Great Basin College



Closing the Loop Plan

Updated March.2023

**Attachment B: Closing the Loop**

# Closing the Loop: GBC Plan for Assessment and Strategic Plan Reporting

*Purpose:* The purpose of this document is to outline a process and management for closing the loop on our assessment activities—including course and program assessment, along with indicators from our strategic plan.

*Rationale:* This annual report is essential to GBC’s commitment to continuous institutional improvement; it should be completed in an orderly manner with clear, delineated responsibilities for reporting and action. This overall institutional assessment will assign responsibilities for continuous improvement across academic and student affairs.

*Responsibility:* Main responsibility for assembling this annual report falls to the accreditation liaison officer (ALO) with the support of the VPASA and director of institutional research and effectiveness. The ALO will then, by necessity, be involved in the strategic planning process to assure assessable indicators.

*Reporting:* This report will be presented to leadership council and will help form an important institutional action plan for improvement. This report will be published annually on the GBC website, so it is available to all stakeholders and decision makers. GBC has created a template for the annual reporting process and is available upon request.

# Report Format

This report will generally consist of a preface documenting changes and trends seen in improvement efforts. Indicators for the strategic plan/strategic plan metrics will then be listed with corresponding data in the order they are presented in the strategic plan. An opportunity for a discussion with potential changes for the next year will then be included, from the perspective of the ALO, before appendices with supporting data. After the strategic and institution assessment, program reviews completed the prior year will be listed which should include an assessment of courses meeting program outcomes. Program and course outcomes are reviewed every five years at a minimum.

# Course Assessment

Assessment reports for each course should be compiled and discussed within each department.

The department chair is responsible for the review of these assessments each year. Faculty must add a minimum of two course assessments in their annual evaluation and they are reviewed by the dean and/or director of those areas. Each course must be assessed every five years at a minimum.

These plans should then become goals for the next time each course is offered. It is the supervisory responsibility of the deans and/or director to document this step. These reports are to be sent to the Academic Standards and Assessment Committee.

# Program Assessment

Program assessment, being a process that is not annual, is to be included as produced per dean expectations. The responsibility for producing this portion of the annual report is shared between program supervisors, department chairs, and deans. The final program review is submitted to NSHE.

# Strategic Plan Indicators

The new strategic plan took effect in Fall of 2022 through Spring of 2025. The [strategic plan](https://www.gbcnv.edu/administration/docs/strategic_plan_2022.pdf) is available on the GBC website. Assessment of the strategic plan goals and indicators will be reported annually through the Institutional Assessment Plan document.

# Strategic Plan Metrics

As these are an NSHE mandate, and are already being reported, the [strategic plan metrics](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Agendas/2022/03-mar-mtgs/bor-refs/BOR-13.pdf), in the future, should inform the assessment of the categories of the GBC strategic plan. The ALO and director of institutional research and effectiveness should be involved in any discussion on adjusting these metrics and their indicators. The current strategic plan does reflect these metrics and is reflected in the goals for each theme.

# Future Changes to This Plan

The plan for closing the loop must be reviewed and updated with the strategic plan (and/or any changes mandated by NSHE or administration) to produce a report that is most relevant and effective.

# Conclusions

GBC is an institution with high-quality instruction, dedicated staff, and effective vision. The purpose of this plan is to document this, along with providing data in an effective format to foster change and encourage continuous improvement. The plan outlines how to demonstrate status and progress to accreditors, NSHE, and all other stakeholders.