

ASSESSMENT PROCESS AND CYCLE  
DRAFT 11-04-2010

| Goals <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Role and Responsibility of the Department/Program                                                                                                                                                                                                                                                                                                                                                                                                                                           | Role and Responsibility of the FCTL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Anticipated Outcome                                                                                                                                                                                                                                 |
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| <p><b>On or before January 1, 2011</b>, all programs<sup>2</sup> will submit an assessment plan that has <i>at least</i> addressed Level 1 criteria to the Assessment Division of the FCTL<sup>3</sup>. (See link to required documents on page 2.)</p> <p><u>Level 1 – Planning</u><br/>Clearly identify:</p> <ol style="list-style-type: none"> <li>1. Disciplinary learning outcomes (~ 3)</li> <li>2. Public Affairs learning outcomes (~ 3) addressing community engagement, cultural competence, and ethical leadership</li> <li>3. Appropriate assessment tools for each learning outcome including at least one <i>direct</i> measure for each.</li> </ol> | <p>Create a Departmental Assessment Committee (DAC) <i>or its equivalent</i> to develop learning outcomes and identify assessment tools.</p> <p>Consult resources on the FCTL website and those listed on page 2 of this document.</p> <p>Work with the Assessment Division of the FCTL for support, direction, and/or resources as needed.</p> <p>Revise assessment plans according to feedback provided by the FCTL Assessment Division, and resubmit between February and May, 2011.</p> | <p><u>FCTL</u><br/>Provide online resources and templates to aid in creation and assessment of learning outcomes.</p> <p><u>FCTL Assessment Division</u><br/>Provide consultations and support to the DAC <i>or its equivalent</i> as members work to develop measurable learning outcomes and identify assessment tools.</p> <p><u>Assessment Council</u><br/>Review all submitted assessment plans and provide feedback on areas of strengths and weaknesses. Recommend action steps to improve the assessment plans if needed.</p> | <p>All assessment plans (100%) will identify clear learning outcomes and assessment tools by May, 2011.</p>                                                                                                                                         |
| <p><b>By May, 2011</b>, all programs will be prepared to begin Level 2 criteria.</p> <p><u>Level 2 – Supporting Data</u><br/>Collect assessment data, and perform data analysis to determine whether learning outcomes were achieved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Identify when, how, and by whom data will be collected, and begin collecting data no later than the fall 2011 term.</p> <p>Determine what kinds of data analyses will be performed, and analyze data using software such as SPSS, SAS, or Excel.</p> <p>Assess data results to determine if specified learning outcomes were achieved.</p>                                                                                                                                               | <p><u>FCTL</u><br/>Provide online resources to assist with data collection plans.</p> <p><u>FCTL Assessment Division</u><br/>Provide consultations and support to the DAC <i>or its equivalent</i> as members work to collect, analyze, interpret, and understand data.</p>                                                                                                                                                                                                                                                           | <p>All programs (100%) will collect, analyze, and assess results of data by January, 2012.</p>                                                                                                                                                      |
| <p><b>By January, 2012</b>, all programs will be prepared to begin Level 3 criteria.</p> <p><u>Level 3 – Application</u><br/>Implement adjustments or improvements to the program based on assessment results.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Create a plan to disseminate and discuss assessment results for purpose of program improvement.</p> <p>Identify any necessary program adjustments or improvements as indicated by data (i.e. redefine learning outcomes, select different assessment tools, make curricular or pedagogical changes, etc.).</p> <p>Consult resources on FCTL website and work with the Assessment Division of the FCTL as necessary for support and/or resources.</p>                                     | <p><u>FCTL</u><br/>Provide online resources focused on program improvement.</p> <p><u>FCTL Assessment Division</u><br/>Provide consultations and support to the DAC <i>or its equivalent</i> as members work to make adjustments or improvements to programs.</p>                                                                                                                                                                                                                                                                     | <p>All programs (100%) will identify necessary program and/or assessment plan changes and will determine how to implement those changes by May, 2012.</p> <p>All programs (100%) will complete the assessment cycle at least once by May, 2012.</p> |

<sup>1</sup> The Associate Provost for Student Development and Public Affairs supports the assessment goals by working with the FCTL Director when consulting with programs at various stages of the assessment cycle.

<sup>2</sup> **All programs** must submit the required forms (see link on page 2). Accredited programs can opt to submit accreditation reports **in addendum** to the required assessment plan forms, but they will need to reference the appropriate page(s) or section(s) of the accreditation reports for ease of review.

<sup>3</sup> The Assessment Division of the FCTL is comprised of the FCTL Director, the Assessment Council, and the Assessment Research Coordinator.

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| Goals <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Role and Responsibility of the Department/Program                                                                                                                                                                                                                                                                                                                                                                                    | Role and Responsibility of the FCTL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Anticipated Outcome                                                                                                                                                                                                                                                                                                                     |
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| <p>An annual day-long assessment conference will be held on campus to:</p> <ol style="list-style-type: none"> <li>1. Inform about current assessment trends/techniques</li> <li>2. Share data from programs and benchmark institutions</li> <li>3. Promote open discussion about assessment</li> <li>4. Address frequently asked questions and common strengths/weaknesses found within program assessment plans</li> <li>5. Provide workshops with hands-on opportunities to practice each step of the assessment cycle</li> </ol> | <p>Select or identify representatives for each program who will attend the annual assessment conference.</p> <p>Share/discuss conference experience with all program members post conference, and apply information to improve program's assessment plan.</p> <p>Provide feedback to FCTL Assessment Division regarding suggestions, needs, or concerns surrounding the assessment process and the annual assessment conference.</p> | <p>Develop annual day-long assessment conference for campus. Conference may include:</p> <ol style="list-style-type: none"> <li>1. Guest speaker(s)</li> <li>2. Resource library or book sale</li> <li>3. Workshops on each step of assessment cycle</li> <li>4. Testimonials from program representatives</li> <li>5. Discussion groups</li> </ol> <p>Provide conference information including schedule to all programs at least one month in advance of conference date.</p> <p>Collect feedback from conference participants at close of conference, and assess data to improve future conferences.</p> | <p>Attendees will learn about current assessment trends/techniques.</p> <p>Assessment "champions" will be created and identified in most programs.</p> <p>The sharing of experiences and knowledge will be fostered, and collaboration will be encouraged among DAC members, other college assessment representatives, and faculty.</p> |

## **RESOURCES**

Required assessment plan forms: <http://www.missouristate.edu/fctl/90038.htm>

Public affairs themes definitions: <http://publicaffairs.missouristate.edu/mission.htm>

Sample learning outcomes: <http://www.missouristate.edu/fctl/87799.htm>

Learning outcomes checklist: <http://www.missouristate.edu/assets/fctl/LearningOutcomesChecklist9-14-10.pdf>

Curriculum map templates: [http://www.stanford.edu/dept/pres-provost/irds/assessment/downloads/stanford\\_assessment\\_map\\_example.pdf](http://www.stanford.edu/dept/pres-provost/irds/assessment/downloads/stanford_assessment_map_example.pdf)

Direct and indirect assessment methods examples: <http://www.missouristate.edu/fctl/87799.htm>

Example rubrics: [http://www.stanford.edu/dept/pres-provost/irds/assessment/downloads/stanford\\_assessment\\_rubric\\_example.pdf](http://www.stanford.edu/dept/pres-provost/irds/assessment/downloads/stanford_assessment_rubric_example.pdf)

The Faculty Center for Teaching and Learning (FCTL) can provide support (resources, suggestions, feedback, etc.) through every step of the assessment cycle. The FCTL will continue to support individual curricular research and assessment projects throughout this process. For more information, visit <http://www.missouristate.edu/fctl/>.