Preparation Approaches and Resources

Preparation Questions

We should be prepared to address a variety of questions about the Report, and, by extension, relevant campus practices, assessments, evidence, and data.

1) ***Knowing institutional assessments***
   - Institutional Profile
   - Key Performance Indicators (KPIs) of the Strategic Plan
   - Institutional Effectiveness

2) ***Impact of the Pandemic***
   - Recent enrollment trends can be found in the Institutional Profile.
   - Recent enrollment data will be added to the LaGuardia's Middle States website.
   - An analysis of the Impact of the Covid 19 Pandemic.
   - Graduation rates can be found in the Institutional Profile (page 34)

3) ***Prepare a two-minute summary of what your unit/department does and how you have used data/assessment results to make improvements***
   - Review the mission and the goals of your units
   - Review specific assessment activities that your unit conducted, the results, and how the results were used to make improvement
   - What are some best practices of your units?
   - How does data & evidence highlight your best practices?
   - What are some opportunities for improvement? How do data or assessment inform your understanding of these opportunities?
   - How do assessment results inform resource allocation in your area?
   Note: Avoid acronyms in your discussions.

4) ***Addressing Equity and inclusion***
   - What steps does your unit take to address equity and inclusion, and/or what steps has it taken in the past?
   - What steps do you think should be taken going forward?

5) ***Emphasize Mission and Strategic Plan Priorities.***
   - Be prepared to link department and divisional missions, assessments, and data to the College Mission and relevant Strategic Plan Priorities.
   - BIG PICTURE: how does your work tie into students success?

Over 1000 documents were examined during the inquiry process, and about 500 of them were used in the final version of the Self-Study. A list of key documents used throughout the Self-Study follows. In addition to our evidence inventory on Sharepoint, most key documents can be located on the Institutional Effectiveness Website.

Strategic Plans & KPIs
- The Most recent [Institutional Profile](#)
- [The Annual Monitoring of the IE KPI 2020-21](#)
- [The Annual Monitoring of the Strategic Plan 2020-21](#)

Assessment
- All documents under assessment in the [IE website](#), including the [AES assessment summary](#) relevant to units mentioned in your chapter, and the [General Education Assessment](#) (as applicable), including [benchmark reading data](#). There is also evaluation of major initiatives funded by grants (e.g FYS/Advisement) that includes assessment data that can be found under Evaluation studies on the [IE website](#).

Diversity, Equity, and Inclusion
- Check Strategic Plans, KPIs, and Assessment
- https://www.laguardia.edu/dei/

Student Information & Surveys
- The most recent [student handbook](#), the [Student Consumer Information Website](#)
- Student Surveys under Evaluation studies on the [Institutional Effectiveness Website](#) and Office of Institutional Research & Assessment including [The Pandemic Impact on Support Services and Student Needs](#) and [Distance Learning Experience and the Pandemic Impact on Education](#). A more recent study on [The Impact of the Covid 19 Pandemic](#) done by IR can be found in the inventory.

Faculty/Staff Surveys
- Faculty and Staff Surveys under Evaluation studies on the [IE website](#) including (the [2019 COACHE](#) & the [2020 Employee Engagement Survey](#)).

Programs
- [LaGuardia Pathways](#) & [College Catalog](#), the [Liberal Arts website](#).

- Adult and Continuing Ed materials ([ACE](#)) including: [ACE Catalog](#), [support services](#), & the [ACE Annual Report 2021](#)

Budget and Enrollment

- Summary of the Budget Process is in Standard VI. Data related to enrollment (at the time of the visit) is needed.

Governance
- LaGuardia [College Senate](#) and Governance Plan.

Standard I: Mission and Goals
1. The College should develop a well-defined timeline and process regarding the periodic assessment of the College Mission and Strategic Plan Priorities.
2. LaGuardia should evaluate how the College's ability to fulfill its Mission and successfully implement Strategic Priorities can be further enhanced by the utilization and dissemination of assessment results, data, and analysis.

Standard II: Ethics and Integrity
3. LaGuardia should create a Social Equity Plan that establishes a diverse, equitable, and inclusive community in response to student, faculty, and staff feedback, and that addresses Universal Design and/or strategies of accessible design.
4. Human Resources should provide more support handling fairness in departmental P&B election process.

Standard III. Design and Delivery of the Student Learning Experience
5. The College should expand professional development opportunities for ACE and adjunct instructors by leveraging the resources of the Center for Teaching and Learning.
6. The College should secure resources to implement the goal to expand credit for prior learning, stackable credentials, micro-credentialing for ACE and credit students, and ACE certifications that add value to associate degrees.

Standard IV: Support of the Student Experience
7. The College should strengthen academic and non-academic student support services, including for evening and weekend students, through ongoing assessment leading to continuous improvement.

Standard V: Educational Effectiveness Assessment
8. The College should systematize the use of academic and AES assessment data across all areas of the College, including full and part-time faculty and staff, departments, divisions, leadership, and governance, to encourage collaboration and to strengthen the culture of data-driven decision making.

Standard VI: Planning, Resources, and Institutional Improvement
9. The College should disseminate plans and improve communications about the annual budget and resource allocation process, and further define the role, responsibilities, and relationships of governance bodies in relation to resource allocation decisions and consultations.
10. The College should develop procedural guidelines and periodic assessment for the College-Wide and departmental Personnel and Budget committees, in addition to training and guidelines to address actual or perceived conflict of interest.

Standard VII: Governance, Leadership, and Administration
11. The College should develop periodic assessments of the College Senate and Faculty Council, and further clarify the relational structure of the College's overall governance.