

March 25, 2019

### **Institutional Assessment Steering Committee: Overview and Purpose**

The Institutional Assessment Steering Committee shall provide advice and input to the NMHU's executive leadership team and campus community on short and long-term issues related to Unit and Department Level Strategic Planning and related institutional assessment activities. The Strategic Planning Group's duties and responsibilities shall include the following:

- 1) To coordinate the production and collection of unit and department level strategic plans and strategic planning reports on an annual basis
- 2) To modify the unit and department level strategic planning process as needed to ensure that the process is effective and efficient
- 3) To produce an annual summary of unit and department level strategic planning initiatives and activities as presented in the annual reports submitted by individual units and departments
- 4) To provide training as needed in the unit / department strategic planning process, and to provide general recommendations for improvement

### **Membership**

The committee will be co-chaired by the Provost / VPAA and by the Director of Institutional Effectiveness and Research.

Membership of the committee should consist of a blend of administration, faculty, staff, and center leadership.

### **Appointment Terms**

The co-chairs will be permanent appointments. Other members will be appointed for a 3-year period with staggered terms.

### **Meetings**

The co-chairs will hold at least one (1) meeting in the fall semester and one (1) meeting in the spring semester, plus any special meetings as needed. All meeting minutes and actions taken must be approved by the committee at the next scheduled meeting and must be published on NMHU's website.

### **Unit Level Strategic Planning Process**

Each academic and administrative unit with a departmental budget is expected to submit an annual strategic plan and SP report for their unit. The SP report is based on the prior year's strategic plan and outlines the extent to which the departmental objectives identified in that plan were achieved. A standard template (see appendix) is available for submitting the annual SP report. Completed reports should be sent to the OIER office, which will post them on the Unit Strategic Plan website (link).

After the SP report is complete, each unit should revise their strategic plan as appropriate, based on the results reported in the SP report. A standard template (see appendix) is available for submitting the annual strategic plans, although normally a unit would simply take their existing plan and revise appropriately.

Since the unit strategic planning process is linked to the unit budgeting process, SP reports and revised strategic plans should be submitted in late spring of each year (May to June).