DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5420.36
6/Inst Res
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CH-1

USNA INSTRUCTION 5420.36

From: Superintendent

Subj: ESTABLISHMENT OF THE ACADEMY EFFECTIVENESS BOARD (AEB)

Encl: (1) Academy Effectiveness Board Membership and Charter

1. Purpose. To establish the Academy Effectiveness Board.

2. Cancellation. This is a new instruction and should be reviewed in its entirety.

3. Scope. The Academy Effectiveness Board is responsible for developing momentum in revising the U.S. Naval Academy assessment process and improving its overall effectiveness.

4. Action. It is the responsibility of the Academy Effectiveness Board to monitor and improve the Naval Academy's overall effectiveness and report to the Superintendent.

/S/

RODNEY P. REMPT

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ACADEMY EFFECTIVENESS BOARD
MEMBERSHIP AND CHARTER

1. Background. A number of outside review groups, including the Naval Academy's two major academic accreditation associations, found that the Academy lacked a comprehensive and integrated institutional effectiveness assessment plan, and therefore, was deficient in the implementation of institution-wide assessment processes. These reviews confirmed the findings of the Naval Academy's own internal Institutional Self-Study.

2. Purpose. The purpose of the Academy Effectiveness Board (AEB) is to coordinate the development, maintenance, and execution of the Naval Academy's Effectiveness Plan and its associated assessment process. The focus of the Board and the Plan will be the mission of the Naval Academy and our obligation to provide combat leaders of character. Such an institution-wide plan would provide an assessment-based framework for implementing the Academy's current Strategic Plan, and would cover all three mission areas (mental, moral, and physical) as well as all mission-support functions related to our four-year leadership immersion program.

3. Function. The AEB will report directly to the Superintendent and the Senior Leadership Team. The AEB will work closely with the respective leaders of the Academy's mission areas (Commandant, Academic Dean, and Athletic Director) and mission-support functions (including Admissions, Deputy Superintendent/Chief of Staff, Deputy for Finance and Chief Financial Officer, and Deputy for Information Technology Services). The AEB members will: (1) collaborate in planning and implementing effectiveness assessment within and among the Academy's three mission areas; (2) provide models and support for the development and implementation of effectiveness assessment within the USNA mission-support functions; and (3) monitor the global, Academy-wide effectiveness assessment processes.

The Board co-chairs will represent their respective mission areas and serve as liaisons between the Board and the Senior Leadership Team and Superintendent. The Directors of Academic Assessment, Ethical Leadership Assessment, and Institutional Research will ensure that the work of the AEB is supported with valid, reliable, and timely data and the best professional practices of institutional effectiveness assessment appropriate to the Naval Academy's mission. (A re-evaluation of the function and membership of the Board will be undertaken following a final decision on the overall institutional effectiveness assessment structure.)

a. Membership. The members of the board will represent a cross-section of all areas of the Naval Academy program which directly or indirectly support the Naval Academy's mission and serve as liaison between their respective organization and the AEB. Initial membership of the board is as stated below. A re-evaluation of the membership will be undertaken following a final decision on the overall institutional assessment and effectiveness structure. Board Membership is as follows:

Vice Academic Dean (Co-chair)
Deputy Commandant (Co-chair)
Deputy Athletic Director (Co-chair)
Director of Assessment, Center for Ethical Leadership
Director, Institutional Research
Director, Academic Assessment
Strategic Planning Officer (Secretary)

Support Personnel: The following personnel are on call to assist the Board in their respective areas of expertise as necessary. The membership is supported by the following:

Director, Officer Development
Director, Professional Development
Director of Admissions

Comptroller
Director, Non-Appropriated Funds Activities
Chair, Leadership, Ethics, and Law
Command Evaluation Officer
Chair, Faculty Senate Assessment Committee
Executive Director, Information Technology
Director, Human Resource Division

b. Charter. The purpose of the AEB is to coordinate the development, maintenance, and execution of the Naval Academy's Effectiveness Plan and its associated assessment process. The board will report directly to the Superintendent and produce an annual academy-wide assessment for use by the Superintendent and the Academy's senior leadership as well as monitor the assessment feedback process and procedures.

c. Responsibilities

(a) Schedule. The AEB will meet as frequently as necessary, but not less than once each month, in order to develop and sustain a Naval Academy effectiveness assessment process.

(b) Agenda. The board co-chairs or secretary will prepare the agenda and will present the matters under consideration to the board. Any board member may recommend items for inclusion on the agenda. The agenda will be approved by the co-chairs and be distributed as far in advance as possible prior to the meeting to permit members to obtain an understanding of the subject matter. In this way, any discussions during the meeting can be directed to the substance of the agenda rather than gaining an understanding of what is intended. The AEB is responsible for developing momentum in revising the Naval Academy assessment process and improving its overall effectiveness.

(c) Proceedings. The co-chairs will submit to the Superintendent proceedings of each meeting prepared by the Secretary. The proceedings will list those present, outline briefly matters discussed, briefings given, pertinent comments by members, decisions reached, future action required, and the designated action officers. The AEB will produce an annual academy-wide institutional effectiveness assessment status report for use by the Superintendent and the Academy's senior leadership in guiding overall USNA improvement efforts.

(d) Decisions. Decisions reached at board meetings will be briefly but clearly stated. Endorsement approval by the Superintendent formalizes board decisions. These board memoranda represent the authoritative record of Naval Academy decisions and policy. Endorsement approval of decisions may be signed only by the Superintendent.

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USNA INSTRUCTION 5420.36 CHANGE TRANSMITTAL 1

From: Superintendent

Subj: ESTABLISHMENT OF THE ACADEMY EFFECTIVENESS BOARD (AEB)

Encl: (1) Academy Effectiveness Board Membership and Charter

1. Purpose. To update membership of the board.

2. Action. Remove enclosure (1) and replace with new enclosure (1).

3. Cancellation. When the required action has been taken.

HELEN F. DUNN
Deputy Superintendent/Chief of Staff

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