DELAWARE TECHNICAL COMMUNITY COLLEGE

MISSION GOAL OUTCOMES ASSESSMENT: GUIDELINES, ACTION STEPS, TIMELINE, AND REPORTING PROCESS

Rev: 01/16/12

Overview
The purpose of Mission Goal Outcomes Assessment is to prove and improve the College’s effectiveness at the institutional level in fulfilling its purpose. Mission Goals describe the aims the College will achieve through the combined efforts of faculty, staff and administrators working across the College in academic programs and service units. Mission Goal assessment provides the foundation for actions and communication focused on institutional improvement as well as transparent accountability. Mission Goals also provide focus and linkage for the purpose, goals and intended outcomes of every College program and service unit to the College mission.

Guidelines

1. Mission Goal Leadership Groups, appointed by President’s Council, are responsible for developing and implementing annual institutional-level assessment plans for each Mission Goal.
2. Mission Goal Leadership Groups are led by designated Vice Presidents and composed of College matrix and campus divisional administrators, who are responsible for the programs and services closely associated with each Mission Goal.
3. Mission Goal Outcomes Assessment utilizes the College assessment model which includes identification of a “long list” of intended outcomes, selection of specific intended outcomes for assessment each year, selection of criteria for success and means of assessment, implementation of the assessment plan and data collection, analysis of data, and use of results for institutional improvement.
4. Core Mission Goal outcomes that have been defined and approved by the Board of Trustees as Critical Effectiveness Indicators are assessed annually.
5. Data is derived from collegewide sources or the average of the data from the campuses.
6. Assessment results are reviewed and approved by President’s Council and shared with relevant constituencies for the purpose of implementing improvement and providing accountability.
7. Critical Effectiveness Indicator results are published on the College web page for the purpose of providing transparent accountability.
Action Steps and Timeline

FY 2005

President’s Council will:

FY 2005 and 2006

Mission Goal Leadership Groups will:
1. Identify “long lists” of intended outcomes for each Mission Goal.
2. Select at least one intended outcome to measure for each Mission Goal, identify one or more criteria for success, and develop or acquire means of assessment.
3. Ensure implementation of assessment and data collection.
4. Analyze data.
5. Use results for institutional improvement.
6. Record results on approved forms.

FY 2007 and 2008

Mission Goal Leadership Groups will:
1. Review and amend, as warranted, “long lists” of intended outcomes for each Mission Goal.
2. Select at least one intended outcome to measure for each Mission Goal, identify one or more criteria for success for each intended outcome, and develop or acquire means of assessment. Identify which of the selected outcomes should be assessed annually and which can be assessed on a rotating basis.
3. Ensure implementation of assessment and data collection.
4. Analyze data.
5. Record results on approved forms.
6. Use results for institutional improvement.

FY 2009

Mission Goal Leadership Groups will:
2. Investigate best practices and make recommendations to identify the College’s critical effectiveness indicators as they pertain to each Mission Goal. Critical effectiveness indicators of institutional effectiveness will be selected through a process that includes review and recommendations from Mission Goal Leadership Groups, the Collegewide Assessment Committee, and College Planning Council. Review and approval of
recommendations will come through the College Assessment Coordinator, Ad Hoc President’s Council, and President’s Council.

3. Review and amend or modify, as warranted, “long lists” of intended outcomes for each Mission Goal.

4. Select at least one intended outcome to measure for each Mission Goal, identify one or more criteria for success for each intended outcome, and develop or acquire means of assessment. (Outcomes identified as Critical Effectiveness Indicators are assessed annually. Other Mission Goal intended outcomes are assessed on a rotating basis.)

5. Ensure implementation of assessment and data collection.

6. Analyze data.

7. Record results on approved forms.

8. Use results for institutional improvement.

9. Provide transparent access to results of critical effectiveness outcomes assessment via the College web page.

FY 2010 & 2011

1. Review and modify, as warranted, “long lists” of intended outcomes for each Mission Goal.

2. Select at least one intended outcome to measure for each Mission Goal, identify one or more criteria for success for each intended outcome, and develop or acquire means of assessment. (Outcomes identified as Critical Effectiveness Indicators are assessed annually. Other Mission Goal intended outcomes are assessed on a rotating basis.)

3. Ensure implementation of assessment and data collection.

4. Analyze data.

5. Record results on approved forms.

6. Use results for institutional improvement.

7. Provide transparent access to results of critical effectiveness outcomes assessment via the College web page.

FY 2012

1. Review and modify, as warranted, “long lists” of intended outcomes for each Mission Goal.

2. Review Critical Effectiveness Indicators, including intended outcomes, means of assessment, and criteria for success to make recommendations for changes as needed.

3. Select at least one intended outcome to measure for each Mission Goal, identify one or more criteria for success for each intended outcome, and develop or acquire means of assessment. (Outcomes identified as Critical Effectiveness Indicators are assessed annually. Other Mission Goal intended outcomes are assessed on a rotating basis.)

4. Ensure implementation of assessment and data collection.

5. Analyze data.

6. Record results on approved forms.

7. Use results for institutional improvement.
8. Provide transparent access to results of critical effectiveness outcomes assessment via the College web page.