

Annual Core Theme Mission Fulfilment Evaluation and Planning

Process

A review of the core themes in relation to Mission Fulfilment will be conducted annually. This review involves three components: 1) conduct an analysis of the data collected for each outcome; 2) assess the value of each indicator in light of the mission fulfilment threshold; and 3) plan services and programs related to the core theme for the following year.

A core theme report will be submitted to the Accreditation Liaison Officer (ALO). The ALO will compile results from all core theme reports into an institutional Mission Fulfilment report. This report will outline how successful the institution was in fulfilling its' mission for the year in question. The Mission Fulfilment report will be submitted to the Accreditation Steering Committee (ASC) for consideration. This report will also form part of the documentation for the accreditation process and will be included in reports to the NWCCU.

Timeline for Full Process

- May 1st to June 30th – Core theme teams perform annual assessment of mission fulfilment and planning process with a report due to the ALO on June 30th.
- July 1st to July 31st – ALO compiles core theme reports and produces institution Mission Fulfilment report due August 1st.
- August – ASC review of core theme reports and institutional Mission Fulfilment report by August 31st.
- September – Wider distribution of institutional Mission Fulfilment report to Board, Senate, PCOL and TRU's website.

Core Theme Report Components

1. Assessment of Core Theme in Relation to Mission Fulfilment

A. Review of Previous Year

Complete the following for each indicator in the core theme:

1. Current Value & Mission Fulfilment
 - a. Gather information to determine the indicator value for the most recent period.
 - b. Determine the change from the prior year and which of the mission fulfilment ranges applies.
2. Context of the Current Year Value
 - a. State what was achieved.
 - b. State how plans, services or initiatives impact the progress of the indicator.
 - c. Identify factors affecting progress.

B. Summary

Identify, in light of the values of the indicators and the definition of mission fulfilment, how successful TRU was in fulfilling its mission for core theme. Identify the successes of the core theme and the areas in need of improvement.

2. Planning for the Next Year

A. Review of Objectives and Indicators

1. Objectives
 - a. Review current objectives to confirm they are still in alignment with core theme and TRU Mission Statement.
 - b. If necessary add or remove objectives as needed to keep core theme relevant to TRU's Mission Statement.
2. Indicators
 - a. Review the current indicators and rationales to confirm alignment with objective, core theme and TRU's Mission Statement.
 - b. Based on this review, establish if indicators need to be removed, and/or if new indicators need to be added to the core theme to track whether the outcomes associated with the objectives are being achieved. Follow the *'Introducing New Indicators / Removing Current Indicators'* under Resource Information as required.
 - c. Determine if there are emerging indicators which could be used to track the objectives of the core themes in the future. If so, use the guidelines for *'Emerging Indicators'* section under Resource Information.

B. Thresholds & Targets

1. Review thresholds for Mission Fulfilment for each indicator to ensure they are still relevant.
 - a. The threshold is defined as the percentage change to the indicator (up or down), which would be considered meeting threshold expectations. See *'Thresholds for Mission Fulfilment'* under Resource Information for more information on setting these ranges. These will be the values used during the next year to evaluate mission fulfilment.
 - b. If the ranges change provide a rationale for the change.
2. Review the Five Year Target
 - a. Five year targets should be aspirational yet realistic. They should provide a concrete goal and motivation to improve services, programs or experiences as a means to achieve outcome targets. These targets can be tied to goals related to institutional strategic plans where available.

C. Planning for Improvement

Determine the plans required to improve the performance of the indicators and achieve the objectives of the core theme.

1. Planning
 - a. Outline plans to continue to improve or maintain performance of the indicator at the:
 - i. Institutional level
 - ii. Unit level
2. Consultation

- a. Outline plans to consult with key stakeholders who are responsible for influencing the indicator to accomplish the objective.
- 3. Budget & Resources
 - a. Identify any budgetary and resource limitations/implications.

Resource Information

1. Introducing New Indicators / Removing Current Indicators

Periodically new indicators will need to be added or existing indicators removed when the focus of the core theme changes, data collection at the institution changes (e.g. a new survey is used or an existing survey discontinued) or new initiatives commence. When it is required please complete the following:

- A. Identify the indicator(s), if any, to be added
 - 1. Provide the rationale for the indicator, including description of how the indicator aligns with the core theme and mission.
 - 2. Provide 3 to 5 years of historical values for the indicator.
 - 3. Determine the threshold ranges and provide rationale for the ranges.
 - 4. Determine the five year target. This may be tied to goals from institutional strategic plans.
- B. Identify the indicator(s), if any, to be removed
 - 1. Provide rationale as to why the indicator no longer aligns with mission fulfilment and core theme.
 - 2. Demonstrate how the objective previously tracked by the indicator is still being captured by the other indicators for the core theme.
 - 3. Comment on if there are any gaps in how the core theme is measured, and in turn mission fulfilment is determined.

2. Emerging Indicators

Given the changing nature of the institution, initiatives and available data, consider if there are other indicators that would better measure the core theme objectives. Ideally, three years of historical values of the indicator should be available in order to make informed plans. It is beneficial to start to track the indicator value before it is used as an indicator for the core theme, as this will help develop historical information.

- A. Identify emerging indicators or concepts for indicators which could be of value for future measurement of the objectives of the core theme.
 - 1. Comment on data source, availability and develop a plan to collect data for the indicator.
 - 2. When possible, begin compilation of indicator values, either by the core theme team or the appropriate department (e.g. Integrated Planning and Effectiveness). This will form a basis for planning if/when the indicator is adopted for the core theme.
- B. Consider if qualitative indicators could be used.

3. Thresholds for Mission Fulfilment

Each indicator has three threshold ranges:

A. *Achieved*

The indicator has increased/decreased by a fixed percentage or value in line with expectation of mission fulfilment.

B. *Minimally Achieved*

The percentage or value of the indicator is holding at, or close to the current level.

C. *Not Achieved*

The indicator value has decreased/increased by a fixed percentage or value.

Quantitative indicators are defined as a fixed percentage or value growth from the prior year with ranges set individually for each indicator.

Qualitative indicators include identification of components that measure the threshold identified and require the development of a rubric to assess each component.