

Institutional Effectiveness Responsibilities

Overall Responsibilities of a Planning Group:

- Direct the planning activities of the units that report to them
- Conduct an *inclusive* strategic planning process
- Conduct an environmental scan and SWOT analysis
- Complete strategic planning activities within timeframe outlined on the IE calendar
- Develop an plan that is consistent with the Planning Group Template and that contributes to the strategic directions and goals of the university strategic plan
- Monitor, evaluate and update the action plan using TracDat software
- Submit annual progress report to the Office of Institutional Effectiveness
- Review & provide feedback on reporting unit action plans with particular attention to student learning outcomes and results
- Prioritize submitted strategic budget requests from your units and submit prioritized requests to the Strategic Planning Committee
- Attend strategic planning related workshops offered by Office of Institutional Effectiveness and Office of Institutional Research (see www.oie.eku.edu for upcoming training opportunities)

NOTE:
This plan should not just be an accumulation and compilation of the reporting unit plans

Planning Group 2005-2006: Responsibility

Fall 2005:

- Finish analyzing assessment results from 2004-2005
- Determine action plan modifications for current year
- Update TracDat (add assessment results; make modifications to plan)
- Synthesize and prioritize strategic budget requests from Reporting Units
- Submit Annual IE Progress Report
- Continue to conduct planning activities for next cycle (2006-2010)

Spring 2006:

- Continue to conduct planning activities for next cycle (2006-2010)
- Collect assessment data for 2005-2006
- Provide feedback to reporting units on their progress reports from Fall 2005
- Submit 2006-2010 Action Plan

QUICK FACT: The most common criticism of most planning processes is the lack of feedback from one level to the next. Communication between the various levels of the university, and particularly **written feedback to the reporting units from the heads of planning group**, is critical to establish the credibility of the planning process!

Overall Responsibilities of a Reporting Unit:

- Conduct an *inclusive* strategic planning process
- Conduct an environmental scan and SWOT analysis
- Complete strategic planning tasks within timeframe outlined on the IE calendar

- Develop an action plan that is consistent with the Reporting Unit Template and contributes to the strategic directions and goals of the planning group action plan and the university strategic plan.
- For Academic Units: Review student learning assessment results and include faculty in determining improvements based on results
- Monitor, evaluate and update the action plan using TracDat software
- Submit annual progress report to planning group
- Submit annual strategic budget requests to planning group
- Attend strategic planning related workshops offered by Office of Institutional Effectiveness and the Office of Institutional Research (see www.oie.eku.edu for upcoming training opportunities)

**Reporting Unit
2005-2006: Responsibility**

Fall 2005:

- Finish analyzing assessment results from 2004-2005
- Determine program improvements based upon assessment results
- Determine action plan modifications for current year
- Update TracDat (add assessment results; make modifications to plan)
- Submit strategic budget requests to planning group
- Submit Annual IE Progress Report to planning group
- Continue to conduct planning activities for next cycle (2006-2010)

Spring 2006:

- Continue to conduct planning activities for next cycle (2006-2010)
- Collect assessment data for 2005-2006
- Submit 2006-2010 Action Plan

Strategic Planning Committee Roles:

- Supports the development and implementation of the University's strategic plan.

University Assessment Committee Roles:

- Supports university-wide assessment activities, including those found within EKU's strategic plan.

Academic Program Review Committee Roles:

- Coordinates academic program review—which ensures that quality and continuous improvements is an integral component of all EKU academic programs.