

# TRACS SCHOOL GUIDE – INSTITUTIONAL ASSESSMENT PLAN

## HOW TO PREPARE THE INSTITUTIONAL ASSESSMENT PLAN

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The Institutional Assessment Plan evaluates the institution's effectiveness in accomplishing its mission and objectives. It reflects an ongoing process of self-evaluation completed annually. It requires first aligning your school's policies, assessments, benchmarks, surveys, and meetings with TRACS standards.

### RECOMMENDED SECTIONS

1. Introduction.
2. Assessment Methods.
3. Annual Evaluation Cycle.
4. Institutional Assessment Committee.
5. Student Demographics.
6. Institution's Faith Statement, Mission, and Objectives
7. Institutional Policies
8. Institutional Publications
9. Employee Performance
10. Student Learning and Program Outcomes
11. Curriculum
12. Faculty
13. Student Services
14. Financial Operations
15. Strategic Plan
16. Library and Learning Resources
17. Facilities, Equipment, and Technical Infrastructure
18. Health, Safety, and Emergency Preparedness
19. Compliance with Applicable State and Federal Requirements

### EVALUATION AREAS

TRACS expects the identification of outcomes, assessments to determine the extent to which these outcomes are achieved, and evidence of institutional improvement based on an analysis of assessment results for sections 6 through 19 (as listed above). For each evaluation area:

- Describe evaluation criteria and assessment methods.
- Include an assessment report with the data collected.
- Include an analysis of the assessment and conclusions.
- Establish an action plan to address areas of improvement.
- Distribute to all stakeholders.
- Document all IAP meetings with minutes and revised quarterly action plan.

### REFERENCES

- [TRACS - Demonstrating Compliance: Evaluative Criteria and Typical Documentation](#)

Need assistance with your institution's TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).