**Administrative Unit**

**Assessment Plan**

**The University of New Mexico**

**A. Unit and Date**

1. Unit (if relevant): ***UNM-Los Alamos Office of Instruction***

2. Department/Division: *Department of Instruction, Academic Support Center, UNMLA Library, Adult Basic Education, Community Education*

3. Submission Date: *June 1, 2016*

**B. Contact Person(s) for the Assessment Plan**

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| **First and Last Name** | **Title** | **UNM Email Address** |
| 1. *Kay Willerton* | *Interim Dean of Instruction* | *kwiller@unm.edu* |
| 1. *Kateri Morris* | *Assistant to the Dean* | *katerim@unm.edu* |

**Mission/Purpose:**

***The Mission of UNM-Los Alamos*** *is: Preparation for Transfer… Pathways for Careers… Passion for Lifelong-Learning!*

*UNM–LA is an innovative, rigorous, and affordable comprehensive branch community college that provides foundations for transfer, leading-edge career programs, and lifelong learning opportunities.  We strive to prepare students who are capable, competent, and successful through high-quality instruction and personalized attention.*

***Goals of UNM-Los Alamos***

The UNM–LA strategic plan is centered on the following six goals:

**Goal 1** – Develop and maintain strong ties with constituents and stakeholders leading to greater participation in higher education within our region and resulting in economic development.

**Goal 2** – Communicate and demonstrate how our mission, vision, and values are ensuring excellence in UNM–LA programs, services, and opportunities to underscore our position as a premier educational institution.

**Goal 3** – Staff UNM–LA sufficiently to sustain high instructional standards, enable realistic workloads in providing support services, and create an environment that encourages excellence.

**Goal 4** – Increase enrollment for the purpose of creating a vibrant campus community and sustainable programs and services.

**Goal 5** – Create and manage new revenue streams to complement state funding, stabilize support for recurring costs, and enable investments in our educational infrastructure.

**Goal 6** – Review and revise the strategic and implementation plans each quarter to ensure they serve as the framework for decision-making and continue to serve the UNM–LA community.

***Mission of the Office of Instruction****: The Office of Instruction supports the mission of UNM-Los Alamos through its primary responsibility of teaching, learning, and scholarship for students and faculty.*

**C. Unit Goal(s), Outcomes & Assessment Matrix**

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| **Broad Goals** | **Student Learning and/or Administrative Unit Outcomes** | **Univ. Goals/**  **UNM Strategic Plan** | **When Assessed**  **\*\*** | **Assessment Method(s)/**  **Activity, unit, etc. if relevant** | **Direct/**  **Indirect** | **\*Criteria to determine success** |
| ***Goal 1: The Office of Instruction will provide effective academic departments, programs, and courses.*** | *AUO 1.1: The Office of Instruction will routinely examine the content and purpose of programs for relevance and viability.* | *UNMLA Goal: Student Excellence*  *UNM 2020*  *Goal 2:Prepare Lobos for Lifelong Success* | *Every three years in the spring. All Departments will be assessed spring 2016 and 1/3 each spring 2017, 2018, 2019* | 1. *Program reviews will be completed for each department, degree program, and certificate.* 2. *Program reviews are approved by the IE committee* 3. *A 3-year review plan is developed, maintained and followed.* 4. *Degree maps and schedule of classes ensure that all courses in the degree programs are being offered at least every two years* | 1. *Direct* 2. *Indirect* 3. *Direct* 4. *Direct* | 1. *Review template is developed and approved.* 2. *Program review is accepted successfully by IE Committee for 100% of departments.* 3. *3-year schedule is created and 100% of departments comply* 4. *Curriculum Maps are completed for 100% of degree programs and classes listed in schedule* |
| *AUO 1.2: The Office of Instruction will ensure that existing programs and courses are successfully educating students.* | *UNMLA Goal: Student Excellence*  *UNM 2020*  *Goal 2:Prepare Lobos for Lifelong Success* | *Each program will be assessed at the end of each Spring semester with the report being filed early Summer 2016-2019* | 1. *Program Assessment plans are developed for all programs.* 2. *Program Assessment reports are collected annually and approved.* 3. *Course assessments are completed and approved.* 4. *Changes are made as indicated by the assessment reports.* | 1. *Direct* 2. *Direct* 3. *Direct* 4. *Indirect* | 1. *100% of programs have a plan on file.* 2. *100% of programs submit an assessment report each year.* 3. *75% of courses submit an assessment report.* 4. *75% of courses show changes are documented on the assessment report.* |
| ***Goal 2 The Office of Instruction will employ, develop, and maintain outstanding faculty and staff to accomplish its mission and goals.*** | *AUO 2.1: The Office of Instruction will employ faculty that are well-qualified to teach their courses.* | *UNMLA Goal: Institutional Excellence*  *UNM 2020*  *Goal 3: Promote institutional Citizenship and Inclusive Excellence* | *Every Fall 2016-2019* | 1. *A data base of faculty credentialing forms including a collection of resumes & transcripts.* 2. *Classroom observations of all continuing faculty and TPT faculty bi-annually.* | 1. *Direct* 2. *Indirect* | 1. *Tracking log of submitted credential forms, resumes, and transcripts includes 100% of continuing and TPT faculty* 2. *75% of faculty have a rating of 3.5 or better observation completed at least every two years.* |
| *AUO 2.2: The Office of Instruction will support professional growth and development for faculty.* | *UNMLA Goal: Institutional Excellence*  *UNM 2020*  *Goal 3: Promote institutional Citizenship and Inclusive Excellence* | *Every Spring 2017-2019* | 1. *Tenure track faculty report on their professional development activity for the year* 2. *Regular and TPT faculty participate in on campus professional development activities* | 1. *Direct* 2. *Indirect* | 1. *100% of tenure track faculty have at least one professional development session each year.* 2. *At least one professional development session will be provided each semester available to all faculty* |
| ***Goal 3: The Office of Instruction will provide adequate resources and services to achieve its mission.*** | *AUO 3.1: Programs will be financially sound.* | *Goal: Institutional Excellence*  *UNM 2020*  *Goal 6: Ensure Financial Integrity and Strength* | *During early summer2016 all participate. 2017-2019, 1/3 of programs participate each year* | 1. *Program reviews will demonstrate financial viability* |  | 1. *75% of programs will be either breaking even or bringing in more tuition and fee dollars than they spend each year.* |
| *AUO 3.2: The Office of Instruction will provide services that enable UNM-LA academic departments to effectively administer and manage their budgets/funds.* | *Goal: Institutional Excellence*  *UNM 2020*  *Goal 6: Ensure Financial Integrity and Strength* | *2016-2019 Every Fall/Spring/summer* | 1. *Quarterly reports from office of instruction to department chairs* | 1. *Direct* | 1. *100% of departments will receive a budget report with comments from the OI each quarter.* |
| *AUO 3.3: The Office of Instruction will address faculty, staff, and student needs in a satisfactory fashion* | *UNMLA Goal: Institutional Excellence*  *UNM 2020*  *Goal 3: Promote institutional Citizenship and Inclusive Excellence* | *2017-2019 Every Spring* | 1. *A survey of faculty and staff will be conducted each year* | 1. *Indirect* | 1. *85% of constituent report satisfaction with OI services. All faculty and staff will be surveyed* |
| ***Goal 4: Student Support Services within the OI (UNM-LA Library, Adult Basic Education/Community Education, and the Academic Support Center) will provide excellent services to the student population.*** | *AUO 4.1: The Office of Instruction will ensure that the UNM-LA Library, ABE/CE, and ASC examine their ability to provide needed services* | *UNMLA Goal: Institutional Excellence*  *UNM 2020*  *Goal 3: Promote institutional Citizenship and Inclusive Excellence* | *Fall 2016 2017-2019 the unit assessment plans will be followed.* | 1. *A Unit Assessment plan for each student support service area is developed and maintained* | 1. *Indirect* | 1. *100% of the units will have their assessment plan developed by the end of AY 17 and an assessment report by the end of AY 18.* |

1. **Who**: All clients will be targeted. No sample groups will be used.
2. **When will the outcomes be assessed? *When and in what forum will the results of the assessment be discussed*? See table\*\*\*\*\***

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| **Student Learning and/or Administrative Unit Outcomes** | **Year: Semester** |
| *AUO 1.1: The Office of Instruction will routinely examine the content and purpose of programs for relevance and viability.* | *Every three years in the spring. All Departments will be assessed spring 2016 and 1/3 each spring 2017, 2018, 2019* |
| *AUO 1.2: The Office of Instruction will ensure that existing programs and courses are successfully educating students.* | *Each program will be assessed at the end of each Spring semester with the report being filed early Summer 2016-2019* |
| *AUO 2.1: The Office of Instruction will employ faculty that are well-qualified to teach their courses.* | *Every Fall 2016-2019* |
| *AUO 2.2: The Office of Instruction will support professional growth and development for faculty.* | *Every Spring 2017-2019* |
| *AUO 3.1: Programs will be financially sound.* | *During early summer2016 all participate. 2017-2019, 1/3 of programs participate each year* |
| *AUO 3.2: The Office of Instruction will provide services that enable UNM-LA academic departments to effectively administer and manage their budgets/funds.* | *2016-2019 Every Fall/Spring/summer* |
| *AUO 3.3: The Office of Instruction will address faculty, staff, and student needs in a satisfactory fashion* | *2017-2019 Every Spring* |
| *AUO 4.1: The Office of Instruction will ensure that the UNM-LA Library, ABE/CE, and ASC examine their ability to provide needed services* | *Fall 2016 2017-2019 the unit assessment plans will be followed.* |

3. **What is the unit’s process to analyze/interpret assessment data and use results to improve and/or maximize**

**performance on the outcomes?**

*Briefly describe:*

1. *who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).* 
   1. Evidence will be gathered by the Office of instruction including the Dean, the Associate Dean, and the Assistant to the Dean. The assessment coordinator and all department chairs will gather and interpret data for general education and program assessment. All faculty will participate in general education assessment.

*2. what is the process for considering the implications of assessment/data for change:*

*a. to assessment mechanisms themselves:* Assessment instruments will be examined after each cycle of use and revised annually as needed.

b. *Curriculum and activities*: After each program review and program assessment, curriculum will be re-examined.

c*. to service delivery and/or client’s knowledge in the interest of improving services, resources, unit, etc*.: after each assessment tool is administered the OI will direct an evaluation of changes needed.

*3. How, when, and to whom will recommendations be communicated? Recommendations will be given by the Dean to Department chairs, assistants, faculty, who will then implement changes as needed.* All Academic Program assessment plans and reports will be reviewed by the CARC for approval and recommendations for change. Similarly, all Academic Program Reviews will be reviewed and evaluated by the Program Review Committee. Results will be discussed in the first Department Chair meeting each fall and a strategy for improvement will be developed. All Administrative Unit Assessment Plans and Reports will go to the Institutional Effectiveness Committee for evaluation. Ultimately, all results and recommendations will be posted in the S Drive and to One-Drive. Implementation of the changes will be the responsibility of the Dean, the Associate Dean, and the Assistant to the Dean.