

SOUTHERN UTAH UNIVERSITY
ASSESSMENT INVENTORY WORKSHEET, 1999
July 1999

Type Codes: 1 Cognitive Outcomes
2 Expectations
3 Satisfaction
4 State of Affairs/Attitude

Responsible Office	Scope	Type	Instrument	Frequency	Nature of Report/Type of Information	Requesting Agency
<u>President's Office</u>						
Planning	Institutional	4	Strategic Plan	Every 3 years	Basic planning document. Includes mission statement and goals, objectives and strategies for fulfilling the mission.	Campus and Board of Trustees
Budget	Institutional	4	Budget Request	Annual	Required submission for requesting and increase in state funds.	Board of Regents
<u>Provost's Office and Academic Affairs</u>						
Planning & Budget & Provost	Institutional	2	Performance Indicators Report	Annual	Required report on status of performance indicators	Board of Regents
Planning & Budget & Provost	Institutional	4	Legislative Biennial Assessment Report	Biennial	Required report on student characteristics and outcomes; departmental performance	Utah Legislature

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Institutional Research	Institutional	4	Fact book	Annual	Statistical information from the campus, arrayed in multiple-year spreads to show trends	Campus and Board of Trustees
Provost & Institutional Research	Institutional	4	Self-study	Every 5 years	Comprehensive examination and analysis of all aspects of the campus, required for accreditation.	Northwest Association of Schools & Colleges
Athletics & Planning	Institutional	4	Athletics self-study	Every 5 years	Comprehensive examination and analysis of intercollegiate athletics, required for certification.	NCAA
Institutional Research	Institutional	4	Library Comparative Report	Annual	Statistical summary of library holdings, staffing, and budgets compared to peer institutions.	Campus
Institutional Research	Institutional	4	Common Data Set	Annual	Statistical summary of all aspects of the campus for national comparisons	Guidebook publishing companies
Institutional Research & Budget & HR offices	Institutional	4	Faculty/Staff & cost reconciliation	One-time change, annual validation	Corrected base line and annual statistical summary of employees and costs.	Campus
Planning & Provost	Institutional	2	Teaching, Learning, & Technology Roundtable	Monthly during the academic year	Technology & Learning forum; oversight of users groups; policy recommending committee on	Campus

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Institutional Research	Institutional	4	Space Utilization	Fall and Spring	Statistical data on classes and student station usage.	Board of Regents
Institutional Research	Institutional	4	Transfer Student Retention and Graduation	Annual	Statistical summary of retention and graduation detail on transfer students	Campus
Institutional Research	Institutional	4	Freshmen Retention and Graduation	Annual	Statistical summary of retention and graduation detail on freshman cohorts	Campus
Academic departments	Departmental	4	Program Review	Annual in 5 year rotation	Narrative report on individual academic programs with statistical evidence of demonstrated performance.	Board of Regents
Provost & Deans	Individual	2	Student evaluation of instruction	Annual	Statistical summary of student perceptions on faculty evaluation	Academic Affairs
Provost & Institutional Research	Departmental	4	Faculty Workload Report	Annual	Statistical data on all persons teaching classes and receiving salary paid from faculty salary monies.	Board of Regents
Provost & Institutional Research	Individual	3	Survey of Graduates	Annual	Perception information by department of graduates.	Academic Affairs
Provost & Departments	Individual	1	Princeton Field Exams	Annual	Statistical summary of student performance in academic disciplines	Academic Affairs

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Library	Institutional	4	Library Report	Annual	Narrative and statistical summary of the library, its status and usage	Campus
Library	Institutional	4	Academic Libraries/IPEDS-L	Annual	Statistical summary on the library	National Center for Educational Statistics
Departments	Individual	1	Senior Assessment testing: GRE, Dept requirements	Spring	Statistical summary of student performance related to major requirements	Campus
Provost & Colleges	Institutional	2	Growth and allocations	Annual	Statistical summary (to be developed) on student growth and funding allocation needs.	Campus
Colleges	Institutional	4	College Annual Reports	Annual	Narrative and statistical summary (to be developed) on the performance of each colleges	Campus
Institutional Research	Institutional	4	IPSFA Internet Data Collection System	Annual	Statistical report on student counts and financial aid (IPEDS supplement)	National Center for Educational Statistics
Institutional Research & Information Technology	Institutional	4	Survey of Information Technology and Computer Use (Satisfaction & value, plus comments for improvement of operations.)	Annual	Statistical report on faculty and student perceptions and use of SUU computing assets	Campus

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<u>Student Services</u>						
Admissions & Testing	Individual	1	ACT Admissions Test & SOS	March--Freshman class	Basic test for admissions and collection of demographic information	Student Services
Admissions	Individual	1	High School Transcripts	Upon entrance-- Freshman class and transfer students	Basic data on high school performance	Student Services
Admissions & Testing	Individual	1	SAT Testing	Throughout the year	Basic test for admissions and collection of demographic information	Campus
Admissions	Individual	1	GED	Throughout the year	Basic data on who did not graduate from high school	Campus
Admissions & Testing	Individual	1	TOEFL	Throughout the year	Basic test for admissions and collection of demographic information for foreign students	Campus
Admissions & Registrar	Individual	1	Transfer Transcripts	Throughout the year	Earned data at another institution	Campus
Career Services	Institutional	4	Verbal survey designed by Career Services	Annual--data collected June 1 to Dec 31	Job Placement Inventory of all students earning bachelors degrees that year.	Campus
Career Services & ATE staff	Institutional	4	Survey of ATE students	Annual	Job Placement summary collected by Utah Workforce Services and SUU	Campus and state offices

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Testing	Individual	4	CIRP Survey	Fall prior to entry-- Freshman class	Demographic and perceptual information on freshmen compared to national cohort.	Student Services
Testing & Provost	Individual	1	CAAP Test: General Ed	Fall/Spring--Rising Junior class	Statistical summary of academic performance nationally normed. (Pilot study in 1999-2000 as part of the state accountability effort. Pilot study details to be determined.)	Board of Regents
Registrar's Office	Individual	4	Completions/IPEDS-C	Annual	Statistical data on degrees awarded by degree, level, major, ethnicity, gender, etc	Board of Regents & NCES
Registrar's Office	Individual	4	Graduation Rate/IPEDS-GRS-1	Annual	Statistical data on graduation rate of students	Board of Regents & NCES
Registrar's Office	Individual	4	Fall Enrollment Occupational Specific/IPEDS-EP	Annual	Statistical data on enrollment and workforce/occupational codes	NCES
Registrar's Office	Institutional	4	Fall Enrollment Report/IPEDS-EF-1	Fall	Statistical data on enrollment by level, full-time/part-time status, ethnicity, gender, etc.	Board of Regents & NCES
Registrar's Office	Institutional	4	End of Semester Report	Fall and Spring	Statistical data on course completers by class level, ethnicity, gender, etc.	Board of Regents
Registrar's Office	Institutional	4	Institutional Characteristics /IPEDS-IC	Annual	Statistical profile of institution for national comparisons	National Center for Educational

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Testing	Institutional	4	ACT Class Profile Service Report	Annual	Statistical profile of entering freshmen provided by ACT from test takers	Student Services
<u>Financial Services</u>						
Business Affairs	Institutional	4	Financial Report	Annual	Detailed financial statements with supporting schedules account for revenues, expenditures and fund balances	Board of Regents
Facilities Planning	Institutional	4	Master plan review	Annual	Evaluation of the physical master plan as a basis of the capital budget.	Board of Regents
Facilities Planning	Institutional	4	Physical facilities	Fall	Statistical summary of space by category, department, and building	Board of Regents
Facilities Planning	Institutional	2	Space Planning (Q&P) model	Fall	Statistical planning model for determining space needs and interleaving system priorities	Board of Regents
Business Affairs	Institutional	4	Finance Survey/IPEDS-F-1	Annual	Statistical summary of financial information including revenues and expenditures, used for national comparisons.	Board of Regents & NCES
Campus Planning Committee	Institutional	2	Capital Budget Plan and Request	Annual	Summary report with individual capital development and capital improvement projects.	Board of Regents & Building Board staff

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Budget & Human Resource Offices & Regents' staff	Institutional & Statewide market	4	Comparable Compensation Analysis	Annual	Summary report of compensation by faculty rank and by staff position benchmarks.	Board of Regents
Budget office & Provost	Institutional	4	Cost Study	Annual	Summary of direct and full costs on instruction and academic support services	Board of Regents
Human Resources	Institutional	4	Fall Staff/IPEDS-S	Annual	Statistical data on staff employees.	Board of Regents & NCES
Human Resources	Institutional	4	Salaries, Tenure & Fringe Benefits of Full-time Faculty/IPEDS-SA	Annual	Statistical data on full-time faculty	Board of Regents & NCES
Human Resources	Institutional	4	CUPA reports	Annual	Summary of personnel data for comparative purposes	Campus
Financial Services	Institutional	4	Endowment Pool & investments	Quarterly	Summary of institutional investments	Campus and Trustees
Financial Services	Institutional	4	Continuing Disclosure Report	Annual	Updates of bonding information	Campus, Regents
Financial Services	Institutional	4	Financial ratios	Annual	Analysis of common financial ratios	Campus
Risk Management	Institutional	4	Vehicle Inventory	Annual	Summary of all motor vehicles for insurance coverage	State Risk Management

Responsible Office	Scope	Type	Instrument	Frequency	Nature of Report/Type of Information	Requesting Agency
Risk Management	Institutional	4	Building Replacement Inventory	Annual	Summary of all buildings and contents for insurance coverage	State Risk Management Office, Campus
<u>Advancement</u>						
Alumni Relations	Institutional	4	Alumni Survey	Every 5 years	Analysis of alumni perceptions	Campus