

# Preparing the IE Outline

After the organizational unit has determined its annual goals, the resource person prepares the IE outline using the following guidelines. Sections 1-3 are completed in September and section 4 is completed the next July. All sections are sent to the reviewer for approval.

## **Mission Statement**

The mission statement should be a *brief* statement of the general function of the organizational unit and its relationship to the mission of the College. The mission statement should be reviewed each year as part of the IE outline preparation. If changes are made to the mission statement, these changes should be highlighted/italicized. The reviewer and the IE team will approve any changes to the mission statement.

## **Expected results/outcomes**

The section of the outline should have 1 to 3 well-defined, measurable expected results/outcomes. These may be expected results/outcomes which can be completed in the annual IE cycle or they may be long-term (multi-year) expected results/outcomes. If long-term outcomes are selected, an annual benchmark should be stated with the expected results/outcomes. Goals must be related to the Strategic Plan of the College.

## **Means of Assessment**

This section should define what assessment will be used as well as the methodology for the assessment. (See the Descriptive IE outline for details.)

## **Statement of Impact**

The Statement of impact includes the general results (summative data) of the assessment, the evaluation of the results and the planned application of these findings.