



Writing the Annual Planning and Evaluation Report to Improve Campus Unit Effectiveness

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Overview of Presentation

- I. Next Steps in the Annual Planning and Evaluation Report (APER) Process
- II. APER Template
- III. Measuring Expected Outcomes and Using Results to Make Improvements
- IV. APER Timeline



Part I.

Next Steps in the Annual Planning and Evaluation Report (APER) Process



Expected Outcomes

- Expected Outcomes were created to be assessed for the length of NOVA's Strategic Plan to 2023.
- Expected Outcomes were mapped to NOVA's Strategic Plan.



Approved Expected Outcomes Checklist

Libraries Expected Outcomes Checklist Unit: Workforce

Unit: Campus Unit
 Subunit: Libraries
 Submitter: Braddlee
 Date: 01/18/2019
 Approved: 01/22/2019

Subunit	Expected Outcome	At least 1-3 Expected Outcomes per Subunit	Type of Outcome		Uses Action Verb?	Outcome is Measurable?
			Learning Outcome	Operational Outcome		
Libraries	Students, faculty, and staff will have equitable, sufficient and consistent access to Library facilities, staffing, resources, and services.	1		✓	✓	✓
	NOVA Libraries will provide instructional programming and resources to support academic programs, including NOVA General Education Core Competencies, and to develop information-literate learners for academic success, research, and lifelong learning.	2		✓	✓	✓



Approved Strategic Plan Map

Name of Submitter: Barbara Canfield

Date Submitted: 11/28/2018

Date Approved:

Unit: Campus Unit

Subunit: Mathematics, Sciences, Technologies, and Business

Expected Outcomes Map to NOVA's Mission and Strategic Plan Objectives

Subunit	Expected Outcome (Include Learning-L or Operational-O)	Measure	Target, Acceptable Threshold, and Justification for Threshold	NOVA's Mission										
				Access and Success			Institutional Effectiveness			Competitive Workforce/Career Opportunity				
				NOVA's Strategic Plan Objectives										
				1	2	3	4	5	6	7	8	9		
	Student Advising/Support	VIP-PASS	Informed Pathways for Seamless Transitions	Effective Processes/Protocols	Align for Accountability with College Mission	Workforce Dev/Community Prosperity	IT and Cyber Programs	Re-envision Workforce Dev Strategies	Healthcare, Biotech, and Future Programs					
Mathematics, Sciences, Technologies, and Business	MSTB will maintain efficient academic program scheduling to facilitate student retention and degree completion. (O)	1. Number of synchronous instructions via video conference at two or more campuses. 2. Number of faculty trained in the new Learning Management System.	Target 1: 2 courses for Fall 2019. Acceptable Threshold: 1 course for Fall 2019. Justification for Threshold: Establishing a new threshold. Target 2: 1 faculty per campus to pilot in Spring 2019. Acceptable Threshold: 1 faculty. Justification of Threshold: Establishing new threshold.			✓			✓					



Next Steps for 2018-19 APER As Recommended by SACSCOC

- I. **Refine measure** so the results break down into components of the outcome
- II. **Provide results broken down** to address each component of the outcome
- III. **Determine strengths of results and areas to improve** based on the results
- IV. **Seek actions for improvement** based on results
- V. **Decide action steps** for Fall 2019
- VI. **Plan to reassess and implement actions** in Fall 2019



Part II.

APER Template



Annual Planning and Evaluation Report for Campus Units: 2018-19

Unit:

Subunit:

NOVA Mission Statement: With commitment to the values of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class in-person and online post-secondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

Unit/Subunit Purpose Statement:

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: Table with Data Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Action(s) to Improve Unit Services Related to this Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Part III.

Measuring Expected Outcomes and Using Results to Make Improvements



APER Review

Refer to your APER.



Measure with Target

Measure:
Does the measure for evaluation align with the expected outcome?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: <p align="center">Table with Data</p> Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Actions(s) to Improve Unit Services Related to this Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Results: Action Plan Based on Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Measure with Target

**Target/Acceptable
Threshold:**
Is the target/acceptable
threshold specific and
align with your
measure?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: <p align="center">Table with Data</p> Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Actions(s) to Improve Unit Services Related to this Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Results: Action Plan Based on Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Results

Overall Results:
Are the results broken down by outcome components? If not, how could you break results down?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: <p style="text-align: center;">Table with Data</p> Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Action(s) to Improve Unit Services Related to this Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Results

Strengths of Results:
What areas are you meeting or exceeding expectations?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: Table with Data Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Action(s) to Improve Unit Services Related to this Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Results: Action Plan Based on Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Results

Areas to Improve:
What areas need improvement?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: Table with Data Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Action(s) to Improve Unit Services Related to this Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Use of Results

Previous actions to improve outcome: Has the subunit done anything differently during the current year to improve the outcome?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: <p style="text-align: center;">Table with Data</p> Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Actions(s) to Improve Unit Services Related to Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Use of Results

Acceptable Threshold Met? If the acceptable threshold was not met, what action will the subunit implement to improve this?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: <p style="text-align: center;">Table with Data</p> Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Action(s) to Improve Unit Services Related to Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Use of Results

Area(s) for improvement based on current results: What area(s) could be further improved based on the results?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: Table with Data Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Explain:	Previous Action(s) to Improve Unit Services Related to Outcome (Who? How? When?): Target Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Acceptable Threshold Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Use of Results

Action plan based on current results: What action will be implemented next evaluation year to further improve based on the results?

Expected Outcome (L) Learning (O) Operational	Measure with Target	Results	Use of Results
Expected Outcome: Strategic Plan Objective(s) #:	Measure: Target: Acceptable Threshold: Justification for Threshold: (ex. Benchmark based on last year's data. Benchmark based on national data. Data will be collected this year to set a benchmark.)	Semester/Fiscal Year Data Collected: Table with Data Overall Results: Strengths of Results: Areas to Improve: Current Results Improved: [] Yes [] No [] Partially Explain:	Previous Action(s) to Improve Unit Services Related to Outcome (Who? How? When?): Target Met: [] Yes [] No [] Partially Acceptable Threshold Met: [] Yes [] No [] Partially Areas Needing Improvement Based on Current Results: Action Plan Based on Current Results (Who? How? When?): Next Evaluation of this Expected Outcome (Semester/Year):



Measuring Expected Outcomes and Using Results

Some questions to ask while reviewing your APERs

- Does the measure for evaluation align with the expected outcome?
- Are the target and acceptable threshold specific and do they align with your measure?
- Are the results broken down by outcome components? If not, how could you break them down?
- Are date(s) for action(s) for improvement included in the report?
- Was the target met or exceeded? Was it partially met or not met?
- Was the acceptable threshold met? If not, what action will be taken to meet the acceptable threshold?
- What area(s) could be further improved based on the results?
- What action will be taken next evaluation year to improve results?
- Are all the columns complete? If not, what is missing?
- Where could there be more details/clarification?



Example Measures of Evaluation

- **Direct Measures**
 - Data Collection
 - Assignment/Quiz
 - Pre-test and post-test
 - Email Log
 - Phone call log
 - Checklist or Rubrics for evaluating

- **Indirect Measures**
 - Satisfaction survey
 - Comment cards
 - Survey community/student/faculty/staff
 - Focus Groups



Part IV. APER Timeline



Timeline

Term	Action	Due
Fall 2018	Plan measurable expected learning and operational outcomes.	Fall 2018
	Map expected outcomes to NOVA's Strategic Plan Objectives, which align with NOVA's Mission.	
	Align expected outcomes with evaluation measures and set targets and acceptable thresholds.	
Spring 2019	Collect data.	Spring 2019
Summer 2019	Analyze data.	June 2019
	Use results to determine actions for improvement.	July 1, 2019
	Submit Report to Office of Planning and Evaluation (OPE).	Summer 2019
Fall 2019	Plan for 2019-20 academic year.	August 2019
Fall 2019	Reassess for continuous improvement.	August 2019



Questions?

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