

Reporting Unit Action Plan Components 2016-2020

1. **Mission Statement** of the Reporting Unit
2. **EKU Strategic Plan Goals**/Directions addressed in the Reporting Unit Plan
3. **Oversight Group** (College/Division) **Goals** addressed in the Reporting Unit Plan
4. **Objectives: ACADEMIC SUPPORT** Reporting Unit:

Department Level: Three to Five (3 – 5) PLANNING Objectives including:

- An objective addressing Teaching Effectiveness
- An objective addressing Advising Effectiveness
- An objective addressing student success - retention and graduation rates; pass rates on exams; enrollment growth; etc. (Recommended, although not required)

Degree Program Level: Three to Five (3 – 5) STUDENT LEARNING Objectives (SLOs) for each academic major program, three of which must focus on the bulleted items. **It is preferred these items/concepts are integrated or embedded within another student learning object**, rather than serving as an objective on their own. (These can be tagged in TracDat.)

- Critical Reading (Current QEP)
- Critical or Creative Thinking (Previous QEP)
- Communication Skills (Previous QEP)

Minors, Certificates, and/or Concentrations: It is recommended (although not required) that one SLO be created for each minor, certification, and/or concentration.

Objectives: ADMINISTRATIVE Reporting Units: Two to Three (2 – 3) Planning Objectives

- Administrative Reporting Units may choose to include Planning Objectives related to Teaching and Advising Effectiveness, as well as Student Learning Objectives that are not specific to a particular degree program, if they determine that these objectives form a significant part of their departmental mission.

Objectives: ALL Objectives need the following information:

- Name/Title
- Description
- Status (*Active, Inactive, Archived*)
- Start Date (the date the Objective begins/becomes Active)
- Type (Descriptors or Tags that relate it to Oversight and University Assessment. For example: *16-20 Plan; Critical Reading Learning Objective; Program Level Learning Objective*). When adding/editing Objectives in TracDat, a list of Types is provided in a drop-down menu.

5. Assessment Measures/Methods

- Each Planning Objective requires a minimum of one measure per objective
- Each Student Learning Objective requires a minimum of one direct measure per SLO. It is recommended (although not required) to also include one additional measure, whether direct or indirect.
- All Assessment Methods must include the following information:
 - Description
 - Criterion
 - Schedule (*Each Semester, Annually, Biannually, etc.*)
 - How, when, who will the assessment method be used?
 - Status (*Active, Inactive*)

6. Results/Observations

- Each Assessment Measure/Method should include Results/Observations of corresponding data
- All Results/Observations must include the following information:
 - Date of Result/Observation
 - Description
 - Status (Results/Observations should **always** remain OPEN – do not close a result/observation as this will negatively affect running reports)
 - Type (*Strength, Limitation*) – departments/programs may choose type based on the understanding that best suits their reasoning/application.

7. Meaningful Change or Action

- Meaningful Change/Action must be directly related to the Data Results and Analysis
- Meaningful Change/Action must describe the specific change/action implemented to improve student learning or assessment process
- Meaningful Change/Action requires an Action Date

8. Evidence of Meaningful Change

- Each Meaningful Change/Action requires a minimum of one item of evidence indicating or demonstrating the change/action occurred
- The Evidence must be uploaded into TracDat's Document Repository and related to the appropriate assessment method
- Examples of Evidence, include new or revised:
 - Course Descriptions | Catalog Information
 - Syllabus | Lesson Plan | Exam
 - Rubric
 - Curriculum Change Form
 - Other types of evidence as appropriate