



Monitor submission of report elements per stated deadlines and develop meaningful methods for providing effective feedback (student learning assessment, general education/integrative learning core, and strategic planning).

Research best practices and work collaboratively with Student Affairs and others in preparation for the implementation of a university-wide Survey Committee.

Develop a mechanism to measure OIE impact for improvement of quality assessment practices and continuous improvement efforts for related teaching and learning.

Develop appropriate strategies and timeline to meet EIA Designation criteria by desired application period timeline.

Develop topics of interest and corresponding schedule to provide workshops, including internal and external experts (as resources permit).

Provide exceptional customer service and support to stakeholders campus-wide across all facets of institutional effectiveness activities.

Performance Indicators:

Achieve satisfactory results from workshop participants.

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Related Strategies:

Develop and maintain systemic processes, using technology as applicable, to facilitate managing SACSCOC requirements (e.g., substantive change, faculty credentialing, student achievement, program coordinators, etc.)

Establish committees of key stakeholders in support of major reporting requirements (e.g., conducting gap analysis, providing narrative and supporting documentation).

Develop more intentional paths to support programmatic accreditation via review of self-study materials and other resources, such as 1:1 workshops, as needed. Enhanced tracking abilities of specialized accreditation status to better promote and support units. Market to colleges/programs resources available, including targeted intentional communications for those close to an accreditation cycle.

Conduct periodic institutional audits, particularly in response to any changes in SACSCOC requirements.

Prioritize office staff professional development opportunities to promote continuous learning and growth.

Performance Indicators:

Ensure all staff have multiple opportunities (group and/or individual) to participate in a variety of professional development opportunities for all staff each year (e.g., conferences, webinars, workshops, on-campus offerings, statewide groups, etc.). Maintain or increase annually, as resources permit.

Encourage submission of proposals for conference presentations and publications, as appropriate.

Annual review of job responsibilities and back-up assignments, in conjunction with the university's annual performance review process, to ensure appropriate office coverage and exploration of staff interests and ideas for enhancing office operations and their contributions, including opportunities for growth.

Related Strategies:

Promote the importance of individual professional development and continuous learning, including allocating resources as available.

Mentor staff in support of professional growth opportunities.

Seek opportunities to enhance overall office operations in alignment with areas of staff interests and professional development.