type="checkbox"/> Other (explain)


### Instructions for Completing the Policy Template

See Appendix “B” for the content necessary to complete the policy template. Please note the following:

- Complete proposed policy using “TRACK CHANGES”
- Include “DRAFT” watermark
- Date the Proposed Policy
- Fill out “yellow” areas of policy template

The Policy Template can be found on the General Counsel’s webpage under “[Forms for Download](#)”. Refer to the procedures in FGCU’s Policy # 1.001 upon completion of the Policy draft for directions on next steps.

If you have any questions, please contact the Office of the General Counsel at 590-1101.

<b>DRAFT DATE</b>  Please use "Track Changes" in this document	<b>Florida Gulf Coast University</b> Policy Manual	Policy: <b>Number to be assigned in the General Counsel's Office</b>
	<b>Title</b> <b>Institutional Effectiveness Directives</b>	<b>Responsible Executive:</b> Provost and VPAA <b>Responsible Office:</b> Planning and Institutional Performance

**POLICY STATEMENT**

This policy allows the university to gauge how well it is accomplishing its mission and provides a sound foundation for informed decision-making. It also allows the university to share its performance story with its accrediting bodies, regulators, and its constituents to assure them it is effectively accomplishing its purposes.

**REASON FOR The POLICY**

This policy is necessary to define the means by which the university will assess the effectiveness of its programs and services in the accomplishment of its mission and to demonstrate continuous improvement in their delivery and efficacy. The policy provides a framework necessary for compliance with Core Requirement 2.5 and Comprehensive Standard 3.3.1 of the Commission on Colleges of the Southern Association of Colleges and Schools, FGCU's regional accreditation body.

**APPLICABILITY AND/OR ACCOUNTABILITY**

This policy is applicable to all units of the university appearing on the "Summary of Organization" Organizational Chart <http://www.fgcu.edu/Info/files/summaryorganization08.pdf>

**DEFINITION OF TERMS**

**PROCEDURES**  
(If applicable)

The university will establish goals for all its organizational units and each of its academic programs. These goals will be derived from and consistent with the stated mission and purpose of the university and responsive to the university strategic plan.

Each organizational unit will create an assessment plan to document attainment of its goals and to use the results of the assessment to effect continuous improvement.

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Assessment plans should address goals of the university strategic plan. Progress on assessment plans will be reported yearly in unit annual reports, following guidelines developed by Strategic Planning and Institutional Effectiveness Committee (SPIEC) of the Planning and Budget Council.

Each academic program will create a program assessment plan that states program goals (e.g., teaching, scholarship, and service), including expected outcomes, particularly in the area of student learning. The assessment plan will also address university student learning outcomes; program-specific student learning outcomes; requirements of Board of Governors Regulation 8.016 concerning Academic Learning Compacts\* (baccalaureate programs only) and professional accreditation learning outcomes (if applicable). The assessment plan will indicate where in the curriculum learning outcomes are encountered and by what means it will be determined whether or not learning is occurring. Learning outcomes should be both measurable and expressed in behavioral terms. Multiple assessment strategies will be used whenever possible including both direct and indirect measures of student learning for each discrete academic program. The results of assessment activity will be well-documented and used to improve the respective programs and enhance student learning. They will be incorporated as part of each academic program review.

Academic program review will occur on a seven-year cycle (see Board of Governor's Reg. 8.015 and FGCU policy 2.004) established in consultation with staff of the Florida Board of Governors. It will include the development of a self-study that addresses key elements of program effectiveness. An external consultant and the Faculty Senate's Program Review Team will be engaged to assist in the review. The consultant's report with recommendations for improvement along with comments from the Program Review Team will be shared with the program and college leadership, and will lead to a meeting with the Provost to formulate an institutional response, which will be part of a subsequent one-year follow-up. Results from the program review as well as progress made toward fulfillment of recommendations for improvement will be described in the college's annual report.

Within the colleges and Library Services, the Assessment Council, a committee comprised of associate deans from each of the colleges and the Dean of Library Services, are responsible,

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with the deans, for ensuring that these institutional effectiveness directives are fully implemented within their units. The General Education Director, working with the Assessment Council and the deans, is responsible for coordinating and managing the assessment of the General Education program. The Assessment Council will meet periodically with the Council of Deans that is chaired by the Provost to discuss progress and issues. The Office of Planning and Institutional Performance, which reports to the Provost, will support the Assessment Council and be responsible for evaluating the success of these efforts.

Annual reports will be prepared by all major organizational units of the university. The reports will address specific guidelines developed by SPIEC of the PBC and will express goals of the university strategic plan in terms of unit goals. The reports will document past efforts at continuous improvement and guide future initiatives directed toward this end. The reports will also include goals for the coming year that may be considered as priorities for funding.

Information derived from the annual reports, along with data and information drawn from other sources, will be used to inform funding allocations and planning decisions of the President's Cabinet and the University Board of Trustees.

Progress on the attainment of strategic planning goals intended to fulfill the university's mission will be monitored by the university's Board of Trustees through its annual performance review of the President and in its setting of annual presidential performance goals. The Planning and Budget Council will use the results of this process in the modification of the strategic plan as it deems necessary.

*\*The Academic Learning Compact is a statement developed for each baccalaureate program that a graduate of that program has completed a course of study with clearly articulated core student learning expectations in content/discipline knowledge and skills, communication skills, and critical thinking skills. The procedures for implementing the Academic Learning Compacts at FGCU are described in FGCU policy 2.005.*

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## RELATED INFORMATION

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**HISTORY**

This is the first formal policy on this subject.

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**APPENDICES**

Templates for development of Unit Assessment Plans and Annual Reports. Board of Governors Reg. 8.015; Board of Governors Regulation 8.016; FGCU policy 2.005

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**APPROVED**

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President

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Date

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