About the Instructional Vitality Process

How does the Instructional Vitality Process Model work?

The Instructional Vitality Process (IVP) is an annual evaluation which includes data and evidence analysis as a means for identifying opportunities for improving student learning.

➢ Measure and analyze performance data, including assessment data, student success, internal data, labor market data, etc.

➢ Improve program by writing **three** quality projects using SMART goals to build on effective practices, address performance issues and/or respond to the changing needs of employers and business and industry. *(1 project must be related to student learning)*

Student Success

- Course Completion
- Retention
- Graduation
- Assessment Data (Program Outcomes, TSA, Core Abilities, course assessment.)

Customer Satisfaction

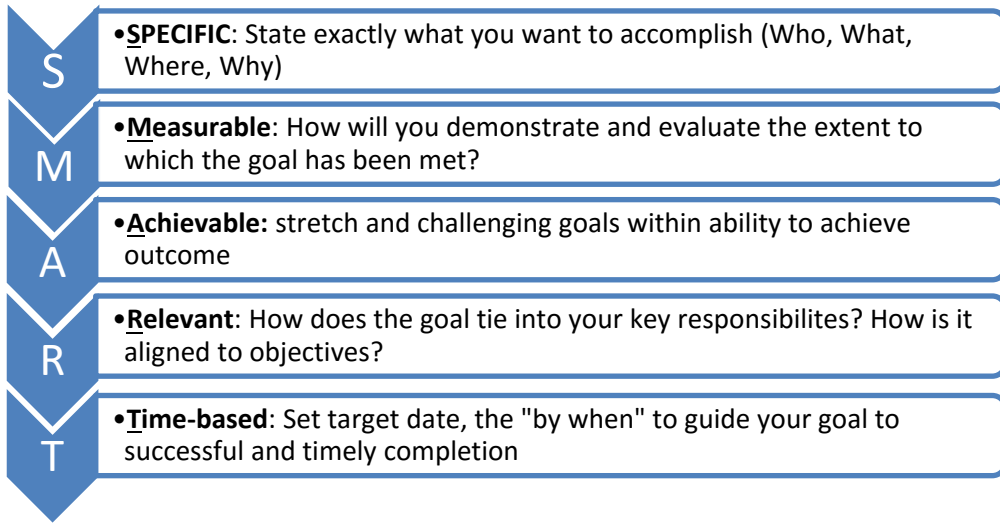- Ruffalo Noel Levitz Student Satisfaction Inventory Results
- Graduate Satisfaction Results
- Graduate Feedback
- Advisory Committee/Employer Feedback (if available)
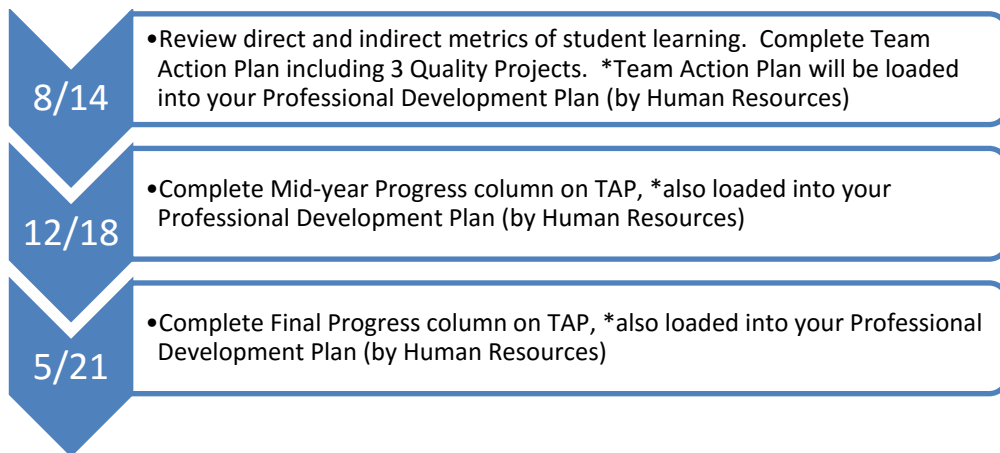- Additional Survey Results

Program Health

- FTE/Headcount/Enrollment Trends
- Cost per FTE
- Job Placement
- Hiring Trends/EMSI reports
- All Courses in WIDS
- Assessment Plans in WIDS
- TSA Phase II completion-reporting TSA data

➢ SMART goals

S	•**SPECIFIC**: State exactly what you want to accomplish (Who, What, Where, Why)
M	•**Measurable**: How will you demonstrate and evaluate the extent to which the goal has been met?
A	•**Achievable:** stretch and challenging goals within ability to achieve outcome
R	•**Relevant**: How does the goal tie into your key responsibilites? How is it aligned to objectives?
T	•**Time-based**: Set target date, the "by when" to guide your goal to successful and timely completion

➢ What are all the key Instructional Vitality Process, Team Action Plan, and Professional Development Plan deadlines we must meet?

8/14	•Review direct and indirect metrics of student learning. Complete Team Action Plan including 3 Quality Projects. *Team Action Plan will be loaded into your Professional Development Plan (by Human Resources)
12/18	•Complete Mid-year Progress column on TAP, *also loaded into your Professional Development Plan (by Human Resources)
5/21	•Complete Final Progress column on TAP, *also loaded into your Professional Development Plan (by Human Resources)

Instructional Vitality Process, Team Action Plan, and Team Time

IVP review direct & indirect metrics of student learning

TAP includes 3 IVP Quality Projects

Team Time weekly team time

Mid-year TAP Progress **due** same day as Fall semester grades

Final TAP Progress due same day as Spring semester grades