



ACADEMIC AFFAIRS POLICY

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: CAO, VPEMF, Registrar,
Director of Financial Aid, Faculty (Academic
Affairs Committee), Deans, Faculty Chair
Assessment Committee

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

Chief Academic Officer (CAO)

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

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