

	Policy Name	Policy Number	Policy Dates	Responsible Unit
	Planning and Assessment	1.4	First Approval: April 2024 Effective Date: Unknown Reviews: Scheduled – 2027	Institutional Effectiveness

- I. Policy Text:** In order to maintain a planning and assessment structure that leads to the continuous advancement of its Mission, NCCC hereby establishes the following policy on planning and assessment.
- a. College:
 - i. The College will maintain a Mission that establishes its relationship to society and its surrounding communities; the Mission will be reviewed prior to the renewal of the College’s Strategic Plan (MSCHE I, I.1);
 - ii. The College will periodically create and implement a strategic plan that comprehensively and systematically supports the College Mission (MSCHE I.2 and I.3);
 - iii. The College will maintain institutional learning outcomes that promote its core instructional philosophy (MSCHE III.V);
 - iv. The College shall maintain internal procedures that are consistent with the requirements of the State University of New York and the Middle States Commission on Higher Education relative to planning and assessment.
 - b. Academic and Administrative Units:
 - i. All units of the college will develop and maintain a mission statement, goals, an action plan to implement those goals, and performance indicators to measure success toward mission and goals (MSCHE VI.1).
 - ii. The unit’s goals will be mapped to the College’s current Strategic Plan in order to ensure the appropriate alignment to the College’s Mission.
 - iii. Units shall submit brief periodic reports summarizing action plan progress.
 - iv. An Annual Goals Report will be issued at the end of each academic year by all units.
 - v. Plans and reports shall be hosted in the college’s central planning and assessment repository. This repository will be maintained by the Office of Institutional Research and be accessible by relevant stakeholders.
 - vi. The Office of Institutional Research will provide regular training to all staff in order to develop a clear understanding of expectations surrounding assessment and planning.

- vii. Staff may be required to participate in planning and assessment activities necessary to respond to the seven standards of MSCHE outlined in sections I.4, II.9, III.8, IV.6, V.5, VI.9, and VII.5, to the SUNY MTP, and to the Middle States Requirements of Affiliation.
- c. Academic Units – Additional Expectations:
 - i. All academic programs shall undergo review (PEER) every five years in order to assess ongoing or new program viability, consider learning outcome assessment results, and modify its action plan (MSCHE V and VI).
 - 1. Academic programs with programmatic accreditation will undergo a **Desk Review** based on their most recent programmatic self-study; such units will still be expected to meet all MSCHE expectations relative to planning and assessment and will maintain an action plan;
 - ii. The PEER calendar will include annual Action Plan and CLO/PLO reporting expectations, including but not limited to the following:
 - 1. All CLOs and PLOs must be assessed within the five-year PEER cycle. Assessments should be phased year over year so that each is assessed at least once within the cycle. This is intended to make assessment more sustainable and avoids a last-minute crunch of data.
 - 2. If offering a SUNY General Education course, the unit will also be expected to periodically assess associated SUNY General Education or MSCHE Learning Outcomes (MSCHE III.V).
 - 3. Academic units will be expected to participate in the periodic and systematic assessment of the College's Institutional Learning Outcomes (MSCHE V).
 - iii. PEER, Action Plan, and Learning Outcomes Assessment data will be shared with relevant stakeholders (MSCHE III.2C).
 - iv. New curricula and courses shall be established according to guidelines set by the Faculty Handbook and the Vice President of Academic Affairs. Such guidelines will include the establishment of assessment plans, curriculum maps, and related documents.

II. Resources:

- a. State University of New York Memorandum to Presidents – July 15, 2010. Vol. 10, No. 2. *Policy and Guidance: Assessment*. <https://system.suny.edu/media/suny/content-assets/documents/academic-affairs/mtp/mtp10-2.pdf>.
- b. MSCHE Standards for Accreditation and Requirements of Affiliation (13th and 14th Editions). <https://www.msche.org/standards/>.
- c. Governance Review:
 - i. NCCC Assessment Committee: Passed, February 2023
 - ii. College Senate Executive Committee: Presented, Feedback Received
 - iii. Academic Council: Presented, Feedback Received
 - iv. Executive Council: Presented, Feedback Received
 - v. Board of Trustees Student Life Subcommittee: Passed, February 2024
 - vi. Board of Trustees: Passed, April 2024
- d. Glossary:

- i. **Unit:** A unit is an administrative structure which manages or supports part of the college's mission through dedicated staffing, policy, procedure, and financial resources to fulfill its function. NCCC defines its unit structure through its Organizational Charts.
- ii. **PEER:** Program Excellence Evaluation Review. This 5-year cyclical assessment constitutes a comprehensive review of the college's academic programs. All programs with the exception of programmatically accredited programs are required to participate in PEER every five years.
- iii. **Desk Review:** A review of a program's health and viability that mimics the PEER structure but which is reserved for programmatically accredited programs of study. The Desk Review does not require a self-study or PEER presentation, but does follow the same 5-year cycle as PEER and culminates in the development of an action plan to drive continuous improvement in the program.