

University Policy Number 900.02
ANNUAL REPORTING REQUIREMENTS

Responsible Administrator: Vice President for Planning, Assessment and Information Services

Responsible Office: Division of Planning, Assessment and Information Services, Office of Institutional Effectiveness

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Authority: Office of the President

Policy Statement

As part of its annual review process, Claflin University requires every administrative and academic unit to submit an annual report and an IE matrix that is an assessment of the outcomes of the unit. The departments use the matrix to identify expected program outcomes, assess the extent to which they achieve those outcomes and document the use of results for improvement. The units complete these assessments annually using the Annual Report form(s) and the Institutional Effectiveness Matrix.

Statement of Purpose

The policy facilitates an annual review of the operations of the university and to generate data that ensures compliance with appropriate SACSCOC Standards. It also provides a description and related procedures of the process for submission of the Annual Reports and Institutional Effectiveness Matrices.

Applicability

All administrative units, educational programs, and support units are required to submit an Annual Report and IE matrix. Educational programs that have no graduates or enrolled students in the year of assessment should defer submitting the IE matrix until they have enrolled students and or/graduates.

Definitions

1. Annual Report: The Annual Report is the cumulative collation of a division's or department's activities for an academic year. The units submit the report electronically using a prescribed form as detailed in the Procedures/Protocol section of the policy.
2. IE Matrix: The IE Matrix is an assessment of the outcomes of an administrative/administrative support and an academic/ academic support unit of the university that department submit along with the Annual Report. The matrix also documents the use of results to improve learning and operational outcomes as appropriate to the unit submitting the report.

Procedures/ Protocol

Clafin University has a systematic and comprehensive evaluation system that integrates institutional mandates and standardized assessments. The University's process is as follows:

- The due date for the annual report and IE matrix is June 15th of each year.
- The Division of Planning, Assessment, and Information Services sends a notice via email to inform all department chairs and heads about the procedures and the due date(s).
- Using data from overall institutional assessments, the assessment of academic programs and the assessment of university personnel, university entities including the administrative divisions, administrative departments and academic schools evaluate their performance and include the information in the Annual Report and the IE Matrix.
- University entities use specified forms based on the following criteria:
 - The University Provost and Vice Presidents use Form C.
 - Academic programs/schools/academic departments use Form A.
 - Administrative departments use Form B.
 - All academic and administrative units use the Institutional Effectiveness Matrix to report the assessment of outcomes and use of results
- University entities identify and assess short-and long-term goals, and as appropriate, use the results for improvement.

The data generated by this process leads to the President's Annual Report which is presented to the University's Board of Trustees at its June meeting.