Guidelines for the 2009 Strategic Planning Assessment Reports

1. The format and procedures for the 2009 Annual Assessment Report and Strategic Planning Update will be the same as used for the previous assessment reports. The reporting process uses the Web site managed by the Office of Institutional Research. The format focuses on each unit/area’s strategic plan and includes the reporting of both quantitative data and qualitative information. The four sections of the assessment report include the strategic goals and accomplishments (Section 1), the universal quantitative data for academic colleges and departments (Section 2), the unit/area’s specific quantitative data (Section 3a) and specific qualitative information (Section 3b), and the commentary and implementation plan (Section 4).

2. The Strategic Planning and Assessment Report homepage is located at http://techdata.irs.ttu.edu/stratreport. Area and unit leaders may login at this site to prepare their annual assessment reports. Using the “manage users/URL” option, the area and unit leaders also should confirm the users who have been assigned privileges in previous years and verify the URL link to their strategic plan. Other uses may be assigned to help prepare the report. Areas and units are to have their strategic plans posted on their Web sites and then use the “manage URL” option in the assessment report to create the link between the Strategic Planning homepage and their strategic plan.

3. Strategic Planning and Assessment Timeline for 2009

- **February 2010** – Assessment reports are opened to allow data input (Areas and units will be notified when reports are accessible).
- **May 31, 2010** – Academic departments, centers/institutes, and support units submit reports to Deans and Vice Presidents
- **June 30, 2010** – Deans and other area leaders reporting to Provost submit reports to Provost
- **July 31, 2010** – Provost and Vice Presidents submit reports to President
- **September 2010** – University’s Assessment Report is completed. All assessment reports posted to the website.

To submit assessment reports, area/unit leaders must LOCK the report. When the report is locked, area/unit leaders will be prompted to notify their supervisor that the assessment report is locked (submitted) and may be reviewed.

4. The 2009 annual assessment reports for all areas and units are posted on the Strategic Planning and Assessment Report homepage. The Office of Institutional Research is responsible for posting and maintaining the annual assessment reports.

5. Program-level Student Learning Outcomes will be documented in TracDat from the 2009 filing period forward.

6. If you have questions regarding the preparation of the annual assessment report, please contact Valerie Paton (742-2184; e-mail: Valerie.paton@ttu.edu). If you are having problems with the use of the Strategic Planning and Assessment Report homepage or other Web pages, email for help at stratplanhelp@ttu.edu.