M E M O R A N D U M

DATE: April 24, 2023

TO: Anthony Foster, Ph.D., University System of Maryland
              Cheryl Rollins, Ph.D., Morgan State University
              Anne Marie Brady, Ph.D., St. Mary's College of Maryland

FROM: Yuxin Lin, Ph.D., Associate Director of Research and Policy Analysis, Maryland
              Higher Education Commission

SUBJECT: Guidelines for the 2023 Performance Accountability Report

The 2022 Performance Accountability Report (PAR) for the State's public colleges and universities was accepted by the members of the Maryland Higher Education Commission at its January meeting. The report was forwarded to the Governor and the General Assembly as required by law (§11-307 of the Education Article of the Annotated Code of Maryland).

This memorandum and the accompanying appendix constitute the guidelines for the 2023 Performance Accountability Report. Please review the guidelines carefully. **Submissions that do not follow the guidelines will be returned to you for correction.**

Reporting Schedule and Submission Process

The institutional performance accountability reports should be submitted electronically to the Maryland Higher Education Commission no later than Friday, **October 2, 2023**. **The reports submitted on or before this date should be in their final form and must be received and considered by the necessary governing bodies as required by law** (§11-304 through §11-308 of the Education Article of the Annotated Code of Maryland)**.** Campuses whose governing bodies will not meet in time for the report before this deadline should contact me to make arrangements for submission.

Please submit the materials via this Google form (https://forms.gle/sacG9Y9MB799QqsF6). If you have difficulties accessing the form, please contact me as soon as possible to address the issue with your campus IT department.

Via the Google form, each institution must:

1)   Indicate whether the Performance Accountability Report has been received and considered by the necessary governing bodies, as required by law;

2) Upload– as one complete PDF – the narrative report, goals, objectives and performance measures and any other additional documentation; this combined PDF will constitute the published report for each institution[1], and
3) Upload the completed Excel file as provided to the Department of Budget and Management for the annual Managing for Results submission.

I have included a pdf copy of the Google form for reference.

<u>Content of Institutional Performance Accountability Reports</u>

Each accountability report should contain a narrative discussing successes and challenges in meeting the goals, objectives, and performance measures that align with the goals of the 2022 State Plan for Postsecondary Education[2].

This year, Commissioners who serve on the Commission's Diversity, Equity, and Inclusion Committee prepared prompts for the Performance Accountability Report Guidelines. The Commissioners require that your institutional submission include responses to BOTH of the following two prompts (please ensure answers are provided to all questions[3]).

- Identifying Long-term Equity Gaps:
  - What are the largest long-term equity gaps that exist in student access, success, and innovation in your institution? Please note the long-term equity gaps refers to the inequities that existed long before the COVID-19 pandemic and persisted over the years.
  - How are these equity gaps uncovered/discovered/identified at your institution and how are they shared with your community?
  - What interventions have been implemented to eliminate these gaps?
- Measuring Equity Gaps:
  - How has your institution used disaggregated data to identify equity gaps in students' educational opportunities and outcomes?
  - What stakeholder engagement (students, faculty, staff, etc.) is used to collect and review this data?
  - Does your institution set goals/benchmarks in regard to the elimination of equity gaps? If so, what steps does your institution take to ensure accountability in meeting the established goals/benchmarks of equity?

Benchmarks may not be changed without the approval of the appropriate governing bodies, and changes must be explicitly noted in the institution's accountability report.

The Commission has discontinued the requirement that institutions report cost containment results in a specified format. Institutions may choose to report on significant steps taken to control expenditures but this is an <u>optional</u> section.

---

[1] See appendix for compilation order for pdf of report.
[2] https://dlslibrary.state.md.us/publications/Exec/MHEC/ED11-105(b)(3)(i)_2022.pdf
[3] The responses, along with the institutions' report submissions, will be shared with the Commissioners who serve on this committee.

All narrative sections of the performance accountability report must adhere to the accompanying formatting requirements contained in the Appendix. Accountability reports should <u>not</u> include page numbers, headers, or footers; tables and charts <u>are permissible.</u>

Please carefully proofread your report before submitting it to the Commission. See the Appendix for word and page length requirements and recommendations.

<u>Key Goals, Objectives and Performance Measures Table</u>

Each public four-year institution should use the goals, objectives, and performance measures that are submitted to the Department of Budget and Management (DBM) for the State's Managing for Results (MFR) process. **The formatting and style of the table must be consistent with the guidelines that DBM has established for MFR submissions. Reports that do not follow this approach will be returned for corrections.**

In addition, each institution will receive a file containing information for all applicable institutional data on second-year retention and six-year graduation rates for all students, African American students, and all minority students for the corresponding cohorts no later than June 20, 2023. Upon request, the Commission will provide campuses with other statistics for those measures for which they are unable to generate information at their institutions or at the system, and which are available only from the Commission.

Note: MHEC uses de-identified unit record data (name, address, and other Personally Identifiable Information are stripped), and merges data on a scrambled unique identifier based on institutional submissions. These data may undercount outcomes due to inconsistent unique identifier data provided by the institution.

<u>Conclusion</u>

Please contact me at any time if you would like to discuss the guidelines or have questions about the performance accountability process. You may email me at yuxin.lin@maryland.gov. Thank you to you and your colleagues for your efforts in this process.

APPENDIX

I.   2023 Institutional Performance Accountability Report Format
For Public Four-Year Colleges and Universities

1. Mission

Provide a brief summary of the college or university's approved institutional mission statement (no more than 75 to 100 words).

2. Institutional Assessment

Each report should contain a narrative discussing progress made toward the goals, objectives, and performance measures that align to the goals of the 2022 State Plan for Postsecondary Education. Institutions are encouraged to identify a few, key goals, objectives, or performance measures tied to the State Plan's goals and to discuss the successes or challenges faced in their progress toward the selected items.

The institutional assessment should also include a response subsection, which addresses the questions provided by the Commission. Please include the original prompts from the Commission with the response. The response to MHEC prompts should be no more than **two pages**.

Please ensure the prompts have been addressed, in full, before submitting the Report.

Please note that the Commission will include, unedited, the institutional assessment that is submitted by the institution for the 2023 Performance Accountability Report.

3. Accountability Goals, Objectives, and Performance Measures

The institution should use the goals, objectives, and performance measures that are submitted for the State's MFRs process. Institutions should provide the completed Excel templates from their most recent MFR submission. Please submit the original Excel format and ensure the "MFR Do Not Edit" tab is included in the PDF version of the full Accountability Report submission.

Formatting Requirements for Narrative Sections of the
2023 Accountability Reports

- Submissions should be no more than **eight pages**
- Document font: Times New Roman 12pt
- Margins: 1" all sides
- Left-justified text
- Document heading (Institution name): 14pt bold, centered
- Section headings: 14pt bold, centered
- Subheadings: 12pt bold, left justified
- No headers or footers
- No page numbering
- No section breaks
- No logos, pictures, graphics, nor art of any kind

Please adhere to the page limits. Proofread your submission carefully. **Reports that do not follow these guidelines will be returned to you for correction.**

Instructions for preparing the PDF report for submission

Please prepare, **as one pdf document** the materials in the following order:

1) The institutional narrative – the mission and institutional assessment and institutional response to **BOTH** prompts listed on page 2
2) The Mission, Vision, Key Goals, Objectives and Performance Measures from the institution's most recent Managing for Results submission (the "MFR Do Not Edit" tab)
3) Optional – data definitions, control procedures or other documentation tied to the submission

Each institution's pdf will be combined into one, larger volume containing all of the community college and public four-year institutions' submissions.