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| **ADMINISTRATIVE UNITS****INSTITUTIONAL EFFECTIVENESS ASSESSMENT REPORTING TEMPLATE** |
| **Office/Department/Unit Name:**  Click or tap here to enter your unit’s name |
| **Completed by:** Click or tap here to enter your name | **Report date:**  Click or tap here to enter date |
| **Academic/Fiscal year for which the results are reported:** Select from drop-down |
| **RESULTS SECTION****Additional guidelines and examples are available at ipa.fsu.edu. Email your questions to** **ipa@fsu.edu** |
| **Component** | **Instructions** | **Example** | **Your Content** |
| **Results Statement** | **Present the aggregated information/data regarding the levels at which the Program Outcome (PO) was achieved.** The results should be largely quantitative, with ample methodological details. Provide counts and percentages out of total where appropriate and compare to last year’(s’) results for context. | *In fiscal year 2018 (July 1, 2017 – June 30, 2018), percentage of contract and grant (C&G) proposals submitted by two or more units was 28.38%. Out of total 1,265 proposals submitted this past year, 359 were interdisciplinary. Last fiscal year, the percentage of interdisciplinary C&G proposals was 26.01% (353 out of 1,357 total). The Goal to increase the percentage by at least 2 percentage points was achieved.* | Click or tap here to enter text. |
| **Analysis of Results** | **Determine the reason(s) why the PO was attained at this particular level: state factors (actions/people/events) that negatively and/or positively influenced the results.** Analysis should: 1) be focused on the take-aways from internal discussions or investigations regarding the data, 2) form the link between the data and the improvement plan, 3) highlight areas of success in addition to areas needing improvement. Provide an evaluation of the assessment process if it needs to be changed. | *We believe that the increase in the percentage of interdisciplinary C&G proposals is largely due to the Collaborative Collisions interdisciplinary networking events that have been hosted by our Office of Research Development over the last three years. Four well-attended Collaborative Collision events were held last academic year. They resulted in over 50 proposals submitted by researchers from different academic units.**Although the increase was over the planned 2 percentage points, the number of interdisciplinary proposals did not increase by much (353 in FY 2017 and 359 in FY 2018). The increase in the percentage was largely due to the fact that the overall number of submitted proposals decreased (1,357 in FY 2017 and 1,265 in FY 2018), which decreased the denominator in percentage calculations.* | Click or tap here to enter text. |
| **Improvement Plan** | **Describe a detailed plan of action to improve or sustain performance in the next year(s).** If the goal/benchmark was not met, develop an improvement plan, which may range from small-scale enhancements to significant changes in unit’s operations. Improvement plans may also include new or modified assessment approaches, changes to job responsibilities, purchasing third-party products, adopting new practices, attitudes and behaviors. If the PO is consistently achieved at a high level, you may increase the desired goal/ benchmark, focus on a different aspect of the same PO, derive a new PO that would address other important aspects of the University’s mission, etc.  | *In order to continue growing the percentage (and also number) of submitted interdisciplinary C&G proposals, we will work in two main directions.**First, we will continue hosting Collaborative Collision networking events and will increase their frequency from 4 per year to 6 per year. The two additional events will be focused on topics that were requested by many FSU researchers. One event on “Big Data” will be added to the summer schedule and another event on “Children and Families” will be added to the fall schedule.* *Second, we want to establish a Collaborative Collision seed fund and have already submitted a budget request for it. The seed fund will provide grants of up to $20,000 for interdisciplinary research projects. The grants are intended to allow teams to position themselves to seek external funding for a new research initiative by demonstrating a history of successful collaboration.* | Click or tap here to enter text. |
| **PLAN SECTION****Only fill out the Plan Section when editing methodology for existing Program Outcomes (POs) or creating brand new POs** |
| **Component** | **Instructions** | **Example** | **Your Content** |
| **PO Name** | **Provide a succinct name for the Program Outcome (PO).** Add “PO – “ to the name. | *PO – Interdisciplinary Research.* | Click or tap here to enter text. |
| **PO Statement** | **Identify the expected outcome that your administrative unit will strive to achieve.** POs should be focused on your unit’s most important contributions to advancing the university, including its [mission](https://www.fsu.edu/about/mission-vision.html#:~:text=The%20university%20is%20dedicated%20to,free%20inquiry%20and%20embraces%20diversity.), strategic goals and operational efficiency. POs may directly align with, or indirectly support, [FSU Strategic Plan](https://strategicplan.fsu.edu/), [state funding metrics](https://ir.fsu.edu/matrix_of_metrics.aspx), unit’s core/functional plans, and/or unit’s mission and values. A PO should be chosen because of its assumed or proven positive impact on university operations and faculty, staff and student success. | *By the end of the fiscal year, the level of interdisciplinary research activities among FSU researchers will increase.* | Click or tap here to enter text. |
| **Assessment Process** | **Describe how the assessment of the PO will be conducted.** Assessment methodology should be focused on accurately measuring the extent to which an administrative unit achieved the established Outcome. The unit may choose to assess a micro-level PO through measuring the efficiency of unit’s day-to-day operations, quality of provided services, number of individuals who received support, financial gains/benefits, etc. Macro-level POs are typically the university-level final ‘products’ that unit-level activities support. Assessment of POs should be methodologically sound, reliable and consistent to allow for year-over-year comparison. When designing an assessment methodology, it is useful to adhere to the S.M.A.R.T. guidelines – POs should be Specific, Measurable, Achievable, Relevant, and Time-bound. | *The level of interdisciplinary research activities among FSU faculty will be measured through the percentage of contract and grant proposals submitted by two or more academic units (departments, centers, institutes). The percentage will be calculated by dividing the number of proposals submitted by multiple units by the total number of contract and grant proposals submitted in a given fiscal year (July 1 – June 30). Only proposals processed through FSU's Sponsored Research Administration or the FSU Research Foundation will be included.* | Click or tap here to enter text. |
| **Goal/ Benchmark** | **Specify a measurable standard that defines success.** When units decide how high they should set the PO goal/benchmark, they should study relevant industry standards, performance of similar units at peer institutions, and/or review the unit’s own past levels of achieving the PO. The goal/benchmark should be set at the level that is ambitious, yet achievable with some effort. Over years, goal(s)/ benchmark(s) for the same PO may be changed: if you choose to increase/ decrease the goal/benchmark, record those changes and specify the timeframe. | *Every fiscal year (July 1 – June 30) for the next five years, the percentage of interdisciplinary contract and grant proposals will increase by at least 2 percentage points from previous year. In 2018 fiscal year, the proportion of interdisciplinary contract and grant proposals was 28.38% (359 out of 1,265). In order to achieve the PO for 2019 fiscal year, the percentage of interdisciplinary proposals will be at least 30.38%.* | Click or tap here to enter text. |