

Non-Academic Department Assessment Plan

Assessment Year:

Goal	Strategic Plan (Direction and/or Initiative) Alignment	Assessment Description (Tool)	Benchmark (how will you know you are succeeding)	Implementation Status (when implementation is expected or was implemented)
<p>Student Success Support: First year students will complete semester 1 as a result of effective advisor training on placement scheduling</p>	<p><i>Strategic Direction 4, Outcome 2 – Expand campus programming and activities.</i> Expanding campus programming and activities creates a space for students, faculty, and staff to enrich the campus services and environment. Outcome 2: Through the plan period, Heritage University will identify remaining barriers to student success through critical evaluation of higher education systems.</p>	<ul style="list-style-type: none"> a. Course history records b. ATS report c. ASC data 	<ul style="list-style-type: none"> a. 2/3 of classes passed vs. registered b. 85% of first year students registered for semester 2 c. Increase students taking placement before semester starts by 5% 	<ul style="list-style-type: none"> a. IR to build, implementation 2024-2025 academic year b. implementation 2024-2025 academic year c. implementation 2024-2025 academic year
<p>Guide and Empower: Students will feel empowered to be actively involved in their academic decisions</p>	<p><i>Strategic Direction 4, Outcome 2 – Expand campus programming and activities.</i> Expanding campus programming and activities creates a space for students, faculty, and staff to enrich the campus services and environment. Outcome 2: Through the plan period, Heritage University will identify remaining barriers to student success through critical evaluation of higher education systems.</p>	<ul style="list-style-type: none"> a. Self-evaluation/ assessment of advisors b. Student survey 	<ul style="list-style-type: none"> a. All advisors will complete self-evaluation b. XX of students respond to survey (benchmark to be set) 	<ul style="list-style-type: none"> a. Self-evaluation/ assessment to be built during 2024-2025 academic year b. Student survey to be built during 2024-2025 academic year

Diversity and Access: Students will receive access to and knowledge of resources as a result of targeted and intentional advising	<i>Strategic Direction 4, Outcome 2 – Expand campus programming and activities.</i> Expanding campus programming and activities creates a space for students, faculty, and staff to enrich the campus services and environment. Outcome 2: Through the plan period, Heritage University will identify remaining barriers to student success through critical evaluation of higher education systems.	a. Student survey	a. XX of students respond to survey (benchmark to be set)	a. Student survey to be built during 2024-2025 academic year
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Assessment Schedule

Goal/Outcome	When data collected & by whom	When data reviewed & by whom
Student Success Support	a. January, IR to report b. After census date in spring (February 15) c. September	a. Analyzed by advising staff the first week of March b. Analyzed by advising staff the first week of March c. Analyzed by advising staff in September
Guide and Empower	a. December 2025 – Student Life staff b. December 2025 – Student Life staff	a. Analyzed by advising staff in January b. Analyzed by advising staff in January
Goal/Outcome #3	a. December 2025 – Student Life staff	a. Analyzed by advising staff in January

Information Sharing

Provide a list of stakeholders you share your assessment plan analysis and results with. Provide the context in which it is shared, the frequency (monthly, annually, etc.), and format. The first required sharing is filled in for you.

Stakeholder(s)	Context in which analysis and results are shared	Frequency of information sharing	Format of sharing (written report, verbal presentation, both, etc.)
Assessment Committee	Regular reports for peer-review and to fulfill NWCCU standards.	Plan itself shared when changes occur. Analysis and results shared	Written report.

		in ACI Reports on an annual, biannual, or triennial basis.	
Annual Advising Training	Regular reports for peer- and self-review	Analysis and results shared annually.	Written and oral report
Board of Directors	Regular reports for oversight and feedback.	Analysis and results shared at least annually.	Written and oral report
Technical Advising	Regular reports for peer-review.	Analysis and results shared at least annually.	Written and oral report