

Memorandum



To: Deans, Department Heads, CARC members,
Assessment Point Persons, University Assessment Facilitators

From: M. Duane Nellis, Provost and Senior Vice President

Office of the Provost

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Date: October 7, 2008

Re: Annual Progress Reports on Assessment of Student Learning

As the Office of Assessment finalizes their review of the Annual Progress Reports (APRs) on Assessment of Student Learning for the 2006-2007 academic year, I wanted to personally thank you for the outstanding commitment you have made to the assessment of student learning on our campus. As we begin preparations for the next cycle of APRs, there are a number of items I wish to bring to your attention.

The APRs for undergraduate degree programs that reflect activities during the 2007-2008 academic year are due in the office of the respective College Dean on **March 2, 2009**. The template and several examples of reports can be found on the Office of Assessment web site at <http://www.k-state.edu/assessment/>. Each report should not exceed five (5) pages in length.

As of 2008, reporting for graduate programs is on a different schedule, related to the KBOR Program Review cycle. In addition, accredited undergraduate programs now have the option of utilizing their annual accreditation reports to convey their assessment of student learning. A template of this alternative reporting form and an evaluation rubric are available on the Office of Assessment web site at <http://www.k-state.edu/assessment/process/index.htm>. The current APR templates for both the individual degree programs and the summary college reports are available on this site, as well.

An evaluative rubric and an approval and feedback sheet are available on the assessment website to assist the College Assessment Review Committees (CARCs) as they receive and review the annual progress reports and the plans for the 2007-2008 academic year. The following schedule will apply to the 2009 process:

March 2	Reports due to Deans/Graduate School
June 1	Copies of approved reports and college summaries due to the Provost
Fall	University summary from Office of Assessment due to the Provost

As you may recall, we asked that by March 3, 2008, all departments have the student learning outcomes (SLOs) for each degree program easily accessible on their web sites (within two clicks of the departmental home page), and each degree program was asked to include an "Alignment Matrix" with its Annual Report on Assessment of Student Learning. In an attempt to continue the process of *transparency* and *alignment*, we ask that each department post on its website the following two additional items by the time the March 2009 APRs are due:

- **The "Alignment Matrix" that was constructed for each degree program and submitted with the APRs that were due in March 2008. (A sample matrix and a blank worksheet are available on the Office of Assessment web site.)**
- **A SUMMARY of the 2007-2008 APRs for each degree program. (The full APR report for each program is NOT required to be posted. The summary should include a brief paragraph describing the program's progress made in assessment of student learning during the 2007-2008 Academic Year.)**

The Office of Assessment (2-5712) is available for consultation as reports are prepared. If you need assistance, please contact Briana Nelson Goff (bnelson@ksu.edu) or Steve Hawks (sjhawks2@ksu.edu) to set up an appointment.

Your continued attention to the improvement of student learning is appreciated.

Key assessment concepts:

Transparency – students and public should be informed about intended student learning outcomes and student achievement of those outcomes

- **By March 2, 2009, each degree program will have the “Alignment Matrix” that was constructed posted on their web sites. (A sample matrix and a blank worksheet are available on the Office of Assessment web site.)**

Accountability – we should be able to state for every degree program what it is that students will know and be able to do when they graduate and we should be showing evidence of student knowledge and ability

Integration – teaching and learning of general education outcomes and those in the major should culminate in a student being able to integrate all the learning in a demonstration of application, preferably in a situation with “unscripted” challenges

Alignment – the student learning outcomes are aligned with the university, college, and program missions and it is clear that students are provided with the opportunity both to learn and to demonstrate the learning of each of the outcomes

- **By March 2, 2009, each degree program will have a SUMMARY of its 2007-2008 APRs posted on their web sites. (The full APR report for each program is NOT required to be posted. The summary should include a brief paragraph describing the program’s progress made in assessment of student learning during the 2007-2008 Academic Year.)**