

Department Assessment Systematic Plan

Department Operational Goals/Outcomes Assessment with Timeline			
Activity	Purpose	Administration	Report Date
Department Operational Plan	Each department leader designates goals and expected outcomes for the year ahead, in collaboration with the appropriate Executive Leader’s Operational Plan. The goals and outcomes are those attached to department initiatives and/or activities that are assessed, analyzed and shared with other departments as necessary, and with the Executive Leader and with the IE Office to use as supporting assessments of the Strategic Plan. Highlighted KPI results are published in the Annual IE Report Card.	Annual	September 1 st (See Annual Operational Plan schedule for exact date)
Department Annual Report	Each department leader completes the assessment and reports on the work and outcomes accomplished in support of goals established in the Operational Plan. The Annual Report addresses completion of stated goals and the degree to which outcomes were met. The Quality measurement, among other is included in the Annual Report.	Annual	June 10 th (See Annual Operational Plan schedule for exact date)
Department Review	The Department Review assesses the effectiveness of the operations within the functional area over a period of five years. Departments will report on goals and outcomes from annual reports, combined with relevant institutional data, from which internal and external reviewers will consider, discuss and make recommendations for improvement. Executive Leaders will implement a mid-cycle review process to monitor progress per each Department Review. The Department at Herkimer College may be a singular operational area, or several operational areas under one Department Leader. Department Leaders may be associate or assistant deans, directors, or other managerial professionals.	Annual – 5-year rotation cycle per Department Review Guidelines	5-year cycle – due June of the given year

Executive Division Operational Plans	Executive Leaders create an inclusive plan for the overarching area and its representing departments. The plans are aligned with the Strategic Goals and provide outcomes measures for following up on the degree to which goals were met. EC status reports track progress and final outcomes. Results are used for the next year's plan.	Annual	September 1 st the following year (See dates for reporting and monitoring on the EC planning schedule.)
Executive Council Priorities	The list of targeted priorities established by the College President and Executive Council, set as a focus for all strategic and departmental planning. EC Priorities are monitored and relevant initiatives tracked for progress, resulting in outcomes reported as KPIs for strategic success.	Annual	September 1 st the following year (See dates for reporting and monitoring on the EC planning schedule.)