Hello,

This video will provide specific instructions for completing your Planning Unit’s portion of the Annual Strategic Assessment otherwise known as the ASA. You will be using the newly created Assurance Database to do this.

For clarification, there are now TWO different databases at NMMI used to collect information (The **Assessment** database which was developed for the HLC accreditation visit in 2011/12 and the **Assurance** database which was developed last year). The successful accomplishment of the Annual Strategic Assessment entails development, recording and analysis of data stored on these two databases.

The **Assessment** database is for *learning outcomes* and contains data that supports student performance in terms of their level of achievement of the learning outcomes. That data is obtained by the faculty, whether in the classroom, Leadership Laboratory, or athletics using **RUBRICS**. The Assessment Database is maintained by the Assistant Dean for Curriculum Planning.

The other database (the one being demonstrated here) is the **Assurance** database which contains the data to support evaluation of Planning Units whose purpose for existence is to support that learning mission. This data is input by the Planning Units using **INSTITUTE ASSESSMENT PLANS**. The **Assurance** database is maintained by the Institutional Research Officer.

Those Planning Units which are responsible for some aspect of the learning mission **AND** the support of that mission will be providing data to **BOTH** databases. A common mistake last year was to confuse the assessment of the learning outcomes by students with the evaluation of strategic objectives by the support organizations. This mistake did not occur with Planning Units what are only involved in support functions, such as Admissions and Facilities. However, it did occur with those Planning Units directly involved in fulfilling both the learning mission **AND** the support function and the support function such as JROTC, SROTC, Commandant, Athletics, and the Dean’s Office.
If you will remember from last spring, most of you came by the Dean’s office and we entered a great deal of information for your Planning Unit into the database but it was not web-based at that time. Now, you will be able to get into the database and see everything you have already entered!

To start this task, you will want to review the ASA from last year which was submitted to the Superintendent entitled, “Annual Strategic Assessment Report to the NMMI President/Superintendent”. This report is the result of all the hard work you put in last spring when doing your assessments for 2012-13. Please review the entire report (posted on the Intranet>Sharepoint Sites>Strategic Planning & Review>Documents). It will provide a good tutorial (a kind of Cliff note) and a review of what you will need to do to put together your 2013-14 report. As you go about assessing your operations for 2013-14, please pay attention to two major concerns that were identified in the 2012-13 Report to be addressed in the next ASA. The Strategic Review Committee noted them as: 1) the need for improved communications and data sharing, 2) assuring the application of technology is allocated proportionately across campus. Therefore, in the assessment of your operation, please identify those things you are doing to address these two concerns. Once you have reviewed the ASA report, begin the process of entering the assessment of your Planning Unit for 2013-14.

Finally, you should review the data you are using/mining to measure how well you are meeting your purpose(s) to ensure it has been captured in your Institute Assessment Plan. Generally speaking, we believe there is much more data across the campus that is available, which may not have been identified last year. Therefore, we will expect you to add more data sources this year and not merely complete the report using the same data used last year.
PPS Instructions slide – These are the Step-by-Step Instructions to follow in order to use the new Assurance Database.

Remember, the year you will be assessing is last year, 2013-14!

Now in order to begin your assessment, you will need to navigate to the Assurance System Database. To do this, go to the main NMMI webpage and click on My NMMI to get to the intranet.

1. Once there, scroll down to the bottom of the page under “Additional Staff Resources” and click on “Assurance Database”.
2. A new dialog box will open and click “Open”.
3. You will initially see the Assurance Database Homepage. At the top of the screen will be a yellow bar that says the file is Read Only. DO NOT CLICK “SAVE AS”.
4. The database uses several sidebars on the left side for navigation. Keep in mind that with this web-based data entry, you do not have to complete all your assessments at one time. You will be able to go into the system as you have time. The DUE DATE is Friday, October 3rd.
5. HOMEPAGE sidebar: Notice the area entitled “My Planning Unit’s Checklist for the Current Year”. For the purposes of this assessment, the current year will actually be 2013-14 because that is the year you will be assessing. This is a snapshot of what still needs to be done for your planning unit.
   a. Evidence Documents Uploaded – for 2013-14 you will not need to actually upload the evidence document but this will be required for 2014-15. However, if you want to upload a pdf version of the document now, you are able to do so.
   b. Benchmarks Rated – the total number of benchmarks you established last spring are identified so you know how many benchmarks you need to rate.
   c. Purposes Rated – the number of purposes your planning unit has are identified so you know how many purposes you need to rate
   d. Yearly instructions are in the white box.
6. VIEW/PRINT MY UNIT’S REPORTS sidebar: If you do not have a copy of what was submitted for 2012-2013, use the buttons to print them out. (Your Institute Assessment Plan is the PLAN you use as a guide to assess your unit, and the Purpose and Mission Assessment is what you submitted as your annual assessment for 2012-13) Has anything changed in the way you are assessing the purpose of your organization? If so, it is very important that you add additional data (evidence) as you assess your operation and the extent to which you meet the NMMI mission.
7. ASSESS MY UNIT’S BENCHMARKS sidebar: This is where your benchmark assessments for 2013-14 will be recorded. Remember to use your unit’s Institute Assessment Plan as the guide/roadmap.
   a. Printing/Viewing ALL BENCHMARKS: You might want to print out all the benchmarks submitted previously as a reference for what you did last spring for 2012-13. To do this, leave the ALL setting and click the “View/Print Assessments for the Selected Year”
button. (note, as more and more years are added to the database, you will probably only want the previous year’s assessments as a reference.)

b. Start the current year’s assessment by double-clicking one of your benchmarks and then enter the assessment for that benchmark in the appropriate box, list any corrective action, rate how well your unit is doing with this benchmark. When finished, press the “Save the Benchmark Assessment Information” button.

c. Printing/Viewing Previous Assessments: You have the option of printing out the previous assessments **for a particular benchmark** or simply viewing them on screen. Check the appropriate boxes and click the “View/Print Selected Benchmarks Past Assessments” button.

8. **RATE MY UNITS’ PURPOSES** sidebar: This is where you will rate how well your unit met your unit’s purpose(s).
   a. Double-click each purpose, click the rating for the purpose, click “Enter Purpose Rating” button.

9. **EDIT MY UNITS’ INPUTS** sidebar: There are several tabs contained in this section which allow you to edit the information you have previously entered. Click the tab for the appropriate area you need to edit.

Since this is a very new system and has not been thoroughly tested, you will need to notify Michele at 8096 if you experience any issues using the system.

We hope this new way of completing your annual assessments will streamline the process for you. Your feedback is encouraged so improvements to the system can be made. Thank you for your cooperation, and please let me know if you need assistance.