2025-2026 Primary Assessments and Reports (PAR)

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Assessment or Report	Description and Purpose	Person Responsible for Providing Information	Person Responsible for Ensuring that Evaluation, Documentation, and Improvements Occur	Frequency and Approximate Timeline(s) of Evaluation	Group Responsible for Evaluating Assessment or Report and Identifying Improvements	External Reporting Agency (If Applicable)
14th Day Enrollment and FTE Data Report Meeting minutes documenting review and evaluation	Description: Official report of every semester's enrollment data (along with trends), including demographic data. Data to be disaggregated as required by the Strategic Plan. Purpose: Make strategic revisions to enrollment strategies, as appropriate.	Registrar *(Deidra Close)*	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)*	Every semester: For Summer semester - August For Fall semester - October For Spring semester - February	Cabinet	Applicable to numerous reporting needs and audiences
Academic Audit Report(s) Meeting minutes documenting review and evaluation	Description: The report from the audit team who evaluated the program(s) in the spring semester which is received typically two months following the site visit. Purpose: To determine the audit team's evaluation of educational program quality in terms of the QAF rubric and the audit team recommendations to be considered for implementation.	Relevant Academic Dean(s)	Relevant Academic Dean(s)	Annually: May	Academic Affairs	QAF/THEC
Academic Program Accreditation Reports (QAF) Meeting minutes documenting review and evaluation	Description: Documents related to each accreditable program including letters and communications from each programmatic accreditor and relevant reporting provided to each programmatic accreditor for the relevant timeframe. Such reporting is requested by the RAP Coordinator to each relevant program coordinator for inclusion in annual QAF reporting for the Program Accreditation standard. Purpose: To confirm the status of each accreditable program and to have available the necessary documentation to THEC for QAF reporting purposes.	Program coordinators for each accreditable program	Academic Deans	Annually: April and May (Implemented throughout academic year)	Academic Affairs	QAF/THEC

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Administrative unit-level and academic program planning and assessment Meeting minutes documenting review and evaluation	Description: Identification of expected outcomes, assessment of the extent to which each unit, to include academic programs (SLOs), achieves these outcomes, and evidence that the units are seeking improvement based on analysis of the results. Purpose: Validate the appropriateness and adequacy of Northeast State's administrative unit-level and academic programming planning and assessment processes.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Annually: December	Strategic Planning Committee	SACSCOC 7.1
Annual Security Report Meeting minutes documenting review and evaluation	Description: The internal report produced by the college's police department (Annual Security Report) which details the college's crime statistics and safety programs. Purpose: To ensure the institution is taking reasonable steps to provide a healthy, safe, and secure environment for all members of the college community, and implementing continuous improvements in services or processes, as appropriate.	Chief of Police *(Andrew Mitchem - Interim)*	Chief of Police *(Andrew Mitchem - Interim)* , Vice President for Finance and Administration *(Chad Bailey)*	Annually: (mid) September	Cabinet	USDOE, SACSCOC 13.8
Budget Meeting minutes (President's Cabinet) documenting review and evaluation	Description: Regularly recurring updates of key financial indicators, with trend analysis Purpose: To monitor key financial indicators on a routine basis and make adjusts in course and strategy, as necessary.	Vice President for Finance and Information Technology *(Chad Bailey)*	Vice President for Finance and Information Technology *(Chad Bailey)*	Monthly	Cabinet	TBR

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CCSSE Survey	Description: A survey that helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for continuing students. Purpose: To use analysis of results to identify action steps for improving college programs and services.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)* in coordination with Synergy, SEM, ATD/Retention Committee, QEP	Administered in the Spring semester in certain specified years	Results are to be reviewed and considered by various groups across the college including Synergy, SEM, ATD/Retention Committee, QEP	QAF/THEC
Capital Budget Meeting minutes documenting review and evaluation	Description: Capital Outlay, Capital Maintenance, and Disclosure details. Purpose: Under the direction of the Special Assistant to the President for Safety, Security & Plant Operations, and with the support and collaboration of the Vice President for Finance and Information Technology, the Chief Information Officer, and the Director of Plant Operations and Maintenance, this group provides strategic leadership and College wide coordination of capital needs supporting capital maintenance and capital outlay goals.	Vice President for Finance and Administration *(Chad Bailey)*	Vice President for Finance and Administration *(Chad Bailey)*	Annually: May	Cabinet	TBR
Constituents Survey Report Meeting minutes documenting review and evaluation	Description: The locally developed survey of internal constituents' satisfaction with relevant offices and services that is administered each spring semester. It is also used as an aid to gauge institutional climate. Purpose: Ensure the adequacy and appropriateness of the facilities and services surveyed. Implement continuous improvements, as appropriate.	*Susan Graybeal with assistance from RAP*	*Susan Graybeal with assistance from RAP*	Annually: May/June	Susan Graybeal	N/A

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Faculty Site Satisfaction Survey Meeting minutes documenting review and evaluation	Description: Biennial survey of the satisfaction level of faculty with regard to the services at the primary off-campus teaching locations. Purpose: Affirm quality of services provided to faculty, implementing continuous improvements, when warranted.	Asst. Vice President for Multi- Campus Programs *(Dr. Pashia Hogan)*	Asst. Vice President for Multi-Campus Programs *(Dr. Pashia Hogan)*	Biennially:**Implement in** November	Academic Affairs	N/A
Faculty Workload Report Meeting minutes documenting review and evaluation	Description: Report of the number of full-time faculty members to support academic programming Purpose: Monitor and help ensure the College employs a sufficient number of full-time faculty to support its academic programming, along with the its mission and goals	Vice President for Academic Affairs *(Dr. Connie Marshall)*	Project Manager for Institutional Excellence and Student Success *(Josh Crowder)*	Every semester: For Summer semester: September For Fall semester: February For Spring semester: June	Academic Council	SACSCOC - 6.1, 6.2b
General Education Competency Exam (ETS Proficiency Profile, Standard Form) Meeting minutes documenting review and evaluation	Description: Nationally normed exam of general education competencies (as measured through testing of Northeast State associate degree graduates) Purpose: Aid in the assessment of student learning outcome attainment (for collegiate-level general education competencies). Implement continuous improvements, as appropriate.	Dean of Student Advocacy Programs/Counselor *(?????????)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas and Dr. John Grubb)*	Annually: May (Note: Implement throughout academic year)	General Education Committee (Committee meets in October to assess report)	SACSCOC 8.2b
General Education Competency: Internal Assessment of Student Learning Outcomes Meeting minutes documenting review and evaluation	Description: Internal assessment of select courses comprising Northeast State's general education program. Purpose: Aid in the assessment of student learning outcome attainment (for collegiate-level general education competencies). Implement continuous improvements, as appropriate.	Deans of Behavioral and Social Sciences, Humanities, Mathematics, and Science. *(Trish Crawford - Dean of Behavioral and Social Sciences)* *(Caitlin Chapman - Dean of Humanities)* *(Malissa Trent - Dean of Mathematics)* *(Chris Hitechew - Dean of Science)*	General Education Committee Chair	Annually: Fall (October) (Note: Implement throughout academic year)	General Education Committee	SACSCOC 8.2b

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Grade Distribution Reports Meeting minutes documenting review and evaluation	Description: Grade distributions, which are assessed at the course and department level. Purpose: Aid in the assessment of the efficacy of the academic program. Implement continuous improvements, as appropriate.	Project Manager for Institutional Excellence *(Josh Crowder)*	Vice President for Academic Affairs (Dr. Connie Marshall) *(Josh Crowder)*	Every semester: For Summer semester - September For Fall semester - January For Spring semester - June	Academic Council	N/A
Institutional Effectiveness (IE) Briefing	Description: Briefing describing the state of the institution with regard to: 1) 2015-2025 Strategic Plan Results to Date, 2) Major Accomplishments, 3) Academic Programming and Unit Planning Results, 4) Formula Funding , and 5) the Master Plan (specifically focusing on the academic year just concluded) Purpose: Monitor and implement continuous improvements related to the College's key performance indicators, as appropriate.	Asst. Vice President for Research, Analytics, and Planning Business Intelligence Analyst *(Dr. Thomas and Dr. John Grubb)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Annually: December	Strategic Planning Committee	SACSCOC 7.1
Institutional-level planning and effectiveness Meeting minutes documenting review and evaluation	Description: Use of various data analyses and assessments to ensure the adequacy and appropriateness of the College's institutional-level planning, per NECs Policy 01:12:00, Strategic Planning and Continuous Improvement Process, and SACSCOC requirements. Purpose: Validate Northeast State engages in ongoing, comprehensive, and integrated research-based planning and evaluations processes that (a) focus on institutional quality and effectiveness, and (b) incorporate a systematic review of institutional goals and outcomes consistent within its mission.	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)* and Asst. Vice President for Research, Analytics, and Planning*(Dr. Thomas)*	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)* and Asst. Vice President for Research, Analytics, and Planning*(Dr. Thomas)*	Semi-annually: December and June	Strategic Planning Committee	SACSCOC 7.1

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IPEDS Meeting minutes documenting review and evaluation	Description: IPEDS (Integrated Post-Secondary Education Data System) surveys, a series of mandated questionnaires from the U.S. Department of Education. Data to include, but may not be limited to, retention, persistence to graduation, employment, and finance indicators. Purpose: Assess the institution's results as compared to similar institutions across the nation. Implement continuous improvements, as appropriate.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Annually: August Note: Data report usually available in spring	AVP for RAP distributes summary documents from IPEDS feedback report to relevant VP's and Unit Managers for review and evaluation	Applicable to numerous reporting needs and audiences
Job Placement Survey (Graduate Survey) Meeting minutes documenting review and evaluation	Description: All associate of applied science and certificate graduates from a calendar year are surveyed the following year. Surveys seek to determine if graduates are employed in their fields of study. Purpose: Assess the institution's overall job placement rate, as well as rates by major/ concentration and standalone certificates. Results are used to document student achievement and for programmatic accreditations, such as ACBSP and ATMAE.	Director - Career and Workforce Development Center *(Mary Beth Oxendine-Woodby)*	Vice President for Academic Affairs *(Dr. Connie Marshall)* , Dean of Technologies *(Nichole Manz-Young)* , Dean of Behavioral and Social Sciences *(Trish Crawford)* , Dean of Health Professions *(David Bryant)*	Annually: May (Note: Implement throughout academic year)	Academic Council	SACSCOC 8.1, Specialized accreditation reports
Licensure Exam Rates Reporting	Description: Report detailing the licensure pass rates for Seven programs: Nursing, Cardiovascular Tech., Medical Lab Tech., Surgical Tech., EMT, AEMT, Paramedic. Purpose: Document student achievement. Implement continuous improvements, when applicable.	Dean of Health Programs *(David Bryant - Dean of Health Professions)*	Dean of Health Programs *(David Bryant - Dean of Health Professions)*	Update annually in September	Academic program faculty meetings	SACSCOC 8.1, QAF (in certain years), Specialized accreditation reports

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Major Field Tests Reporting	Description: All program graduates from one academic year (fall and spring) are tested using state-approved major field test as a means of evaluating program quality Purpose: Document student achievement and reporting to QAF. Implement continuous improvements, when applicable.	Academic Deans	Academic Deans	Annually: May (Note: Implement throughout academic year)	Academic Affairs	QAF, Specialized accreditation reports
Master Plan Meeting minutes documenting review and evaluation	Description: Plan of buildings and facilities on Northeast State campuses Purpose: Review plan and implement initiatives, as appropriate.	Vice President for Finance and Administration (Chad Bailey)	Vice President for Finance and Administration (Chad Bailey)	Annually: September	Cabinet	SACSCOC 13.7
New Student Orientation Satisfaction Surveys Meeting minutes documenting review and evaluation	Description: Survey given to all new students completing New Student Orientation Sessions designed to evaluate student satisfaction with all facets of the orientation events. Purpose: Evaluate and improve new student orientation processes and procedures	Assistant Vice President forStudent Engagement and Success (Jennifer Starling)	Student Life and Engagement Division	Each semester: For Summer semester: September For Fall semester: September For Spring semester: February	Institutional Excellence and Student Success Senior Leaders Meeting	N/A
Persistence to Graduation Meeting minutes documenting review and evaluation (on Strategic Planning Master Excel)	Description: Persistence to graduation of cohorts, as described in the College's strategic plan. Purpose: Evaluate and improve persistence to graduation rates, as appropriate. Implement continuous improvements, as appropriate.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Annually: December (THEC Fact Book)	Strategic Planning Committee (Cabinet)	SACSCOC 8.1

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Physical Facilities Inventory and Survey (PFIS)	Description: Ongoing survey of all NECs owned and leased physical facilities. The Inventory (PFI is a record of all building spaces, their uses, and sizes in square feet. The Survey (PFS) records the buildings' individual components and systems, such as roof types, exterior enclosures, HVAC, fire protection, etc. Purpose: Rate the systems to identify deficiencies and update as appropriate when corrections are made (such as a roof replacement).	Director of Plant Operations and Maintenance *(Pete Miller)*	Director of Plant Operations and Maintenance *(Pete Miller)*	Continuous/Ongoing	Vice President for Finance and Administration (Chad Bailey)	Both PFI and PFS are maintained on TBR's Archibus software
Primary Assessments and Reports Review Meeting minutes documenting review and evaluation	Description: Systematic review of primary assessments and reports and needed documentation. Purpose: Evaluate the efficacy of the institution's key assessment measures. Implement continuous improvements, as appropriate.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Quarterly: September, January, March, and June	Strategic Planning Committee (December and June)	SACSCOC 7.1
Quality Assurance Funding Report	Description: Report prepared for the Tennessee Board of Regents documenting institutional results for the Quality Assurance Funding Standards. Purpose: The standards are designed to evaluate academic performance, student success and satisfaction, and institutional progress toward state and institutional initiatives. Improvements are implemented, as applicable	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Annually: October	Cabinet, Academic Council	QAF

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Report of Graduates (formerly titled 'Academic Awards Report') Meeting minutes documenting review and evaluation	Description: Official report of program completers graduating from Northeast State. Review should include trend data. Purpose: A student achievement confirmation measure. The institution implements strategic revisions to programs and services to promote the completion of academic awards, when appropriate.	Josh Crowder	Vice President for Academic Affairs *(Dr. Connie Marshall)*	Annually: October	Cabinet	Applicable to numerous reporting needs and audiences
Retention Report Meeting minutes documenting review and evaluation	Description: Retention of cohorts, as described in the College's strategic plan. Purpose: Evaluate and improve retention rates, as appropriate. Implement continuous improvements, as appropriate.	Assistant Vice President for Student Engagement & Success *(Jennifer Starling)*	Director of Advising *(Linda Hamilton - Interim)*	Annually: April	Retention Committee, ATD, Cabinet	Applicable to numerous reporting needs and audiences

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Semester Attendance/ Verification Report	Description: Students receiving Federal Financia Aid must be accurately recorded in Banner as attending or not attending classes by Census date each semester. Academic Deans will verify and sign attendance reporting to attest to faculty attendance reporting and measures taken for accurate reporting. Purpose: This report will show the college is exercising proper controls over this process via faculty training and data monitoring. Note: Although Financial Aid is not involved in this reporting process, audit processes conducted in Financial Aid address attendance verification and reporting.	Academic Deans via Academic Council	Academic Deans via Academic Council	Every semester: For Summer semester - August For Fall semester - October For Spring semester - February	Academic Council	Needed for audit purposes related to Financial Aid
SENSE Survey	Description: A survey that helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for new/beginning students. Purpose: To use analysis of results to identify action steps for improving college programs and services.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)* in coordination with Synergy, SEM, ATD/Retention Committee, QEP	Administered in the Fall semester in certain specified years	Results are to be reviewed and considered by various groups across the college including Synergy, SEM, ATD/Retention Committee, QEP	QAF/THEC

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Strategic Plan Meeting minutes documenting review and evaluation	Description: Systematic review of the mission, goals, unit statements of purpose, objectives, and expected outcomes along with the linking of objectives to budgetary needs. Results to be disaggregated as described in the strategic plan. Purpose: Evaluate the efficacy of the institution's plan and processes. Implement continuous improvements, as appropriate.	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)* and Asst. Vice President for Research, Analytics, and Planning*(Dr. Thomas)*	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)* and Asst. Vice President for Research, Analytics, and Planning*(Dr. Thomas)*	Semi-annually: December and June	Strategic Planning Committee	SACSCOC 7.1
Strategic Planning/Budgeting Survey Report Meeting minutes documenting review and evaluation	Description: Annual survey administered to all full- time employees to assess their satisfaction with the strategic planning/budgeting process. Purpose: Evaluate constituents' satisfaction of the College's planning and budgeting, processes. Implement continuous improvements, as appropriate.	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Asst. Vice President for Research, Analytics, and Planning *(Dr. Thomas)*	Annually: June (Note: implemented at the end of the previous academic year)	Strategic Planning Executive Committee (Cabinet), Strategic Planning Committee	SACSCOC 7.1
Student Satisfaction Survey Reports (Main and Dual Enrollment) Meeting minutes documenting review and evaluation	Description: Biennial survey of the satisfaction level of students with regard to programs and services. Purpose: Affirm quality of services provided to students, implementing continuous improvements, when warranted.	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)*	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)*	Annually: January (Note: Implement in October)	Cabinet VP's	N/A

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Substantive Change Status Update Meeting minutes documenting review and evaluation	Description: Identification of significant modifications or expansions of the nature and scope of Northeast State. Purpose: Monitor modifications and expansions that may require reporting to a regulatory agency (this includes, but is not limited to, SACSCOC, the Department of Education, and the Department of Veterans Affairs)	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)*	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)*	Quarterly: August, November, February, and May	Substantive Change Advisory Committee, President, and Cabinet	SACSCOC 14.2
Summary of Private Giving	Description: Report of all gifts to college and college foundation Purpose: To evaluate private gifts that fund scholarships, special programs, and for the construction of new facilities. TBR collects these figures from all institutions.	Director of Development *(Megan Almaroad)*	Director of Development *(Megan Almaroad)*	Annually: April/May	Foundation Executive Committee	N/A
Synergy Meeting minutes documenting review and evaluation	Description: A comprehensive and coordinated College-wide plan for recruitment, retention and completion efforts that support the College's Strategic Plan and Mission, which will in turn improve outcomes for the College and it's students and the community at large. Purpose: provides strategic leadership and College-wide coordination for recruitment, enrollment processes, and retention and completion efforts.	SEM Chair	Vice President for Institutional Excellence and Student Success *(Dr. Graybeal)*	Semi-annually: January and June	Cabinet (January and June) Strategic Planning Committee (June)	Applicable to numerous reporting needs and audiences

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Technology Access Fee (TAF) Plan	Description: Plan outlining the technological resources requested to carry out the institution's strategic initiatives. Purpose: Prioritize technology-related budget requests designed to carry out the institution's strategic initiatives. Determine, in priority order, what items may be purchased with Technology Access Fee Funds.	Asst. Vice President and Chief Information Officer *(Margaret Lester)*	Asst. Vice President and Chief Information Officer *(Margaret Lester)*	Annually: March (Note: Implement as of December)	Technology Planning & Oversight Committee Technology Access Fee Committee	N/A