

## **Appendix D**

### **CUSP II Assessment Process**

The CUSP II assessment process is an extension of the 2001 CUSP II Strategic Plan. The purpose of this process is to assess the progress that has been made in accomplishing the outcomes and strategies of the strategic plan. It involves three levels of review:

- *The Strategic Planning Goals Subcommittees*
- *The CUSP II Oversight Committee*
- *The President*

The current strategic planning cycle began with the acceptance of the 2001 CSUP II Strategic Plan. The assessment of progress on CSUP II will begin in Fall 2006 with the formation of CUSP II goal subcommittees. The reports from these subcommittees will be submitted to the CUSP II oversight committee, which will review and prioritize all recommendations and forward them to the President for approval.

#### *Schedule for Review*

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- **2005-2006 Organization for the Assessment**
- **2006-2007 I, III, and IV (Begin development of WASC Proposal Spring '07)**
- **2007-2008 Goal II and VI**
- **2008-2009 Goal V and VII (WASC Proposal due October '08)**
- **2009-2010 Summary of the CUSP II Cycle (Recommendations for revision of the strategic plan)**

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#### **Planning Goals Subcommittees**

Each of the seven Strategic Planning goals will be assessed by ad hoc subcommittees. The subcommittees will be formed as the goals come up for review according to the schedule below. It should be emphasized that the

purpose of the subcommittees is to evaluate the progress of the goals as stated in the CUSP II strategic plan, not to create or implement outcomes and strategies.

**Functions:**

- For each outcome and strategy of the specified goal, identify areas of activity that have been completed or are in progress.
- Determine the extent to which the outcome or strategy has been accomplished.
- Determine the work that remains to accomplish the outcomes and strategies.
- Recommend plans of action for work that remains to be done.

**Membership:**

- One administrator
- Two faculty members
- One staff member

Members shall be appointed by the Provost and shall serve for the year in which the goal is under evaluation.

**Administrative Staff**

Primary staff support will be provided by the Office of Academic Planning and Educational Effectiveness and the Director of the Office of Academic Institutional Research. Staff from other areas on campus (e.g., Human Resources, Business and Finance, Student Affairs, Advancement, and Academic Senate) may be called upon for assistance when issues under discussion are relevant to their areas of responsibility. Staff duties include the following:

- Prepare agendas, minutes and other materials for distribution to the membership
- Prepare, present, and arrange for the presentation of special reports and data as needed
- Coordinate the drafting of materials to be reviewed by the CUSP II Oversight Committee