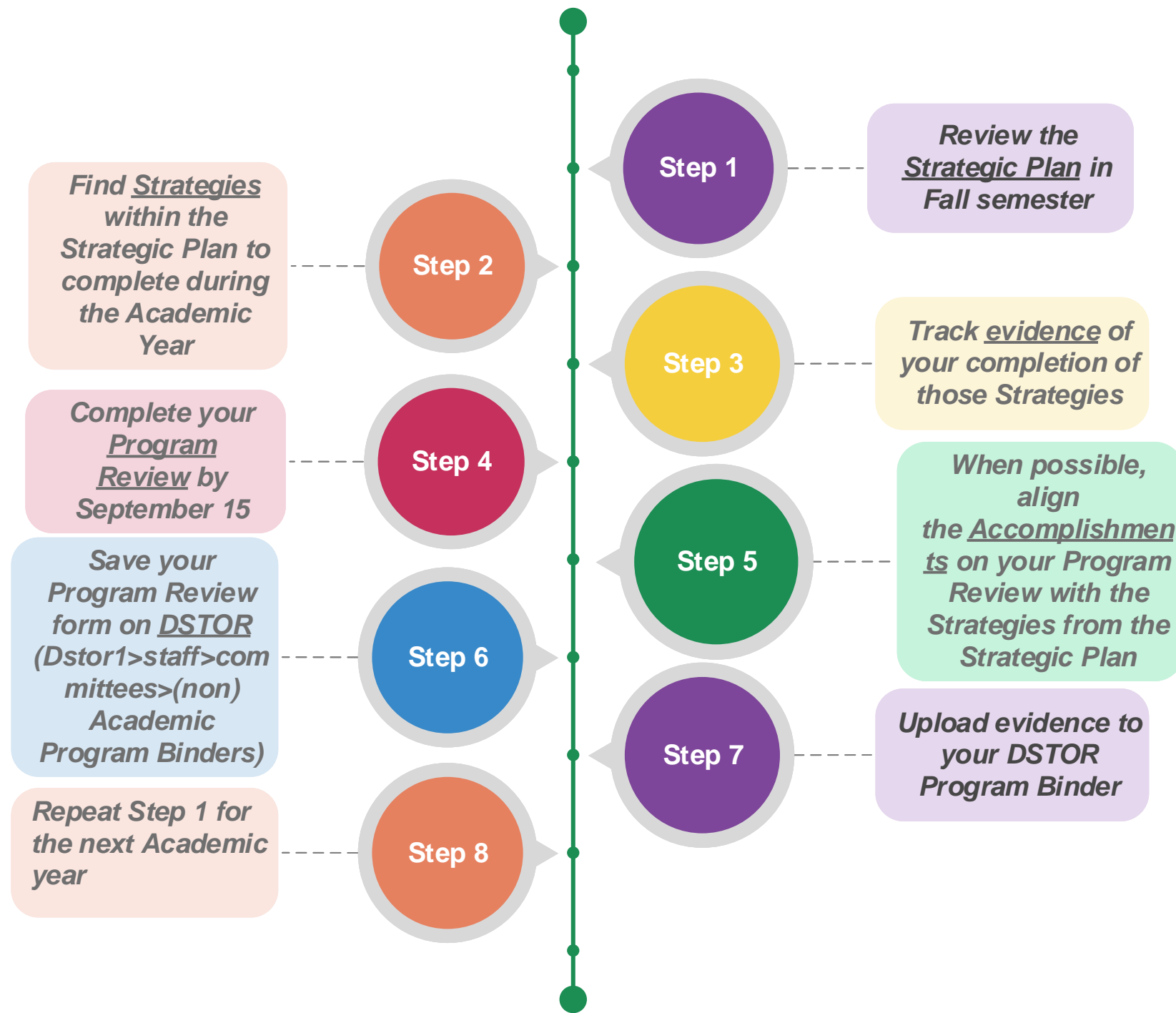


Writing Accomplishments for Program Review



UA Rich Mountain Strategic Plan Overview

1. The Strategic Plan provides guidance for decisions that carry out the College's mission, vision, and values.
2. Every five years, the College reviews and updates its Strategic Plan.
3. Employees can find a copy of the Strategic Plan on Dstor HLC 2025 Resource Room > Assessment > Strategic Plan & Accomplishments > Master Spreadsheet, as well as at the end of this document.
4. The Plan includes five overarching goal statements that align with the Higher Learning Commission's five assessment criteria.
5. As you read each of the five goals, you will find a list of strategies contributed by members of the college community.
6. For example, here is Goal 1 with its strategies.
7. Since the Strategic Plan is not a fixed document, additional strategies, which reflect further opportunities for institutional growth, may be incorporated over the life of the Plan.
8. Consult with the Assessment Committee for more information on how to submit additional strategies which address departmental or division needs.
9. Since the Strategic Plan affects the entire institution, employees should become familiar with the five Strategic Plan goals which will guide the college through a five-year cycle of improvement.

Terminology for Accomplishment Statements

Definitions

1. The **Strategic Plan** is an institutional document that guides decisions associated with the College's mission, vision, and values.
2. The **Accomplishment statements**, submitted collectively by departments and divisions on the Program Review report, document institutional progress regarding the Strategic Plan.
3. **Departments** refer to non-academic units of the College which are led by designated Directors or Vice Chancellors.

Divisions refer to academic units headed by appointed division chairpersons under the supervision of the Vice Chancellor of Academic Affairs (VCAA).

4. **Accomplishments are unique activities, not typical job duties.** An accomplishment is an action in response to a documented program review need, *or* a strategic activity which furthers institutional effectiveness.

*If the activity is something that routinely happens each semester or that is happening at most colleges, then it is *not* considered to be *strategic*. Therefore, departments should only report unique, strategic accomplishments that occur outside typical job duties.

Academic Program Folder Components List

I. Degree Plans

- a. This includes all certificate/degree plans offered within your academic department. If all of your certificates/degrees are on one degree sheet, one will be sufficient. If not, please include each one separately

II. Course List

- a. This is a list of courses offered within your degree plans for this academic year. Please note if there is a course offered within your degrees that did not make due to low enrollment. (Suggestions for how to handle this problem can be included in the recommendation section)

III. Syllabi

- a. Please include syllabi for courses offered within your degree plan(s).

IV. Program Objectives

- a. What are your program objectives (outcomes)? What are students expected to know and do at the point of graduation from the CP/TC/Associate level.

V. Curriculum Map

- a. Please map how each of these program objectives (outcomes) are covered within each of the certificate/degrees. (Knowledge or Introduction, Application of the information, Synthesis)

VI. Course Assessments

- a. Each course taught during this semester should have ONE course assessment included here from each instructor.

VII. Student Course Evaluations

- a. There should be at least one student course evaluation for each instructor included here. Please remove the instructor name from the evaluation.

VIII. Program Assessments

- a. Were there assessments done of the entire program? Pre/Post tests? Capstone final projects? Anything that assesses the quality of the graduate's knowledge at the end of the certificate/degree? Licensing information goes in this section.
- b. Employment information and transfer rates go here as well. What happened to your graduates/transfers?¹

IX. Advisory Board Minutes – Department Minutes

- a. Please attach minutes from employer contacts, community feedback, University feedback regarding transfer students, anything that is an outside entity feedback on the graduates. This includes suggestions from employers, etc.

X. Program Review and Recommendations (UARM annual, and ADHE Periodic)

- a. IF there were an Arkansas Department of Higher Education review required for this year, a copy of the report would go here, along with the reviewer's comments once they are received.
- b. UARM: This is an annual report that you do for the entire department. Some departments have multiple certificates or degrees (cosmetology, nursing, welding), while others have degrees (AA, AS, AGS). It is not necessary to do a report for each separate certificate/degree. Include department/division Accomplishments in this report.
- c. Based on all the feedback compiled in these files and documents, what changes are you making in any of the following:
 - i. Course specific changes, add? Delete? Change significantly?
 - ii. Equipment requests
 - iii. Budget requests
 - iv. Location/facility changes
 - v. Change the textbook?
 - vi. Professional Development needs
 - vii. Times of course offerings? Semesters?
 - viii. Suggestions for improvement!!!!!!

XI. General Education Learning Outcomes

- a. Please document how the general education learning outcomes were integrated into the program. This is important as it is something that HLC specifically targets. You may wish to rewrite some of your program outcomes to make sure these learning outcomes are included.

XII. Professional Development

- a. Please list any professional development anyone has received within the last year.