VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER) 13 August 2012
NUMBER 77)

Annual Assessment Reports and Assessment Plans Policy

1. **Purpose:** This order defines procedures for preparing and filing annual assessment reports and annual assessment plans.

2. **Applicability**: The order applies to
   a. heads (or directors) of instructional departments, academic and administrative service units, and other budget centers at this level that are integral to the Institute's operations;
   b. heads (or directors) of the Institute's major operational programs: Academic Program; Co-Curricular Program; Finance, Administration, and Support; Headquarters; Information Technology; Superintendent's Office and Inter-collegiate Athletics;
   c. heads (or directors) of cross-functional programs that are central to the Institute's educational mission, such as the Institute's Honor Program and Center for Leadership and Ethics.

3. **Unit-Level Assessment Plans and Assessment Reports**
   a. Each assessment unit will file an annual assessment plan and assessment report. The entities that will serve as assessment units will be defined by the members of the Policy Group of the Institute Planning Committee but in accordance with practices of the Commission on Colleges of the Southern Association of Colleges and Schools (COCSACS), standards of the Council for the Advancement of Academic Standards, and reports of the Virginia Military Institute (2006 Compliance Certification Report and 2007 Response Report) to COCSACS.

   b. An assessment plan should describe:
      1. the goals and the specific components of goals -- i.e., operational objectives or learning outcomes-- that will be assessed in the forthcoming year;
      2. the methods (qualitative, quantitative or a combination) that will be used to collect data for demonstrating achievement of a desired result;
      3. the specific findings that will constitute achievement; and
      4. the procedures that will be followed for communicating assessment findings to appropriate stakeholders and for incorporating a review of assessment findings into annual operational planning.

c. An assessment report should describe
   1. the goals and the components of the goals that were assessed for achievement during the just-ending year;
   2. the methods that were used to collect data for demonstrating achievement;
   3. the findings from analyses of the data;
   4. the extent to which the findings met the standard for demonstrating achievement;
   5. the implications of the findings for planning and budgeting;
   6. the actions that have been completed in response to the findings; and
   7. any evidence of actions that were informed by assessment findings and led to continuous improvement in operations or student outcomes.

4. **Program-Level Assessment Reports**

A program-level assessment report will present a summary and discussion of assessment activities and findings (including occurrences of assessment-driven continuous improvement) that pertain to the goals and objectives set forth in the program's operations plan for the just-ending year. Because the goals of reporting units have been established to support the goals and objectives of the program, a summary of relevant unit-level assessment findings would be used to evaluate the achievement of program-level goals and objectives. Pertinent assessment information may also be obtained from program-level assessment activities and Institute-level assessment activities (such as annual surveys of students and employees).

The presentation of assessment findings for a particular goal or objective should include a statement or discussion of the implications of these findings for future planning and budgeting and a description of any actions that have been completed in response to the findings.

If actions originating from an analysis of assessment findings led to continuous improvement in operations or outcomes, the report should highlight these occurrences and identify the source(s) of the information.

5. **Program-Level Assessment Plan**

The program-level assessment plan will identify the program-level goals and objectives to be assessed during the forthcoming year and provide a brief statement of the assessment activities that will be used.

Assessment v. Operations Reports and Plans

The assessment reports and plans may be presented as stand-alone documents or embedded within other annual reports (i.e., operations reports) and annual plans (i.e., operations plans).

6. **Assessment Cycles**
All unit-level goals and program-level goals and objectives should be assessed at least once within a five-year period. Student learning goals and component outcomes should be assessed at least once every three years. Goal statements should provide relatively general descriptions of desired results while objectives and outcomes should describe specific, measurable components. The measurement of any component would constitute assessment of the goal but adequate assessment of the goal may require measurement of multiple components.

7. **Filing of Assessment Reports and Plans:** The Institute's senior executives will specify how unit-level reports and plans are to be filed within their respective programs. Program-level reports and plans will be submitted to the Strategic Planning Committee and the Superintendent. An electronic copy of each unit-level report and plan and each program-level report and plan will be submitted to the Office of Assessment and Institutional Research. The OAIR staff will upload these documents to the Institute Assessment Program drive, which serves as a central repository for Institute assessment activities needed to support various reporting requirements of the Commonwealth and the Southern Association of Colleges and Schools (specifically, SACS' Commission on Colleges).

8. **Due Dates for Reports and Plans:** Program-level assessment reports and plans are used in the annual updating of the Institute's strategic plan and in the Institute's budgeting process. Program-level reports and plans will be submitted in accordance with the attached Schedule. The purpose of this schedule is to facilitate a timely use of assessment and evaluation evidence in setting operational priorities and to further encourage the ongoing documentation of evidence-based planning and budgeting. Because the findings of unit-level reports and plans are used in the preparation of program-level reports and plans, program heads should ensure that unit-level reports are submitted in a timely manner.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, USAF (Ret.)
Chief of Staff

OPR: OAIR

Schedule for Annual Reports and Annual Plans Issued by Institute-Level Programs

Action		**Reporting or Planning Period**	**Due**
Interim Operations Report	Describes status of goal achievement using assessment data; specifies further actions needed to achieve goals	Jul 2012 - Dec 2012	O/A 1/15/2013
Preliminary Operations Plan	Standard format but explains when proposed actions have arisen from assessment data.	Jul 2013- Dec 2014	2/15/2013
Budget Request Form	Each item on the budget request is to be linked to an element of the Preliminary Ops. Plan	Jul 2013 - Dec 2014	2/15/2013
IPC Budget Committee Meetings	Discussion includes presentation of assessment-based requests	Jul 2013 - Dec 2014	Mar 2013
Proposed Budget Published		Jul 2013 - Dec 2014	April 2013
BOV approves VMI Budget		Jul 2013 - Dec 2014	May 2013
Final Operations Report	Adjusted to include Jan through Jun 2012 assessment data.	Jul 2012 - June 2013	July 2013
Budget Adjustment Requests	Essential or critical assessment-based adjustments submitted to FAS	Jul 2012 - June 2013	July 2013
Final Operations Plan	Coordinated with budget	Jul 2013 - Dec 2014	Aug 2013
Update of Strategic Plan		Out Years (2039)	Sep 2013
Updated Strategic Plan to BOV		Out Years (2039)	Sep 2013