

Office of Undergraduate Education—Strategic Planning, Annual Reporting, and Assessment Cycle—updated 06.29.16

Document	Purpose and Description <i>Why are we doing this?</i> <i>What does it include?</i>	Audience <i>Who is it for?</i>	Deadline <i>When is it typically due?</i>	Cycle <i>How often will we do this?</i>
Unit Strategic Plan	<ul style="list-style-type: none"> • Outlines the steps and actions each unit will take in order to achieve the impact it would like to have on Undergraduate Education. • Connects with GT’s strategic plan for undergraduate education 	<ul style="list-style-type: none"> • Unit • OUE/VPUE 	<ul style="list-style-type: none"> • Draft Plan: Mar 1, 2016 • Final: June 15, 2016 • Revisions: As needed 	Every 5 years with periodic updates as needed
OUE Annual Report	<ul style="list-style-type: none"> • Describes the value and impact we have on GT’s undergraduate students and education; allows us to “tell our story” broadly about the immediate past year • Focuses on highlights, successes, trends, and data from the year, including staff highlights, key accomplishments, program utilization data (tables/graphs), historical trends of the immediate past year • Includes student testimonials and photos as appropriate • Each unit submits up to 5 pages plus supporting appendices (data, graphs, tables, etc.) 	<ul style="list-style-type: none"> • OUE/VPUE • Provost • Collaborators and Partners Stakeholders (internal and external to GT) • General Publication (published on OUE website, etc.) 	<ul style="list-style-type: none"> • First Draft: June 1 • Final Draft: August 1 • Publication: September 1 	Annually (covering Academic Year: Summer, Fall, and Spring)
OUE Outcomes and Assessment Report	<ul style="list-style-type: none"> • Details the impact each unit would like to have • Assesses the unit’s pre-defined outcomes (3-5 per unit) • Describes the measures of assessment, results, and how results were used for improvement (the assessment cycle) • May include some overlapping information as the annual report 	<ul style="list-style-type: none"> • OUE/VPUE • Provost’s Office • Office of Academic Effectiveness • SACSCOC (3.3.1.3) 	<ul style="list-style-type: none"> • First Draft: June 1 • Revised Draft: July 8 • Final Drafts: July 31 (for OUE and Provost’s Office) • Revised Outcomes and Methods, and Targets for upcoming year: October 1 • Mid-Year Update Report: February 1 	Annually (covering Academic Year: Summer, Fall, and Spring)
OUE Data Collection and Security Audit	<ul style="list-style-type: none"> • Review program-level data collection methods, storage, and data security in OUE units 	<ul style="list-style-type: none"> • OUE • OIT • Data/Security Compliance 	<ul style="list-style-type: none"> • Mid-January 	Annually

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	<ul style="list-style-type: none"> • Ensure that data maintenance, security, and storage is in compliance with all relevant GT, OIT, FERPA, and related policies 			

Supporting Documentation

1. Georgia Tech Strategic Plan: <http://www.gatech.edu/about/strategic-plan>
2. SACSCOC Standards—3.3.1.3 (Institutional effectiveness of academic and student support services); 3.4.9 (Academic Support services)
3. Provost’s Office Memo on Outcomes Based Assessment
4. OUE Internal Memo and Annual Report and Outcomes Report Guidelines