

Assessment Processes and Procedures

The purpose of the **University Assessment Committee (UAC)** is to

- Initiate a university-wide, faculty led process for assessment and continuous improvement of student learning outcomes
- Foster an ongoing institutional culture of continuous improvement
- Be a resource and support for university assessment and revision of student learning outcomes

The purpose of this document is to provide campus-wide assessment processes that cover policies, procedures, and assessment tools.

Review of Assessment Plans

- 1) Due to the Higher Learning Commission (HLC) accreditation processes, all departments should have current assessment plans. If not, the UAC should request a new plan from any department that does not have an assessment plan.
 - a) New or revised plans
 - i) New plans could be due to new programs, departments, or plans developed for units other than academic departments.
 - ii) Revised plans could be due to changes within the department or campus-wide expectations related to assessment (e.g., changes in undergraduate SLOs or GLOs).
 - b) All departmental plans need to be reviewed to ensure
 - i) Appropriate mapping of course learning outcomes to departmental learning outcomes.
 - ii) Appropriate mapping of departmental learning outcomes to campus learning outcomes (SLOs and GLOs).
 - iii) Reasonable assessment tools selected to collect assessment data (based on departmental justification) and appropriately linked to specific activities (e.g., thesis defense) or courses.
 - iv) Appropriate specification of when and how frequently the measurement occurs for each assessment tool.
 - v) Reasonable plan for the review and use of assessment data (based on departmental justification). This includes the specification of the specification of meeting the learning outcomes (e.g., on a 1-5 scale, must have 70% at the score of 4 or higher, or must be at the “good” level or higher).
 - c) The UAC will provide feedback to enhance assessment plans, such as, but not limited to
 - i) Potential assessment tools.
 - ii) Plan for use of assessment data

Review of Assessment Reports

- 1) Assessment reports should be submitted to the Institutional Research and Data Management (IR & DM) Senior Director.
 - a) The IR & DM Senior Director will be responsible for maintaining assessment documents.
 - b) The IR & DM Senior Director will aggregate the data from each departmental report for analysis at the campus level.

- c) In order to aggregate these data, the UAC will work with the IR & DM Senior Director and departments to ensure the proper data are submitted for analysis. That is, reports can include summarized data; however, aggregation of data will require the raw data to avoid averaging averages.
- 2) The standard reporting cycle will include a two-year report followed by a one-year follow up report documenting the impact of the proposed changes in the two-year report. As appropriate, an additional report on assessment changes requiring a two-year period to identify impact would be required as a second-year follow up report. For example:
 - a) Year 1: Two-year report
 - b) Year 2: One-year follow up report
 - c) Year 3: (Only as needed) Follow up report only on parts of assessment plan requiring an additional year of data to determine impact of changes
 - d) Year 4: Two-year report
 - e) Year 5: One-year follow up report
 - f) Year 6: (Only as needed) Follow up report only on parts of assessment plan requiring an additional year of data to determine impact of changes
 - g) Year 7: Two-year report
 - h) Etc.
 - 3) Department reporting cycles will be staggered with six or seven departments reporting each year.
 - 4) Report descriptions:
 - a) The two-year report should include the assessment plan, the results, and proposed changes to address areas needing improvement.
 - b) The year following will include a report on the impact of the changes proposed in the two-year report.
 - c) If needed, the additional follow up report will provide the data on the impact of the changes proposed in the two-year report.
 - 5) The UAC will review the two-year and one-year follow up departmental assessment reports to ensure:
 - a) Use of assessment data for making (or not making) program changes (based on departmental justification).
 - b) Appropriate data are available for proper assessment.

Assistance with Assessment

- 1) The UAC will provide assessment assistance as needed, including:
 - a) Requested reviews of assessment plans.
 - b) Assistance with mapping (e.g., courses to departmental outcomes, departmental outcomes to campus outcomes).
 - c) Informational sessions (e.g., open forum, meeting with departments).

These Assessment Processes and Procedures will be updated as the assessment process at S&T matures.