

Non-Instructional Department Assessment

Non-Instructional departments (e.g., Financial Aid, Library, Bookstore) make important contributions to student learning. Department assessments are coordinated by the Strategic Planning Council on a three-year cycle. Through a self-study, each department identifies goals and objectives that align with FVCC's overall mission and objectives and develops a plan to assess its progress toward meeting its goals and objectives.

The Strategic Planning Council has broad campus representation and includes each of the Core Theme Committee Chairs. The Dean of Students, Director of Institutional Research, and Director of Academic Affairs serve on the committee as ex-officio members. Faculty Senate appoints the faculty committee members, subject to approval by the Vice President of Academic and Student Affairs and the Faculty Senate Board of Directors. Faculty committee members serve three-year terms, and membership is staggered to ensure continuity among returning and new members. The Director of Academic Affairs and Faculty Senate President serve as co-chairs of the Strategic Planning Council.

Each spring, the non-instructional department review schedule is revisited and modified, if necessary, so that departments are reviewed in an appropriate timeframe. Directors of those departments scheduled for review in the upcoming academic year are notified in the spring prior to their reviews.

The Strategic Planning Council evaluates the completed self-study and holds a meeting with the director to discuss the review. The council makes recommendations to the director, submits a review summary to the Executive Staff, and sets dates to follow-up on any action items. Results also are shared within the department and to the appropriate college-wide committees.