

Western Nevada College

Planning and Assessment Cycle Overviews

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This document contains overviews for the following regular planning and assessment cycles:

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Overview of Annual WNC Planning and Assessment Activities

Fall Semester

- President, VP, Directors, and other campus leadership complete assessments of prior academic year's annual goals.
- IRE completes annual student learning outcome assessment summary report for prior academic year.
- Academic faculty create plans for current academic year which include student learning outcome assessment projects.
- Committees create goals for the current academic year.
- Academic programs undergoing five-year program review complete reports and present findings at College Council meetings.

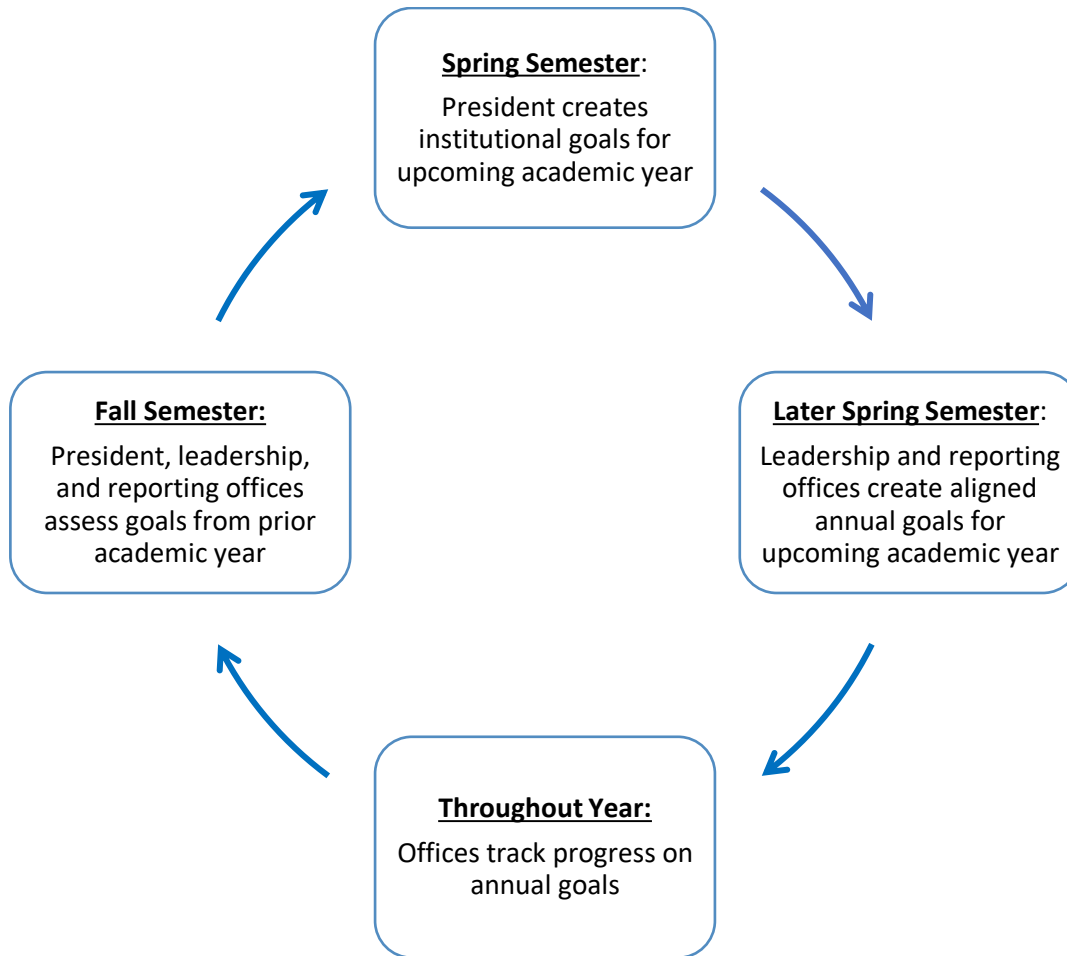
Spring Semester

- President creates institutional annual goals for upcoming academic year. Other campus leadership and reporting offices create annual goals in alignment with institutional goals.
- Academic faculty complete student learning outcome assessments and report results.
- Committees assess annual goals and write assessment reports.
- Academic programs with upcoming program reviews begin or continue work.
- Executive Leadership and IRE complete annual assessment of institutional effectiveness.
- IRE completes annual mission fulfillment report and updates strategic plan indicators.

Annual WNC Planning and Assessment Activities Notes

- The academic year is defined as July 1-June 30.
- Copies of assessment reports and program reviews can be found on [IRE's public website](#). Some assessment reports with more sensitive information may be found on WNC's intranet for faculty and staff.
- More information on the 2019-2025 WNC Strategic Plan can be found on [WNC's Strategic Planning page](#).
- More information on the five-year program review process can be found on [WNC's Program Review and Assessment page](#).
- This document focuses on regular annual planning and assessment activities.

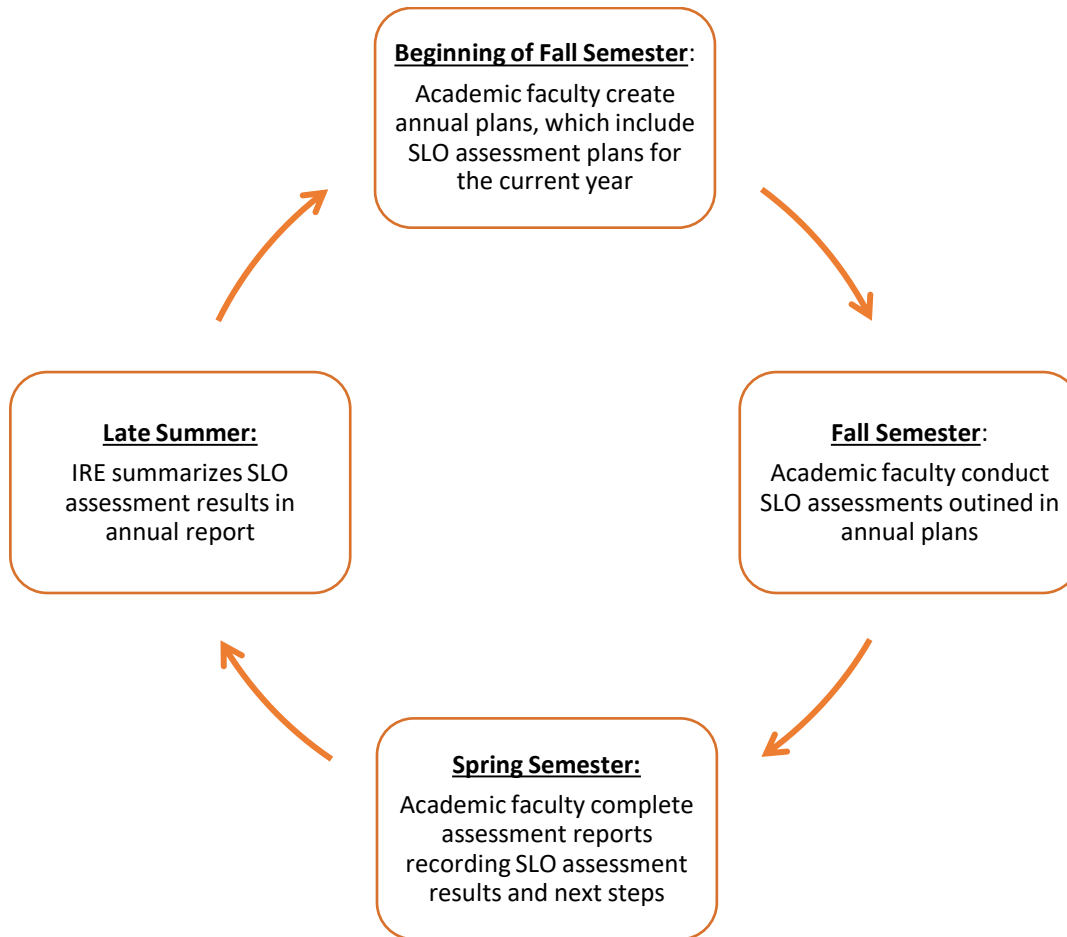
Annual Institutional Planning and Assessment Cycle



Annual Institutional Planning and Assessment Cycle Details:

- The following areas create and assess annual goals in alignment with the President’s annual institutional goals: Academic Advising and Access, ACCEL, Admissions and Records, Advancement, APP, Child Development Center, Computing Services, Disability Support Services, Facilities, Finance, Financial Aid Office, HEPP, Human Resources, Institutional Research and Effectiveness, Learning and Innovation, Liberal Arts, Nursing and Allied Health, Student Life, and WCTE.
- Since the 2021-22 academic year, annual planning has been completed using the SMART goals format. SMART is an acronym for Specific, Measurable, Achievable, Relevant, and Time-Bound.
- Reporting areas complete a SMART goals reporting form each spring for their annual plan and are asked to create no more than 1-3 goals. Each reporting area completes a SMART goals assessment form for their annual report in the fall. Blank form templates are available on [WNC’s Strategic Planning page](#).
- Annual plans and assessment reports are submitted to each area’s supervising office and to IRE.
- Assessment process informs creation of annual strategic plans for upcoming academic year, annual resource allocation, academic five-year program reviews, annual 2019-2025 WNC Strategic Plan indicator updates, and cyclical Mission Fulfillment reports.

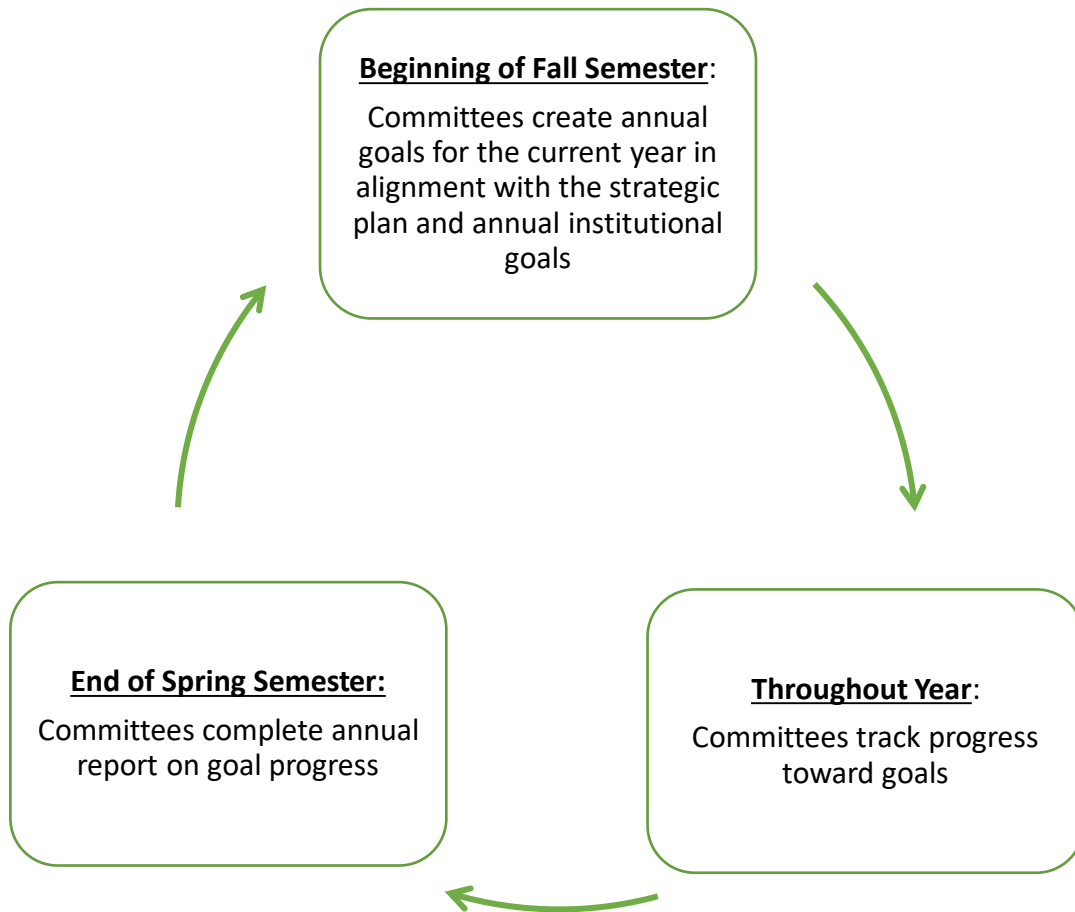
Annual Student Learning Outcome (SLO) Assessment Cycle



Annual SLO Assessment Cycle Details:

- All full-time academic faculty are expected to participate in SLO assessment. Many part-time academic faculty also choose to participate, but they are not required to do so. Most faculty conduct assessments in the fall and report their results the following spring, but some faculty complete multi-semester or multi-year assessments that may be completed on different timelines.
- Annual SLO assessments are conducted at the course level. Curriculum mapping allows course-level SLO assessment results to also inform program and institutional SLO assessment. Five-year program reviews are required to include SLO assessment data.
- Academic faculty complete assessment reports using a form hosted on the JotForm platform and available to faculty through WNC's intranet. In addition to recording the details and results of the assessment project, forms also ask faculty how they will apply the results and if they have updates on the application of results from past assessment projects.
- Each academic division works with its own programs and faculty to organize a comprehensive assessment schedule that ensures each course and SLO at the course and program level is assessed. In Liberal Arts, two faculty members serve as Assessment Lead Faculty to help facilitate this process. They complete an annual report detailing their work to advance assessment within Liberal Arts, as well as plan for the upcoming year.
- Annual SLO assessment report summaries can be found on [IRE's Program Review and Assessment page](#).

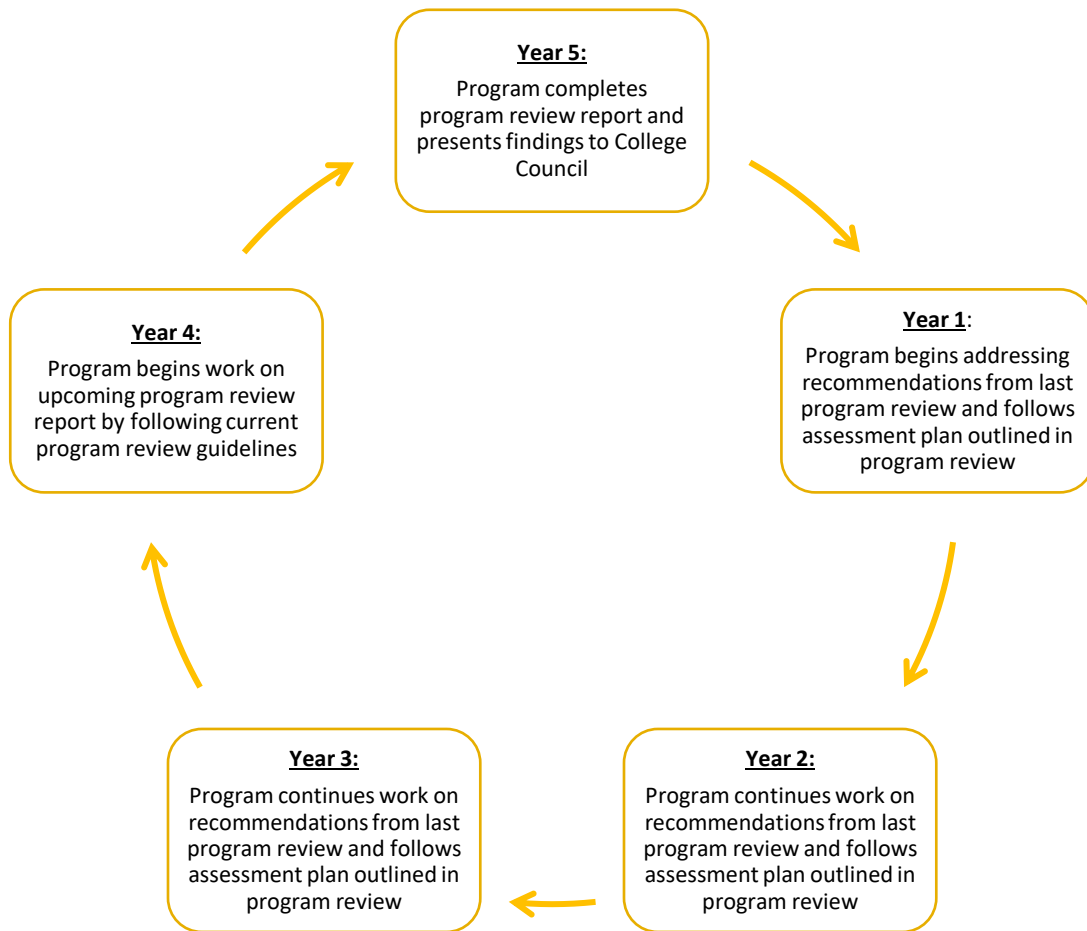
Annual Committee Goal Creation and Assessment Cycle



Annual Committee Goal Creation and Assessment Cycle Details:

- All standing committees overseen by College Council are required to create and assess annual goals.
- Annual committee goal and assessment reports are submitted to College Council and IRE. College Council may provide guidance or other feedback in response to committee goals. Committee goals should advance institutional annual goals and support the strategic plan within the scope of the committee's mission and purpose.
- Committee goal and assessment reports are posted on committee websites.

Five-Year Academic Program Review Cycle



Five-Year Academic Program Review Cycle Details:

- Full details on the program review process, including a detailed timeline for completing the program review in years 4 and 5 of the cycle, can be found in the current program review guidelines on [IRE's Program Review and Assessment page](#).
- Program reviews are completed by full-time academic faculty within a program. WNC requires all degree-granting programs to complete a program review every five years. Programs with rigorous professional accreditation reporting requirements, such as the AAS Nursing program, may submit completed accreditation reports as their program review reports with approval from the President.
- Program review summaries are submitted to NSHE each year using a form supplied by NSHE. NSHE requires that all institutions have programs complete program reviews at least once every 10 years.