

Institutional Assessment and Research



FORT PECK
COMMUNITY COLLEGE

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Institutional Assessment and Research Mission	176
Institutional Assessment Goal.....	176
<u>Section I – Policy</u>	177
<u>Section II – Procedure</u>	177

Institutional Assessment and Research Mission

The mission of the Office of Institutional Assessment and Research is to assure that Fort Peck Community College (FPCC) is meeting the mission and goals of the institution through continual assessment of programs, services and instruction and to assure that students receive the best education that can be provided by FPCC.

Institutional Assessment and Research Goal

The goal of the Office of Institutional Assessment and Research is to assure that timely and accurate information is collected, through the use of proper assessment instruments, that will allow Fort Peck Community College to make decisions regarding programs, students, faculty, and services to assure that the Institution meets all reporting requirements and is providing the best possible quality education to the constituents it serves.

Section I – Policy

The Office of Institutional Assessment and Research, working with all programs and departments within Fort Peck Community College, will be responsible for the assurance that data being collected by those departments is reflected in an accurate manner utilizing standardized or specialized instruments. The information and data collected will then be made available to responsible users of FPCC statistics.

Section II – Procedure

Develop instruments of assessments.

- In May of each year, review existing documents for accuracy and check to see that they are complete.
- Recommend changes to instruments to provide timely, accurate information.
- Prior to Fall semester, work with each department effected to assure the implementation of these instruments.

Working with the responsible departments, assure the necessary surveys are completed and the information from these surveys is recorded and the results are disseminated as necessary.

- By the beginning of Fall semester, review surveys that are currently being used and what additional surveys are needed.
- Develop those instruments that are lacking
- Working with those departments responsible for surveys, establish a calendar of due dates for survey completion.
- Record result and disseminate information.

Write progress reports to meet time lines.

- Prepare the Title III, April progress report.
- Prepare the Title III, annual October report.

Coordinate training as needed.

- Working with the Faculty Development Committee, assist in the development of training that is needed in order to improve the faculty performance in relation to the requirements of the Title III grant.
- Coordinate any computer training that is needed that will enable and enhance the use of the Local Area Network and Wide Area Network.