



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-128, UNIVERSITY ACADEMIC ASSESSMENT

**Covered Individuals:** All Students and Faculty

**Covered Locations:** All Locations

**Effective Date:** June 29, 2023

**Strategic Priority:** SP 1

**HLC:** Criterion 4.B

**Consultations:** VPASA, VPMEF, Registrar, Director of Financial Aid, Faculty (Academic Affairs Committee), Deans, Faculty Chair Assessment Committee

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### POLICY STATEMENT

All academic programs that support student learning will engage in an annual assessment process focused on continuous improvement.

### PURPOSE

The faculty and administration engage in ongoing assessment of student learning as part of a commitment to the educational outcomes of students. This includes annual assessment, program review, and Key Performance Indicators (KPIs).

### DEFINITIONS

*Assessment:* The process of collecting evidence and making judgments on whether the agreed learning outcomes have been achieved.

*Assessment Measure:* The means for measuring learning outcomes.

*Class:* A unique section of a course.

*Co-curricular:* Learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum. (This definition was adopted from the HLC glossary.)

*Course:* A subsidiary element of a program.

*Course Learning Outcomes (CLO):* Specific statements of what students will be able to do when they successfully complete a course.

*Curriculum:* Any sequence of experiences designed to produce learning. (Adopted from HLC.)

*Curriculum Map:* A graphic representation of sequence in a program of study to ensure desired outcomes are taught and levels of performance are established.

*Direct Assessment:* The use of performance or product created by students that can be compared to expected outcomes. (i.e., Capstone courses, projects, internships, clinical experiences, etc.)

*Formative Assessment:* A measure of how a student is learning during a course of study; formative assessments are *for* learning.

*Indirect Assessment:* The use of information that does not directly link the learning to the outcome. (i.e., Graduation rates, grades, surveys, placement rates, etc.)

*Institutional Learning Outcomes (ILO):* Specific statements of what students know or do as the result of study in the general education program.

*Program Learning Outcomes (PLO):* Specific statements of what students will be able to do when they successfully complete a program.

*Program (Academic Program of Study):* A series of courses or learning experiences that leads to a credential: Certificate, Associate Degree, Major (Bachelor’s Degree), and Master’s Degree; does not include endorsement or emphasis areas. General Education is treated as a program.

*Summative Assessment:* A measure of student learning after a unit or course of study has reached its completion; summative assessments are *of* learning that has already taken place.

## **POLICY IMPLEMENTATION**

To support student learning, all academic programs will develop and/or assess the following:

- a. Course Learning Outcomes (CLOs) to be included on all course syllabi, guide assessment at the course level;
- b. Program Learning Outcomes (PLOs) for every program of study;
- c. Curriculum Maps that indicate which PLOs are fulfilled by courses within the program and the level of performance; and
- d. An Annual Program Assessment Report following the timeline established by the Faculty Assessment Committee in the Faculty Assessment Committee Handbook.

## **CUSTODIAN**

Vice President for Academic and Student Affairs

## **RELATED DOCUMENTS, FORMS, AND POLICIES**

AA-114, Key Performance Indicators (KPIs) Standard Operating Procedure (SOP)

AA-117, Assessment Timeline Standard Operating Procedure (SOP)

AA-127, Comprehensive Program Review (CPR) Policy

AA-129, Co-Curricular Assessment Policy

Co-Curricular Assessment Handbook

Comprehensive Program Review (CPR) Guidebook

Student Learning & Program Assessment Handbook

## **HISTORY**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-128	June 29, 2023	New Policy: distinction and creation of two policies from the previous singular policy.