

Annual Institutional Effectiveness Reports

By Don Sutherland

As Lehman College's Institutional Effectiveness Coordinator, I develop an annual institutional effectiveness report each year. The report, which is completed in November, contains recurring items related to the College's assessment process, its assessment activities, and its PMP outcomes. It also contains topical items in its appendices.

This year's report followed the conclusion of the College's successful Periodic Review Report (PRR) process. Therefore, the PRR outcome was discussed in the introduction to the report.

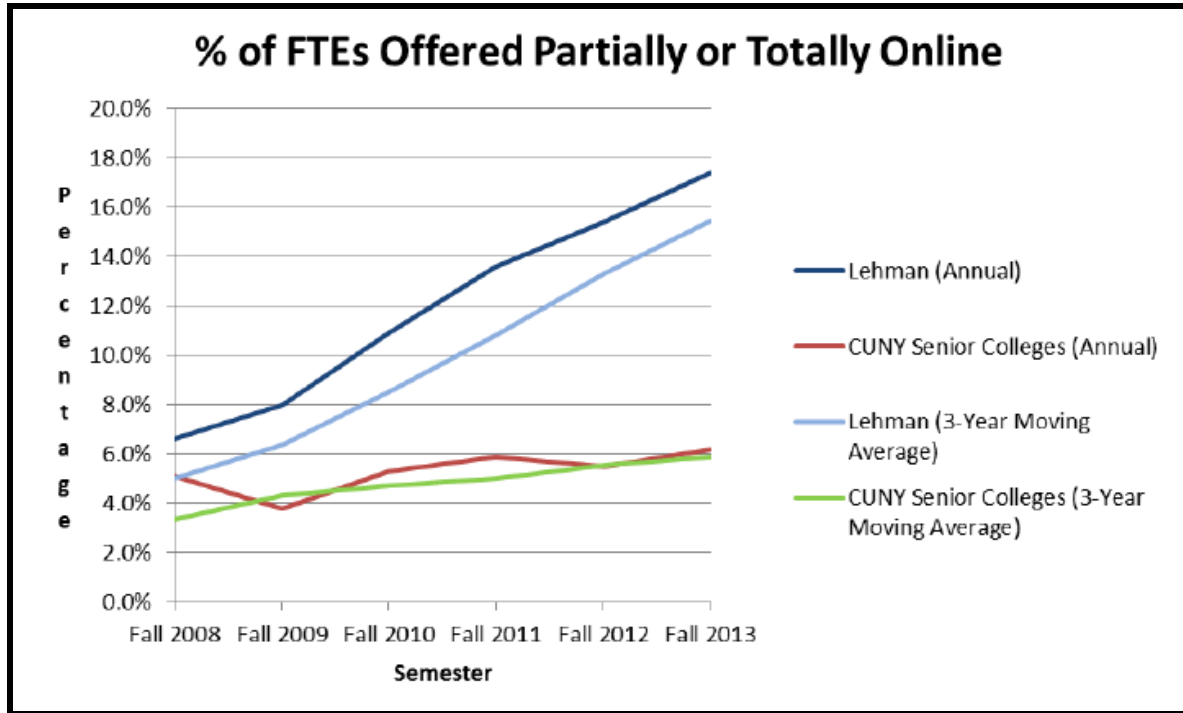
For an idea about the contents of such a report, the below chart contains an outline from my 2013-2014 report:

2013-2014 Annual Institutional Effectiveness Report Outline:

I.	Introduction: MSCHE Recognizes Lehman's Progress
II.	Institutional Assessment: Background <ul style="list-style-type: none">A. OverviewB. The Performance Management ProcessC. The Strategic PlanD. Assessment of Institutional Effectiveness
III.	Snapshot of Select Assessment Reports and Activities
IV.	PMP Outcomes <ul style="list-style-type: none">A. Annual OutcomesB. Strategic Plan Performance based on the PMP Outcomes
V.	Indicators of Institutional Effectiveness
VI.	Student Progress Dashboard
VII.	Student Workload Dashboard
VIII.	Use of Technology
Appendix 1:	The MSCHE Reviewers' Findings <ul style="list-style-type: none">A. FindingsB. Role of the New MSCHE Standards (for the next self-study report)C. Risk AssessmentD. How Other Institutions Addressed Such Risks
Appendix 2:	The New MSCHE Standards
Appendix 3:	Meeting the Requirements of MSCHE Standard VI: Planning, Resources, and Institutional Improvement

This year's annual report contained a new indicator on the "Use of Technology" in response to the changes that have been taking place throughout Higher Education. With colleges and universities confronted by pressures to slow the growth in the cost of education, improve student learning outcomes, and boost retention and graduation rates, even as challenges confront primary and secondary education and the college population grows more diverse (ethnicity, age, prior

work experience, etc.), technology offers the potential for colleges and universities to more effectively and efficiently meet those challenges and opportunities. At present, the major indicator on this topic is the percentage of FTEs offered partially or totally online (PMP Target 1.3). One of the related charts is below:



This report provides a snapshot of the year’s institutional effectiveness activities and outcomes. In general, an annual institutional effectiveness report can serve at least three purposes. First, it can sustain a focus on continual institutional improvement. Second, it can provide a source of information to myriad units concerning matters related to assessment, accreditation, and practices across the campus, helping reduce the impact of any “silo effect.” Third, it can help lay the groundwork for subsequent accreditation reporting, while providing a degree of evidence concerning the existence of a “culture of assessment.”