



Georgia Institute of Technology

Office of the Provost and Executive Vice President for Academic Affairs

Date: April 28, 2015

To: Office of the Provost Unit Directors:

R. Clark – UG Admissions
C. Fenlason – Educational Technology
J. Gordon -- Assessment
A. Henry – International Education
C. Noyes – CETL
M. Mons – Scholarships & Finan. Aid
C. Murray-Rust – Libraries

R. Pikowsky -- Registrar
L. Sharp – Faculty Affairs
D. Bamburowski – Graduate Studies
J. Stone – Postdoctoral Services
C. Thurman -- VPUE
C. Viets – Special Scholarship

From: Jennifer S. Herazy, Assistant Provost for Administration

Copy: R.L. Bras, Y. Berthelot, S. Cozzens, P. Kohn, C. Murray-Rust, C. Potts, S. Girardot, L. Sharp

Subject: Annual Reporting of Unit Outcomes-based Planning and Assessment

Highly successful institutions, like Georgia Tech, regularly and habitually engage in planning and assessment to ensure the effectiveness of their organizations. Georgia Tech's Strategic Plan is the guiding document of the Institute, and progress toward the goals of the Plan is accomplished by the many focused actions across all units of the Institution. These actions typically follow a cycle of outcome setting and assessment that is essential to improving each unit and the Institute as a whole. Your department, like most across campus, practices this outcomes-based process formally or informally in the course of your operations and planning. In the past, these activities and their outcomes have entered into the discussions during annual administrative exercises such as performance evaluations and budget requests.

This time last year, we began an annual process of reporting these regular outcomes-based planning activities. Thank you for your participation and submission of your reports. All units were compliant with this request and it served as excellent start to this annual exercise. Going forward, the formalization of these planning activities through annual reporting will inform short- and long-term planning, as well as contribute to sharing best practices, to aligning strategies across units, to promoting operational successes, and to identifying challenges and opportunities.

More specific information including tips on writing the reports and a suggested reporting template are appended to this memo. To further assist you in preparing your reports, the Office of Assessment will be contacting you to arrange a meeting in the coming weeks to meet with you and give you feedback on last year's outcomes report and offer guidance on how to write and refine the outcomes. The purpose of these meetings will be to help you and your staff to create assessment plans that benefit your programs and satisfy the institutional effectiveness requirements of our accreditors.

Your outcomes report is due no later than Friday, July 31, 2015 and should be submitted via email to me (herazy@gatech.edu). We will plan a meeting of the Vice Provosts' leadership for the

Georgia Institute of Technology
Atlanta, Georgia 30332-0325 U.S.A.
PHONE 404-385-2700
FAX 404-894-1277

Fall; the focus of which will be sharing outcomes reports with the Provost, Vice Provosts and our colleagues. Units within the Office of the Vice Provost for Undergraduate Education will follow a similar, parallel process and should contact Carol Thurman for more information. Should you have additional questions about the reporting process, please contact me.

The Office of Assessment is available to support the process of writing program outcomes and to create appropriate measures of these outcomes. You may contact Jon Gordon or Tris Utschig for further assistance.