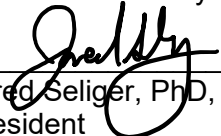


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 9/12, 5/13, 5/14, 10/18, 4/22

No: 2-A-900-07  
Last Reviewed Date: October 2023  
Required Review Date: May 2027  
Administrative Unit: Evaluation & Study  
Approved By:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** College Assessment Plan (CAP)

**PURPOSE:** To define the CAP policy and the procedure for administering it.

**EFFECTIVE FOR:** Allen College

**POLICY**

1. The CAP is a systematic plan for evaluating College goals, administrative outcomes, program goals and/or outcomes, including student learning outcomes.
2. The CAP is driven by the College goals, which are linked to program and administrative unit goals and/or outcomes.
3. The College goals are evaluated using one or more measures, which are assessed on a four-year evaluation cycle according to specified timeframes.
4. The CAP is managed by the Coordinator of Institutional Research and Effectiveness (CIRE).
5. CAP reporting is an ongoing process that occurs throughout the academic year.
6. CAP reports shall be completed after the conclusion of the academic year, by the deadline determined by the Evaluation & Study Committee.
7. The CIRE will inform responsible parties of the deadline by which CAP reports must be completed for each academic year.
8. CAP reports shall be completed by individuals or offices designated as “responsible parties” in the CAP.
9. When the responsible party is a committee or an office, the committee chair or office director is responsible for ensuring the assessment and reporting of the assigned measures by the deadline, even if the individual will no longer be the chair or director at the time of the reporting deadline.
10. Committee chairs and office directors will include assigned CAP measures and tasks on meeting agendas throughout the academic year during which the measure or task is scheduled for assessment/completion.
11. When there is committee chair or office director turnover, there will be handoff between the outgoing and incoming committee chairs that will include orientation of the incoming chair or director to CAP reporting responsibilities.
12. CAP reports must address the extent to which targets for specific assessment measures were or were not met.
13. CAP reports must include action plans for achieving or exceeding the targets representing each measure.
14. CAP reports will be entered by responsible parties in the CAP database.
15. Responsible parties may request changes to measures, targets, assessment timeframes, and designated responsible parties as needed, provided there is a logical and justifiable rationale for making such changes. Requests for changes to the CAP will be submitted to the CIRE.

16. Changes to goals, outcomes, measures, targets, assessment timeframes, and responsible parties in the CAP database will be made by the CIRE.
17. The CIRE will assess the quality of CAP reports and provide responsible parties with constructive feedback.
18. The CIRE will compile the annual College Goals Achievement Report for approval by the Evaluation and Study Committee.
19. The CIRE will submit the approved College Goals Achievement Report for publication on the College website.

#### PROCEDURE

1. At the beginning of each academic year the CIRE will inform responsible parties of the specific academic year (i.e., year 1, 2, 3, or 4) in the four-year evaluation cycle.
2. The Evaluation & Study Committee will determine the deadline for completing CAP reports during the fall semester of the academic year.
3. Responsible parties will complete CAP reports in the CAP database by entering assessment results, target achievement, and action plans for each measure scheduled for assessment during the academic year.
4. Results for the current academic year must be compared to the results for previous academic year(s), if applicable, noting changes or trends in results and achievement of targets. Results must also demonstrate consideration of the current action plan for the measure and its impact on the current results.
5. Action plans must consist of a reasonable strategy for achieving or exceeding targets the next academic year. Action plans may not consist only of “continue to monitor,” “no plan necessary,” “assess measure again next year,” and so on.
6. The CIRE will evaluate CAP reports and provide feedback to responsible parties for resolving unsatisfactory results and action plans.
7. Responsible parties will revise CAP reports in a timely manner (i.e., within the timeframe specified by CIRE) and notify the CIRE when the revisions have been made.
8. Changes to goals, outcomes, measures, targets, assessment timeframes, and designated responsible parties will be submitted to the CIRE in writing (e.g., by email) along with a justifiable rationale for making such changes. If justified, the CIRE will make the requested changes to the CAP.
9. The CIRE will compile final approved CAP reports in the College Goals Achievement Report and submit it for review and approval by the Evaluation and Study Committee.
10. The approved College Goals Achievement Report will be submitted for publication on the Allen College Institutional Research and Effectiveness webpage.