Appendix FFF

UCIP for Academic Affairs

MONTANA STATE UNIVERSITY NORTHERN

Student Learning Assessment Plans
Unit Continuous Improvement Plans

MSU-NORTHERN\p91k954

Home List Plan Home

Plan View

Plan: 2012-2013: Academic Affairs
Description: Academic Affairs including programs, faculty affairs, assessment and accreditation
Completed By: Provost/Vice Chancellor for Academic Affairs
Plan Date: 10/18/2012
Plan Type: Unit Continuous Improvement Plan
Plan Status: Review Requested

Organize the operations of Academic Affairs Office				Enhance Services for Faculty and Staff				Ensure MSU-Northern has innovative cours	
Comprehensive Programs - Core Theme 1: Provide liberal arts, professional and technical education programs that serve a diverse student population. Throughout MSUN's range of programs, it is believed that a focus on excellence both in programming and program delivery is crucial. The core theme "Provide liberal arts, professional and technical education programs that serve a diverse student population" mirrors the first part of MSUN's mission.		Organizing the curriculum development, program review, course evaluation, assessment, and accreditation processes will enhance excellence in programming and program delivery.		**Comprehensive Programs** - Core Theme 1: Provide liberal arts, professional and technical education programs that serve a diverse student population. Throughout MSUN's range of programs, it is believed that a focus on excellence both in programming and program delivery is crucial. The core theme "Provide liberal arts, professional and technical education programs that serve a diverse student population" mirrors the first part of MSUN's mission.		Faculty members will provide the best possible instruction when they have needed instructional resources and professional development opportunities.		**Comprehensive Programs** - Core Theme 1 that serve a diverse student population. Throughout MSUN's range of programs, it program delivery is crucial. The core theme that serve a diverse student population" mir	
Create a program review process that ensures programs are examined internally on a annual basis.	Create an electronic curriculum development and approval system.	Implement a fully functional Institutional Assessment Plan that reviews SLAPs and UCIPs on an annual basis.	Develop a template for institutional, college, and departmental accreditation.	Minimize human error in updating and using the Faculty Salary Report.	Minimize human error in updating and using the Workload/Overload Report.	Efficiently keep track of Alternate Delivery requests that determine Faculty Overload pay.	Efficiently keep track of Independent Study Requests that determine extra Faculty Pay.	Enhance, maintain, integrate, or phase out programming.	Faculty all deg in 201
Office of the Provost	Addressed at Academic Senate and Academic Affairs.	The Assessment Committee.	Academic Affairs and Academic Senate	Academic Affairs Office	Academic Affairs	Academic Affairs	Academic Affairs	COEASN & COTS	COEA
Use spreadsheet to track program review process.	Update reports from Academic Senate on the creation process.	Assessment Committee will discuss and determine effectiveness of IA Plan.	Updates from Academic Affairs on the creation and implementation process.	Send report to Budget Analyst in Business Office for review/corrections.	After inputting data submitted from each college, compare to banner system for accuracy.	Input data from received requests, compare to Banner for pay accuracy.	Input data from approved requests and compare with report produced by Statistician in Registrar's Office before submitting to Payroll.	The Academic Council will develop and approve the program review process by November 1, 2012. The program review process will be based on criteria aligned to mission and vision of MSUN.	Using Acade Progra college

100% of programs will turn in a review annually.	50% complete by May 2013.	100% of Programs/Offices will be assessed annually using the IA Plan.	100% effectiveness.	100% accuracy	95% accuracy.	95% accuracy	95% accuracy.	The review procedures will be completed at 90% by November 1, 2012.	75% o be acc Counci predet
Currently at 0%.	Currently at 0%.	Currently 0% are being assessed annually.	Baseline to be established.	base to be determined	base to be determined	To be determined.	To be determined.	None available	None a
All degree and certificate programs.	We will assess the electronic system and how useful and effective it is.	The Institutional Assessment Plan.	We will assess the template for Institutional Accreditation and how effective it is.	Report accuracy level.	Report information accuracy will be assessed.	We will assess the process of receiving Alternate Delivery forms and updating the Faculty Overload report.	We will assess the process of receiving Independent Study forms and updating payroll.	All degree and certificate programs	Compl each c
Annually	Usefulness and effectiveness will be assessed monthly.	Annually	Monthly	Beginning of each semester.	End of each semester.	End of each Fall and Spring semester.	End of Fall, Spring and Summer Semesters.	Annually	Annua
Faculty and Chairs.	Provost Office and College Deans.	Assessment Committee	Academic Affairs	Academic Affairs Office Manager and Budget Analyst	Academic Affairs Office Manager	Academic Affairs Office Manager	Academic Affairs Office Manager.	Academic Council, academic leadership and faculty	Acade leaders
Chairs, deans, provost and chancellor.	Chairs, Deans, Provost & Chancellor.	Assessment Committee, Provost	Provost in consultation with the Chancellor.	Academic Affairs	Provost and Academic Affairs Office Manager	Provost, Academic Affairs Office Support	Provost, Academic Affairs Office Support.	Academic Council, Provost in consultation with the Chancellor.	Acade consul
Results of annual program review will be used to integrate, enhance, maintain or eliminate programming.	Results will determine effectiveness of the electronic system as well as bring to attention areas for improvement.	Results will help determine any changes to be made to the IA Plan in the future.	Results of Monthly review will help shape the template and process.	Results will inform us of any corrections that need to be made to Faculty Salaries.	Results will inform us of any adjustments needing to be made to Faculty Salries.	Results will inform us of any adjustments needed in the processing of Alternate Delivery forms and reporting of Faculty Overload Pay.	Results will inform us of any adjustments needed in the processing of Independent Study forms.	Results will inform MSU-N leaders in the continuation/elimination/adjustment of Programs.	Result in the contin of Prog
Results will be shared with campus community through SES/Deans, University Cabinet, Academic Council, and University Advisory Council.	Results with be shared with campus community through SES/Deans, University Cabinet, Academic Council and University Advisory Council.	Results will be shared with Assessment Committee, Deans/Chairs, Provost and Chancellor throught Meeting Mintues and updates.	Results will be shared with Academic Senate and SES/Deans through regular updates at meetings.	Results will be shared with the Provost and Payroll via the Faculty Salary Report.	Results will be recorded in the Report and shared with Payroll and individual Faculty affected by adjustments.	Through the Faculty Overload Report and notification through payroll, the Provost, Payroll specialist, and any Faculty members receiving overload pay will be notified.	Through the Independent Study Report and notification through payroll, the Provost, Payroll Specialist, and any Faculty members receiving extra pay will be notified.	Through the Academic Senate Proposal Process, MSU-N Leaders and Faculty will be informed of the Program changes.	Throug Propos and Fa Progra

Academic Affairs will keep records.	Academic Affairs.	Academic Affairs Office	Academic Affairs	Payroll and Academic Affairs	Academic Affairs Office	Academic Affairs	Academic Affairs	Academic Affairs	Acade
Provost in consultation with Chancellor will make decisions.	Provost in consultation with the Chancellor will make decisions.	Assessment Committee in consultation with the Provost	Provost in consulation with the Chancellor	Provost in consultation with the Chancellor.	Provost and Payroll	Provost	Provost	Provost in consultation with the Chancellor.	Acade consul
Minutes from meetings with Deans and Chairs, who will oversee faculty action plans.	Recommendations will be documented in meeting minutes from various Staff/Council/Cabinet Meetings and action plans will show all involved how to carry out the recommendations.	Assessment Committee Meeting Minutes.	Meeting Minutes and Action Plans.	Recommendations will be documented on the report turned into the Budget Analyst. Any actions to follow will be carried out by Academic Affairs and Payroll.	Recommendations and actions will be documented on the report and turned into payroll.	Recommendations will be documented on the report and turned into payroll.	Recommendations will be documented on the report and turned into payroll.	Recommendations will be documented throught the Academic Senate Proposal and approval process.	Recom docum Senate proces

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