

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 77)

17 October 2025

Annual Assessment Reports and Assessment Plans Policy

I. **Purpose:** This order defines procedures for preparing and filing annual assessment reports and academic program review.

II. **Applicability:** Each unit is required to submit an annual assessment report based on its unit type as defined by the Southern Association of Colleges and School Commission on Colleges (SACSCOC):

1. Academic – units that award an academic degree (i.e. Biology, Economics, Engineering, etc.)
2. Academic Support – units that do not award academic degrees but that significantly enhance student success (i.e. Libraries, Academic Student Success Centers, Cultural Centers, etc.)
3. Administrative – units that play a crucial role in the overall functioning of the institution (i.e. Finance and Budget, Registrar, Enrollment Management, etc.)

III. **Bundling of Units:** Due to the logical nature that some non-academic units share the same or similar goals and objectives, it is appropriate and encouraged to combine these units together into one bundled unit. For example, the business and finance division may want to bundle its accounts payable, accounts receivable, and institutional audit/comptroller into one bundled unit. The decision to bundle units is made at the division level (i.e. Superintendent's Office, Dean, Finance and Support, Commandant, etc.)

IV. Unit-Level Assessment Plans - Academic Units

1. An academic unit's annual assessment report should contain the following:
 - a. Academic Year
 - b. Department Head/Director
 - c. Executive Summary of the State of the Department
 - d. Strategic Goals
 - i. Description
 - ii. Projected Budget
 - iii. Identification of VMI Strategic Goals Supported
 - iv. Accomplishments and/or progress toward goal
 - e. Annual Goals
 - i. Description
 - ii. Departmental Strategic Goals Supported
 - iii. New Budget Allocation
 - iv. Types of Assessment Used
 - v. Results of Assessments

- vi. Progress Toward Goals
- f. Additional Improvements/Challenges to Department
- g. Planned Goals for Next Year
- h. Curriculum Map
- i. Student Learning Outcomes
 - i. Description
 - ii. Courses
 - iii. Assessment Timeline
 - iv. Assessment Methodology
 - v. Core Curriculum Support
 - vi. Target
 - vii. Findings
 - viii. Action Plan
- j. Program Learning Outcomes
 - i. Description
 - ii. Assessment Methodology
 - iii. Target
 - iv. Findings
 - v. Action Plan

2. Additionally, Academic Units are required to participate in a program review. Program Reviews occurs every six years and is explained below:

Academic Program Review is an external review process and is intended to contribute to the overall improvement of VMI's educational programs. The program review is designed to indicate (identify) areas of achievement as well as areas that may require attention, including the utilization of resources. Its purpose is to facilitate positive change and offer all programs the opportunity to orient their activities according to professional standards and Institute needs.

To prepare for the program review, each department or program head, in consultation with the Dean, will develop a program review plan that will provide the details of the program review including – composition of the external review committee, previous external review documents with a summary of both the recommendations of the previous external review and the department's responses to them, annual reports since the last external review, and current review plans with dates. The plan must be sent by 30 September to the Academic Program Review Committee (APRC) Chair for the committee's review, which will be followed by the Dean's review.

The program review schedule is available through the Dean of Faculty. All departments and programs generally follow a four-to-six-year cycle. Programs accredited by ABET and the Association to Advance Collegiate Schools of Business will submit a draft of their accreditation materials to the Director of Institutional Effectiveness (Director) and the Dean prior to the submission deadline. The self-study (or initial submission of compliance reporting with the accrediting body's standards) is due two months prior to the submission deadline. Follow-up reports, as required, must be submitted to the Director and the Dean at least three weeks prior to the submission deadline. ROTC units are evaluated on a regular schedule by their respective service higher headquarters. At the March Academic Board meeting, the Chair of the APRC will

review the list of departments scheduled for a program review in the next academic year. The APRC Chair will also notify the department/program head of the requirement.

Guidelines for conducting the external review:

- With the exception of the three engineering departments and the Department of Economics and Business, all other academic and program reviews should be conducted early in the spring semester (preferably February and March) of the academic year in which the review is scheduled.
- Department Heads and Program Directors must schedule a meeting with the Dean and review team members at the conclusion of their scheduled visit.
- Prior to establishing dates for the review team visit, department heads must coordinate with the Dean's office to confirm that the Dean is available.
- Reviews are generally conducted over 1-2 days.
- The Dean's office provides funding to support honorariums and expenses related to the review.
 - Contact the Associate Dean for Academic Administration and Planning for funding details.
- In order for review team members to be compensated, a COMMONWEALTH OF VIRGINIA CONTRACT REQUEST form must be completed and submitted to the VMI Procurement Office.
 - Contact the VMI Procurement Office to obtain the contract form.

V. Unit-Level Assessment Plans - Academic Support Units

An academic support unit's annual assessment report should contain the following:

- a. Academic Year
- b. Department Head/Director
- c. Executive Summary of the State of the Department
- d. Strategic Goals
 - i. Description
 - ii. Projected Budget
 - iii. Identification of VMI Strategic Goals Supported
 - iv. Accomplishments and/or progress toward goal
- e. Annual Goals
- f. Description
 - i. Departmental Strategic Goals Supported
 - ii. New Budget Allocation
 - iii. Types of Assessment Used
 - iv. Results of Assessments
 - v. Progress Toward Goals
- g. Student Learning Outcomes (if applicable)
 - i. Description
 - ii. Courses
 - iii. Assessment Timeline
 - iv. Assessment Methodology
 - v. Core Curriculum Support

- vi. Target
- vii. Findings
- viii. Action Plan

VI. Unit-Level Assessment Plans - Administrative Units

An administrative unit's annual assessment report should contain the following:

- a. Academic Year
- b. Department Head/Director
- c. Executive Summary of the State of the Department
- d. Strategic Goals
 - i. Description
 - ii. Projected Budget
 - iii. Identification of VMI Strategic Goals Supported
 - iv. Accomplishments and/or progress toward goal
- e. Annual Goals
- f. Description
 - i. Departmental Strategic Goals Supported
 - ii. New Budget Allocation
 - iii. Types of Assessment Used
 - iv. Results of Assessments
 - v. Progress Toward Goals

VII. Filing of Assessment Reports and Plans

Unit reports will be submitted to the division administrator as well as the Office of Institutional Effectiveness. The OIE staff will maintain a central repository for Institute assessment activities needed to support various reporting requirements of the Commonwealth (SCHEV) and SACSCOC.

VIII. Due Dates for Reports and Plans:

Annual assessment reports are used in the annual updating of the Institute's strategic plan and in the Institute's budgeting process. Academic, academic support, and administrative reports will be submitted no later than the end of each fiscal year (1 July) 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.

FOR THE SUPERINTENDENT:

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OPR: OIE