**Institutional Effectiveness Plan
 for Administrative Support, Academic Support, and
Student Services Support Units**

**Name of Unit: Select Unit Name**

**Contact Person:**
 Email:
 Phone:

**Assessment Cycle:** **Select Year**

**Unit Mission Statement:**

**Goals for Unit** (What is to be achieved? Goals may include student learning outcomes if applicable to the unit. Align to [VSU Strategic Plan](https://www.valdosta.edu/strategicplan/) and unit’s strategic plan.)

1.

2.

3.

4.

**Outcomes Statement/Measures** (What are you going to measure? Provide a specific benchmark/target for each measure. How will you know when you have achieved your goals?)

1.

2.

3.

4.

**Assessments/Methods** (describe what will be done, observed and measured; include how, when, and to whom these are administered, and align outcomes with specific assessments or measures):

1.

2.

3.

4.

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**Unit Director Date President/VP for Unit Date**

**Submission Instructions:** While the majority of the plan may be completed during the summer before the plan is due, Institutional Effectiveness Reports and Plans are due September 30 to the University Assessment Committee. **Circulate a printed or electronic copy first and after approval by a Dean, Director, or Vice President, email the IE Report and IE Plan as a Microsoft Word document to** **assessment@valdosta.edu** **by September 30**. The UAC encourages preparers to perform a self-review of the IER and IEP before submitting using the online form at <https://goo.gl/zYig3k>. Direct questions to assessment@valdosta.edu.