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 needs 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.