



MEMORANDUM

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Date: September 9, 2004
To: Deans and department heads
From: M. Duane Nellis, Provost *M Duane Nellis*
Re: Submission and Approval of Assessment Plans

On March 9, 2004, a memo from Ron Downey, former Associate Provost, and Patricia Marsh, Interim Assistant Director for Assessment and Program Review, was sent to you with information on the process and timeline this fall for submission of assessment plans by departments/unit heads to their deans and for deans to submit a report on progress made to me as Provost. **Please recall the upcoming date of November 1, 2004, when each program is to submit its assessment plan to the respective dean.**

A template to facilitate documentation of the assessment plans was enclosed with the March 9 memo. Since that memo was distributed, Ms. Marsh has conducted several workshops for various units and colleges on developing assessment plans, and the feedback she has received has been used to make some modifications to that template. We are attaching the updated template for your use, along with an example of a completed template. An electronic copy of both documents is available on the Assessment and Program Review website (www.k-state.edu/apr under the "Updated Assessment Resources" link).

As we discussed at the Deans Retreat this fall, we also are expanding the process to include review and approval of the assessment plans by College Assessment Review Committees and the Office of Assessment and Program Review to ensure that critical components of the assessment plans are included. For instance, all assessment plans are to have at least one-half of the assessment techniques, tools, or forms of evidence in the assessment plans be direct measures of student learning. Information on both direct and indirect measures was provided with the March 9 memo and also is available on the website listed above, within the Assessment Tips section. Probably the most critical component of the assessment plans will be the process for implementing revisions in a program based on the assessment results. **The primary goal and benefit of assessment is the improvement that can occur in a program based on the feedback from the assessment results.** That is certainly what we envision for our programs at K-State.

We are attaching a copy of the Assessment Review and Approval Process, which contains relevant dates. To assist with the review and approval process, we have developed and will post on the website a rubric that will be used by each college to review, score, and approve the assessment plans. The score will be used to identify areas of strength and those needing improvement. A suggested composition of and charge to a college Assessment Review Committee also is enclosed for your reference.

I, as Provost, will meet with the appropriate dean to discuss approaches for aiding departments/units in completing their assessment plans for any programs that do not receive approval after the second cycle. The Office of Assessment and Program Review also will be available to provide assistance to departments/units throughout the review and approval process.

This review and approval process is linked to one of the indicators in our recently proposed Board of Regents (BOR) Performance Agreement. If accepted by the BOR, we will be reporting to the BOR on the number of assessment plans that have been approved and for which at least half of the assessment techniques are direct measures of student learning outcomes. Our progress on all of the indicators in our Performance Agreement will impact the amount of new funding we receive, and thus, we will need to show appropriate improvement. Once the Performance Agreement is accepted, we will post it on the Provost's website: <http://www.ksu.edu/provost>.

The development and implementation of these assessment plans will impact our campus both internally and externally. The plans are an important step toward implementing effective program assessment and improvement on our campus, demonstrating progress on direct measurement of student learning as part of our BOR Performance Agreement, and achieving a satisfactory review on our upcoming focused evaluation visit on assessment by the North Central Association of Colleges and Schools of the Higher Learning Commission (scheduled for mid February).

We appreciate your support for and assistance with this important process, and we look forward to receiving the assessment plans from your programs. Please feel free to contact Ms. Marsh or Dr. Ruth Dyer, Associate Provost, if you have questions or need assistance.

Enclosures

Assessment Plan Review and Approval Process

The following timeline will be used for submission of the assessment plans and for the review and approval process:

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|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 1, 2004 | Each college appoints a College Assessment Review Committee (CARC). |
| November 1, 2004 | Department/unit heads submit assessment plans to their College Dean for their undergraduate programs. For graduate programs, assessment plans are submitted to the Dean of the Graduate School. |
| November 29, 2004 | The College Deans and Dean of the Graduate School submit to the Provost (1) the program/unit assessment plans and (2) a summary report on progress made in the development of assessment plans. The summary report will include the number and percent of assessment plans submitted, a list of degree programs still working on their assessment plans, and the date when those plans will be submitted. |
| November-January | Each CARC will review and score the assessment plans submitted using an established rubric. The committee will consult with appropriate departments/units on any plans whose scores indicate clarification is needed. After all clarifications are received, the committee will recommend to the respective dean either preliminary approval or revision for each plan. |
| January 31, 2005 | Deans will submit to the Provost the preliminary approved assessment plans and the completed rubric review sheet for each program. Deans will send to the appropriate department/unit heads the recommendations for revisions that are needed to any of the assessment plans submitted but not approved. |
| February 21-22, 2005 | <i>Focused Visit on Assessment</i> (Information item only) |
| March 2005 | The Office of Assessment and Program Review (APR) will review a representative sample (e.g., 10%-25%) of the preliminary approved assessment plans. APR will consult with the appropriate dean and department/unit on any plans needing additional clarification. |

April 4, 2005

The APR office will recommend final approval to the Provost. The Provost will send to each College Dean and the Dean of the Graduate School a list of the final approved assessment plans. The deans will notify the department/unit heads of the approval status of their assessment plans, and APR will post the approved plans on the APR website.

May 4, 2005

Department/unit heads submit revised assessment plans to their College Dean or Dean of the Graduate School for those programs that were not approved in January. The same review process will be used as in the first cycle (November-April).

May-June 2005

Each CARC will review and score the revised assessment plans submitted using an established rubric. The committee will consult with appropriate departments/units on any plans whose scores indicate clarification is needed. After all clarifications are received, the committee will recommend to the respective dean either preliminary approval or further revision for each plan.

July 8, 2005

Deans will submit to the Provost the preliminary approved assessment plans and the completed rubric review sheet for each program. The Deans will send to the appropriate department/unit heads the recommendations for further revisions that are needed for those programs not approved.

July-August 2005

The APR office will review a representative sample (e.g., 10%-25%) of the preliminary approved plans. APR will consult with the appropriate dean and department/unit on any plans needing additional clarification.

September 1, 2005

The APR office will recommend final approval to the Provost. The Provost will send to each College Dean and the Dean of the Graduate School a list of the final approved assessment plans. The deans will notify the department/unit heads of the approval status of their assessment plans, and APR will post the approved plans on the APR website.

