

SUMMARY OF INSTITUTIONAL EFFECTIVENESS (2018-2019)

I. Introduction

The annual review ensures an on-going, integrative process that comprehensively evaluates institutional effectiveness, and provides a structure for identifying, suggesting, and implementing revisions based on an organized evaluation process.

Initially, the office of Institutional Effectiveness compiles all assessment data and prepares this annual summary. The University Assessment Committee reviews it and reports it to the President, executive leadership, and administrative staff.

All assessment data measured by Underwood's assessment process use the same 5-point rating scale. Each point on the scale equals twenty percent; therefore every tenth of a point equals a two-percent range. Thus, Strongly Agree = 4.1-5.0pts; 81-100%; Somewhat Agree = 3.1-4.0pts; 61-80%; No Opinion = 2.1-3.0pts; 41-60%; Disagree Somewhat = 1.1-2.0pts; 21-40%; Strongly Disagree = 0-1pt; 1-20%.

II. Assessment of Admissions, Student Services, Success and Retention

The following section outlines the annual evaluation process for assessing student success and retention. This annual evaluation provides a structure for determining necessary data both for annual reporting and for implementing improvements for increased effectiveness based on data-driven decision-making.

A. Initial Review and Data Compilation

1. The office of Institutional Effectiveness organizes and administrates an annual Student Success and Retention Review (May 6th, 2019)
2. Compilation of Institutional Effectiveness Data is as follows:
 - a. Enrollment
 - b. Retention Rates
 - c. Graduation Rates
 - d. Placement Rates

B. Institutional Effectiveness Data 2017-2019

Year	Overall Enrollment	Retention Rate	Graduation Rate	Placement Rate
2017	399	76%	60%	N/A
2018	464	77%	50%	N/A
2019	594	92%	60%	N/A

Three Year Average	485	81%	57%	N/A

C. Review of Core Assessment findings

1. Identified Areas for Improvement (2019 SSI Findings)
 - I use library resources frequently. 2.7 (54%)
 - Health and wellness services are readily available. 2.9 (59%)
 - Library resources at Underwood are sufficient to support my education. 3.1 (62%)
 - Student events and activities are effectively communicated. 3.2 (63%)

2. Satisfaction Areas for Improvement (2019 GSI Findings)
 - Accessibility of Faculty 3.4 (68%)
 - Quality of Teaching 3.2 (64%)
 - Class Size 3.3 (66%)
 - Library Collection 3.4 (68%)
 - Academic Advising 3.2 (64%)

D. Indirect Assessment of Institutional Learning Outcomes

This section presents summary data of indirect measures of institutional learning outcomes as indicated in the 2019 Student Satisfaction Inventory.

Line Item	Satisfaction
3. Course assignments are challenging and encourage critical thinking.	4.4 (88%)
4. Coursework and lectures provide multiple perspectives.	4.3 (86%)
5. I am learning valuable principles and information that apply to my chosen field.	4.3 (86%)
6. The education I am receiving at Underwood is a valuable investment of my time.	4.3 (86%)
7. My educational experience at Underwood has deepened my appreciation for diverse perspectives.	4.3 (86%)
Average Score	4.3 (86%)

E. Summary Review and Recommendations

1. Review the current Health and Wellness services and explore further options that meet student's needs.
2. Review the current services available for career counseling and placement services. Provide additional communication of opportunities through the monthly Student Services e-newsletter. Schedule student appointments for additional advising.
3. Make computer labs and library resources more readily available.

4. Encourage instructors to require library resources as a part of class assessments (papers, projects, etc.), as a way of motivating the students to use the library more frequently.

II. Evaluation of Facilities and Equipment

The following section outlines the annual review and evaluation process for assessing facilities and equipment. This annual evaluation provides a structure for determining necessary data both for annual reporting and for implementing improvements for increased effectiveness based on data-driven decision-making.

A. Annual Review of Facilities Documentation

1. Review of current occupancy rating for new facilities.
2. Review of technological resources inventory.
3. Review of posted emergency evacuation procedures.
4. Review of weekly facilities cleaning and maintenance log.

B. Annual Review of Related Assessment Findings

2019 Student Satisfaction Inventory (SSI)

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| 1. I use library resources frequently. | 2.7 (54%) |
| 2. Library resources are sufficient to support my education. | 3.1 (62%) |
| 3. Library materials are well organized. | 3.5 (69%) |
| 4. Computer labs are readily available. | 2.3 (45%) |
| 5. Campus facilities are well maintained. | 3.8 (75%) |
| 6. Study areas are adequate for my needs. | 3.4 (67%) |
| 7. Health and wellness services are readily available. | 3.2 (63%) |

2019 Faculty Satisfaction Inventory (FSI)

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|---|-----------|
| 1. The library is available for help in developing coursework that requires information literacy skills | 3.9 (78%) |
| 2. Library facilities offer an environment that is conducive to learning and study. | 3.9 (78%) |
| 3. The library collection adequately supports course curriculum and content. | 3.8 (75%) |
| 4. The library collection adequately demonstrates strength in UU's theological distinctiveness | 2.9 (57%) |
| 5. Classroom environments are conducive to study and learning. | 4.4 (87%) |
| 6. Classrooms contain sufficient technological resources for my courses. | 4.2 (84%) |

2018 Faculty Satisfaction Inventory (FSI) Library Services

1. The librarian is available for help in developing coursework that requires information literacy skills	4.5 (90%)
2. The library is available for help in developing coursework that requires information literacy skills	3.9 (78%)
3. Library facilities offer an environment that is conducive to learning and study.	3.9 (78%)
4. The library collection adequately supports course curriculum and content.	3.8 (75%)
5. The library collection adequately demonstrates strength in UU's theological distinctiveness	2.9 (57%)
6. Faculty are appropriately involved in the development of library and other learning resources	3.6 (72%)

C. Identified Areas for Improvement.

Areas of improvement identified in the review of the 2019 Core Institutional Assessment Findings:

- Expand library resources to reflect better the theological distinctiveness of the school.
- Make computer labs more readily accessible.
- Make the library more conducive for study and research needs.
- Make health and wellness services more readily available to students.

III. Evaluation of Financial Condition and Management

The following section outlines the annual evaluation of the financial condition and management of the institution. This annual evaluation provides a structure for determining necessary data both for annual reporting and for implementing improvements for increased effectiveness based on data-driven decision-making.

1. Accurate and timely financial reports are provided to the President, Board of Directors, and other designated persons. Accountant provides financial documentation monthly.
2. On-going financial management and oversight is maintained through the accountant which included Board review of monthly financial statements.
3. A certified external audit of the financial statements along with management letter is prepared each year, in conformity with generally accepted accounting principles (GAAP) and federal guidelines.
4. External Audits are annually conducted.

- a. Audits demonstrate a recent history of financial stability.
 - b. The audit is in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States.
 - c. The audit demonstrates adequate finances to support the institutional mission and programs.
5. Current and long-range financial plans are in place and reflect positive cash flows and positive budget outcomes that are realistic.
6. The institution has a segregated contingency account in reserve to support the operational budget.