

SECTION II
DATA COLLECTION RESPONSIBILITY CHART

Section 1: Systematized Assessment and Institutional Effectiveness Plan 2003-2008

MILESTONE	EFFECTIVE DATE	RESPONSIBLE PARTY	ORGANIZATIONAL UNIT	ANNUAL DATE DATA IS DUE	REPORT DATA TO
Systematized Assessment and Institutional Effectiveness Plan Grid	December 2003	Robert Scott	Vice President for Academic Affairs	N/A	N/A

Section 2: Institutional Performance Scorecard

MILESTONE—NEASC STANDARD AND REPORTING CATEGORY	EFFECTIVE DATE	RESPONSIBLE PARTY (*)	ORGANIZATIONAL UNIT	ANNUAL DATE DATA IS DUE	REPORT DATA TO
Mission and Purpose	FY 2004	Tamara Mitchell or designate	NEASC STANDARD DRAFT TEAM 1	July 10	Vice President for Academic Affairs
Planning and Evaluation	FY 2004	Don Raymond	NEASC STANDARD DRAFT TEAM 2	July 10	Vice President for Academic Affairs
Organization and Governance	FY 2004	John Elliott or designate	NEASC STANDARD DRAFT TEAM 3	July 10	Vice President for Academic Affairs
Programs and Instruction	FY 2004	Bruno Hicks or designate	NEASC STANDARD DRAFT TEAM 4	July 10	Vice President for Academic Affairs
Undergraduate Degree Programs	FY 2004	Brad Ritz or designate	NEASC STANDARD DRAFT TEAM 4A	July 10	Vice President for Academic Affairs
Scholarship and Research	FY 2004	Steve Selva or designate	NEASC STANDARD DRAFT TEAM 4C	July 10	Vice President for Academic Affairs
Instruction	FY 2004	Terry Murphy or designate	NEASC STANDARD DRAFT TEAM4D	July 10	Vice President for Academic Affairs
Admissions and Retention	FY 2004	Chuck Closser or designate	NEASC STANDARD DRAFT TEAM 4E	July 10	Vice President for Academic Affairs

Faculty	FY 2004	Mariella Squire or designate	NEASC STANDARD DRAFT TEAM 5	July 10	Vice President for Academic Affairs
Student Services	FY 2004	Rameen Aryana or designate	NEASC STANDARD DRAFT TEAM 6	July 10	Vice President for Academic Affairs
Library and Information Resources	FY 2004	Tony Gauvin or designate	NEASC STANDARD DRAFT TEAM 7	July 10	Vice President for Academic Affairs
Physical Resources	FY 2004	Gil Albert or designate	NEASC STANDARD DRAFT TEAM 8	July 10	Vice President for Academic Affairs
Financial Resources	FY 2004	Allen Shoaff or designate	NEASC STANDARD DRAFT TEAM 9	July 10	Vice President for Academic Affairs
Public Disclosure	FY 2004	Kim Borges or designate	NEASC STANDARD DRAFT TEAM 10	July 10	Vice President for Academic Affairs
Integrity	FY 2004	Norman Fournier or designate	NEASC STANDARD DRAFT TEAM 11	July 10	Vice President for Academic Affairs

(*) tentative

SECTION 3: Key Performance Indicators for the UMFK 2003-2008 Strategic Plan

MILESTONE—STRATEGIC PLANNING PRIORITY	EFFECTIVE DATE	RESPONSIBLE PARTY	ORGANIZATIONAL UNIT	ANNUAL DATE DATA IS DUE	REPORT DATA TO
Priority 1	FY 2004	Sharon Johnson	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 2	FY 2004	Rachel Albert	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 3	FY 2004	Brad Ritz or designate	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 4	FY 2004	Melik Khoury	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 5	FY 2004	Jason Parent	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 6	FY 2004	Tamara Mitchell	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 7	FY 2004	Dick Bouchard	Strategic Planning Committee	July 15	Strategic Planning Committee Chair

Priority 8	FY 2004	Robert Scott	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 9	FY 2004	Richard Cost	Strategic Planning Committee	July 15	Strategic Planning Committee Chair
Priority 10	FY 2004	Scott Voisine	Strategic Planning Committee	July 15	Strategic Planning Committee Chair

SECTION 4: Unit level assessment and effectiveness efforts

MILESTONE—UNIT LEVEL ASSESSMENT OR EFFECTIVENESS EFFORT	EFFECTIVE DATE	RESPONSIBLE PARTY	ORGANIZATIONAL UNIT	ANNUAL DATE DATA IS DUE	REPORT DATA TO
Baseline establishing assessment survey inventory	October 2003	Robert Scott	Vice President for Academic Affairs	December 15	Vice President for Academic Affairs
Academic unit assessment effort	January 2004	Division heads and their program designates	Divisional and programmatic	N/A—part of annual report procedure	University Assessment Committee
Professional unit goal and KPI setting	December 2003	Professional unit heads in Academic Affairs	Professional units in Academic Affairs	N/A—part of annual report procedure	University Assessment Committee
Academic unit goal and KPI setting	May 2004	Division heads and their program designates	Divisional and programmatic	N/A—part of annual report procedure	University Assessment Committee
Learning Strategies Project	January 2004	Division heads and their program designates	Divisional and programmatic	January 15	University Assessment Committee
Continuous Quality Improvement log	January 2004	All divisional and professional unit heads	Divisional and professional	Updates due at last unit meeting each month	Vice President for Academic Affairs

SECTION 5: Use of externally delivered assessment tools for comparison and benchmarking purposes

MILESTONE—EXTERNALLY DELIVERED ASSESSMENT TOOL	EFFECTIVE DATA	RESPONSIBLE PARTY	ORGANIZATIONAL UNIT	ANNUAL DATE DATA IS DUE	DATA DUE TO
National Survey for Student Engagement (NSSE)	January 2004	N/A	N/A	July	University Assessment Committee
Faculty Satisfaction Survey (HERI)	TBD	N/A	N/A	May (starting 2005)	University Assessment Committee

SECTION 6: Process-specific assessment and effectiveness measures

MILESTONE—PROCESS-SPECIFIC ASSESSMENT OR EFFECTIVENESS MEASURE	EFFECTIVE DATE	RESPONSIBLE PARTY	ORGANIZATIONAL UNIT	ANNUAL DATE DATA IS DUE	DATA DUE TO
Academic advising internal assessment instrument	TBD	Academic Advising Task Force	N/A	TBD	TBD
General Education internal assessment instrument	TBD	General Education Task Force	N/A	TBD	TBD

SECTION 7: Define and/or revitalize relevant committee/task force structures

MILESTONE—ASSESSMENT/ EFFECTIVENESS RELEVANT COMMITTEE OR TASK FORCE	EFFECTIVE DATE	CHAIR	ORGANIZATIONAL UNIT	REPORTS TO	MEMBERSHIP
University Assessment Committee	February 2004	TBD	Academic Affairs	Vice President for Academic Affairs	TBD
Council for Institutional Effectiveness	TBD	TBD	President	President	TBD
Strategic Planning Committee	On-going (see section 3)	Robert Scott	President	President	On-going
NEASC standards workgroups	On-going (see section 2)	Varies (many workgroup chairs)	President	NEASC Chairs (Rachel Albert and Kurt Holzhausen)	On-going