



Memorandum

Office of the Provost
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To: Department Heads, Graduate Program Directors,
Graduate CARC Members, and University Assessment Facilitators

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

Date: April 24, 2009

RE: Assessment Plans for All **Graduate** Interdisciplinary and Certificate Programs

This memo is to follow up on previous memos requesting that Student Learning Outcomes for Graduate Interdisciplinary and Certificate programs be completed (memo dated February 18, 2004) and Assessment Plans for Graduate Certificate Programs be submitted by March 2, 2007 (memo dated November 3, 2006). At this time, we ask that programs take the next step to complete the Assessment Plans for Graduate interdisciplinary programs, and any Graduate certificate programs that have not been submitted to date. We are asking programs to implement these Assessment Plans in order to continue to move K-State forward toward compliance with the requirements from the Higher Learning Commission (HLC) of the North Central Association as we prepare for the 2011 reaccreditation site visit.

Attached is a current list of these programs and the departments with which the programs are affiliated. We have also indicated which programs have submitted and received approval of their Assessment Plan to date. Please submit assessment plans for those programs (all Graduate interdisciplinary and certificate programs) that have not submitted one by **October 1, 2009**. Each plan should include a cover sheet, a list of student learning outcomes for the program, and should follow the plan template. The cover sheet and template are available on the Office of Assessment website: <http://www.k-state.edu/assessment/process/index.htm>

In many cases, Graduate certificate programs can use all or part of the existing student learning outcomes of a corresponding masters or doctoral academic degree program.

- All GRADUATE **INTERDISCIPLINARY** and **CERTIFICATE** programs should be completing their assessment reports according to the KBOR Program Review and Graduate School Mid-Cycle Review reporting cycles, available at: http://www.k-state.edu/grad/gresources/program_review.htm

The Office of Assessment can provide assistance, as can members of the various CARCs. Please contact Briana Nelson Goff (bnelson@k-state.edu) or Steven Hawks (sjhawks2@k-state.edu) if you have questions or would like to schedule a time to meet with the Office of Assessment to assist you with your program assessment initiatives.

Thank you for your cooperation and continued attention to the enhancement of student learning at Kansas State University.

Copy: Ruth Dyer, Associate Provost
Academic Deans

Enclosure