

Memorandum



To: Department Heads, CARC Members, Assessment Point Persons,
University Assessment Facilitators

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

Date: April 24, 2009

RE: Assessment Plans for All Undergraduate Secondary Majors, Minors, Interdisciplinary and Certificate Programs

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This memo is to follow up on previous memos requesting that Student Learning Outcomes for Secondary Majors, Minors, Interdisciplinary and Certificate programs be completed (memo dated February 18, 2004) and Assessment Plans for Undergraduate 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 secondary majors, minors, interdisciplinary programs, and any certificate programs that have not been submitted to date. In many cases, these programs can use all or part of the existing student learning outcomes and assessment plan of a corresponding bachelor's academic degree program. If there is not a corresponding bachelor's academic degree program, then SLOs and an assessment plan will need to be developed for the stand-alone secondary major, minor, interdisciplinary or certificate program and then submitted for review by the appropriate College Assessment Review Committee (CARC). 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, including where there is an assessment plan for a corresponding bachelor's academic degree program. Please submit assessment plans for those programs (all secondary majors, minors, 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>

- All UNDERGRADUATE CERTIFICATE programs should be submitting Annual Progress Reports according to the annual reporting cycle (e.g., March 2, 2009 for AY 2007-2008 Assessment reports).
- All SECONDARY MAJORS, MINORS, AND INTERDISCIPLINARY PROGRAMS should submit Annual Progress Reports beginning in the reporting cycle for AY 2008-2009 (reports due March 2010).

Departments that have more than one program in an academic area (e.g., a bachelor's degree program, a certificate, and a minor in the same area) can include all of their programs in a single Annual Progress Report. Please indicate the programs that are included in the combined report and provide the relevant data for all the applicable programs.

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