

Herkimer County Community College
 Institutional Effectiveness
 Program/Unit Assessment Plan by Department Template
Draft

Template

Department:	Program/activity/service:	Contact Person:	Submission Date:
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Core Values	Mission Reference <i>(Draft 03/10)</i>	College Strategic Goal Statement Reference <i>(Updated 03/10)</i>	Program/activity/service Goal	Intended Outcome(S)	Assessment Methods & Criteria for Success	Time line/ resources needed/ person responsible/ who will you share the results with	Assessment Results	Actions Recommended/ Taken Based on Results
1. Community: To foster a collaborative campus environment that promotes civility, creativity, diversity, open communication, social responsibility, and mutual respect among students, faculty, staff, and the public. 2. Excellence: To encourage all constituencies of the college community to pursue the highest standards of performance in their academic and professional work. 3. Integrity: to embrace the values of honesty, respect, consistency, diversity, and responsibility, in order to provide fair and equal treatment for all. 4. Opportunity: To provide access to quality, affordable lifelong learning opportunities and to maintain an environment that fosters individual growth and development for all.	I. Serve diverse learners by providing high quality, accessible educational opportunities II. Serve diverse learners by providing high quality, accessible services III. Respond to the needs of local and regional communities.	a. Academic Programs and Support: Promote student success through relevant programs and support services within an enriched teaching and learning environment. b. Campus Life: Cultivate a campus environment that complements the academic mission, enhances student development, and provides broad social and educational experiences. c. Institutional Culture: Encourage and sustain a campus culture where the core values of the College are embraced, implemented and rewarded d. Operational Sustainability: Enhance operational responsibility through creative planned growth. e. Outreach and Community Relations: Cultivate mutually beneficial relationships within the community and enhance the image of HCCC.	<i>A program goal should link to the College's Core Values, Mission Statement, and/or College Strategic Goal Statements.</i>	<i>For each program/unit goal there should be outcomes that are measurable and support the goal.</i>	<i>List the assessment methods (direct and indirect measures) as well as the expected success rate.</i>	<i>Identify the time frame in which the assessment will be completed, needed resources, and the person responsible for the assessment.</i>	<i>The last two columns are completed at the end of the year/semester in which the goal is being assessed.</i>	