



FRANCIS MARION UNIVERSITY
Institutional Planning and Research
IE DEPARTMENTAL ASSESSMENT PLAN

ASSESSMENT PLAN PERIOD: July 1, 2018 - June 30, 2019

DEPARTMENTAL MISSION STATEMENT: The offices of Institutional Planning, Research, and Effectiveness serve the university mission through comprehensive planning and continuous advancement of the collection, analysis, and dissemination of data.

The offices provide support to the campus community through interdepartmental data collaborations, accountability for internal and external reporting, and resources for outcome assessment and plans for growth.

Goal	Desired Outcome	Assessment Methods and Procedures	Results	Planned Improvements Based on Assessment Results/Action Items
Establish a planning cycle in accordance with the memorandum of instruction	The University Planning Council will meet regularly as outlined by the university planning cycle calendar.	Meetings of the University Planning Council	The University Planning Council met on the following dates: Jan 2018, April 2018, July 25, 2018, Oct 2, 2018, Dec 4, 2018, Jan 24, 2019	The University Planning Council will continue to meet regularly and will adjust the planning cycle to reflect the best rotation for meetings.
Enhance communication with committees within the planning cycle	Communicate with the chair of each of the committees as outlined in the planning cycle.	Emails and agendas	Contact was made with each committee chair at the beginning of the semester, midpoint, and end of the semester. Obtained agendas from the meetings of each committee.	Continue to communicate with the committee chair for the selected committees. Establish a procedure for maintaining agendas in an easy to follow file system.



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Develop a process for maintaining documentation	Begin to locate documentation in an organized manner. Once the documentation has been located, it will need to be maintained by the institutional planning office.	Documentation files	Institutional Planning was able to retrieve and maintain documentation for the reponse needed in August and for the November visit. However, there is a massive amount of documentation that still needs to be accessed, maintained, and filed.	Continue to compile documentation and implement a system for filing and accessing the documentation.
Assist Institutional Research with obtaining data for reports	Work with the Director of Institutional Research, as needed, to complete reports on behalf of the university	Report filing agencies and submission dates	Submitted the Faculty and Course Fall 2018 files to CHE on Feb 22, 2019. Submitted the 2019 Annual Survey to CollegeBoard March 2019.	Continue to assist institutional research, and in helping to establish a manual for obtaining data and submitting reports, as needed.