Description and Outline of Assessment Related Projects

Office of Assessment

List of Major Projects

Occurrence	Major Project	Website
Fall & Spring	University General Education (UGE) Course Survey	
	Purpose	
	The Office of Assessment currently supports and advises the faculty serving on Phase I	http://www.k-state.edu/uge/ or
	and II Assessment committees within the overall University General Education (UGE)	
	Committee. Phase I was completed in 2001. Phase II (UGE Course Review) remains on-	http://www.la.state.edu/use/accessme
	going.	http://www.k-state.edu/uge/assessme
	Procedure	
	The UGE Council provides the Office of Assessment with a list of courses that are up for	
	review at the beginning of each semester. The survey process starts with the	
	administration of the Department Head & Instructor Survey-Part I within the the first	http://www.k-
	month. The Instructor Survey-Part II and the Student Surveys are distributed thirty days	state.edu/assessment/ugeassess/
	prior to the end of the semester, with reports generated following the conclusion of the	
	semester.	
Fall & Spring	GTA Communication Survey Purpose	
	To help ensure that all of our Graduate Teaching Assistants (GTAs) have adequate	
	communication skills to be effective in the classroom or lab, we administer a survey to the	
	students in their class(es) early in their first semester of teaching. Each semester,	
	communication skills are assessed for all GTAs who are teaching a course or a lab at K-	
	State for the first time as the primary instructor or who having significant interaction with	
	students.	
	Procedure	http://www.k-
	Department Heads are asked to provide the Office of Assessment with a list of first-time	state.edu/assessment/surveys/gtasurv
	GTAs in which the office can provide them with a GTA information and confirmation	<u>/index.htm</u>
	form. An administrator within the department will administer the student surveys during	
	the 5th-6th week of the semester. Reports are generated for each GTA (copies sent to	
	Department Head), and if areas of 'serious concern' are identified, appropriate resources	
	will be utilized, and may be re-surveyed. An interpretation guide and list of resources are	
	included with each report. *The departments of Chemistry, English, Mathematics, and	
	Statistics use their own system for evaluating GTA communication; results are reported to	
F-11 0 C	the Office of Assessment.	
Fall & Spring	K-State Senior Survey Purpose	
	The Office of Assessment solicits feedback from seniors to identify strengths and	
	understand how K-State can improve the college experience for our students. The survey	
	includes issues relating to satisfaction with K-State regarding academic programs,	
	intellectual and personal growth, student services, and preparation for a career or a	
	graduate/professional school.	http://www.k-
		state.edu/assessment/surveys/seniors
	Procedure	vey/index.htm
	The survey is offered to a list of students (provided by the Office of the Registrar) who	
	have applied for graduation in either December or May and have been cleared for	
	graduation by their colleges. The survey is offered through K-State's online survey	
	system; the survey is open one month prior to the graduation date each semester.	

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List of Major Projects

Occurrence	Major Project	Website
Fall	K-State Alumni Survey Purpose The Office of Assessment solicits feedback from alumni (one- and four-years out) to identify strengths and understand how K-State can improve the college experience for our students. The survey includes issues relating to satisfaction with K-State regarding academic programs, intellectual and personal growth, student services, and preparation for a career or a graduate/professional school. Procedure The survey is offered to a list of alumni for whom email addresses were provided by the Alumni Association. The survey is offered through K-State's online survey system; the survey is open for four weeks.	<u>http://www.k-</u> state.edu/assessment/surveys/alumnisu vey/index.htm
Fall & Spring Conducted every three years (2001, 2004, 2007, [anticipated 2010])	National Survey of Student Engagement (NSSE) <u>Purpose</u> The National Survey of Student Engagement (NSSE; pronounced "nessie") has been evaluating four-year colleges and universities around the nation to measure the extent to which students engage in effective educational practices that are empirically linked with learning, personal development, and other desired outcomes such as student satisfaction, persistence and graduation (NSSE 2007 overview). The NSSE was developed under the premise that the frequency in which students engage in effective behaviors is an indicator of good educational quality. <i>The College Student Report</i> captures first-year and senior student behaviors to determine an institution's level of engagement.	http://nsse.iub.edu/index.cfm
	ProcedureFall: A list of all first-year and senior students with appropriate information for the current academic year is submitted to NSSE, which generates a random sample of students to survey. The Office of Assessment provides materials to promote the completion of the survey.Spring: An email is sent from NSSE (through correspondence from K-State) to the students containing a link to complete the survey; reminder emails are sent periodically.Summer: The Office of Assessment receives results (demographics, characteristics, frequencies, means, benchmarks, etc.) and generates reports for the university community.	<u>http://www.k-</u> <u>state.edu/assessment/surveys/nsse/inde</u> <u>x.htm</u>
Fall & Spring Annual Progress Reports are submitted during the Spring semesters, but assessment is a continuous process	Annual Progress Reports on Assessment of Student Learning Purpose Academic programs and units must identify their learning outcomes, develop related assessment plans, engage in assessment activities, and develop a culture of "continuous improvement" in their programs and units to improve student learning.	<u>http://www.k-</u> state.edu/assessment/degprogunit/
	<u>Procedure</u> All undergraduate programs and units must submit an annual progress report to their College Assessment Review Committee (CARC) or directly to the Office of Assessment (units) by early March. CARCs are to submit a summary of their annual reports to the Office of Assessment by early June. Graduate programs submit their progress reports based on their program Kansas Board of Regents review. The Office of Assessment prepares a summary from the CARC reports for the Provost.	http://www.k- state.edu/assessment/slo/index.htm http://www.k- state.edu/assessment/plans/index.htm http://www.k- state.edu/assessment/process/index.htm

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Occurrence	Major Project	Website
Fall & Spring	Board or Regents Program Review	
Each program is up for review every	<u>Purpose</u> Program review facilitates improvement of academic programs and, thereby, the overall strength and reputation of K-State. Program review serves the purpose of attaining future goals, revising curricula, and meeting the needs of students, faculty, and Board of Regents.	<u>http://www.k-</u> state.edu/pa/programreview/index.htm
seven yars	<u>Procedure</u> An assessment component is included within each program review-assessment of student learning. Programs must detail student learning outcomes, measures used, assessment procedures, timeline, results, what actions/revisions were taken, and what were the effects on student learning of the actions and/or revisions.	<u>http://www.k-</u> state.edu/pa/programreview/PRProcess /index.htm
Fall & Spring	K-State Accreditation Schedule	
	<u>Purpose</u> An accreditation schedule is maintained within the Office of Assessment for annual submission to the Kansas Board of Regents by mid-February.	
	<u>Procedure</u> Memorandums are sent from the Office of Assessment to appropriate departments that are nationally accredited, requesting information in regards to their site visit (current year or upcoming year). The office tracks and displays all accredited programs at K-State on the Assessment website.	http://www.k- state.edu/assessment/accreditation/ksu. htm
Spring & Summer	KBOR Performance Agreements	
	<u>Purpose</u> K-State shall negotiate a performance agreement with the KBOR; the degree of compliance with this agreement shall determine the proportion of new funding to K-State. The performance agreement will consist of: goals, indicators, baseline values, and target values.	http://www.kansasregents.org/academi c/perfguidelines.html
	<u>Procedure</u> Early March, a report is due to the BOR on the data that were collected the previous year. For example, the data for the 2007 Performance Agreements were due in March 2008. Early July, the Performance Agreements for the next year are due to the BOR.	<u>http://www.k-</u> state.edu/pa/agreements/index.htm
Quarterly	Assessment Newsletter	
Produced the months of March, June, September, and December	Purpose The newsletter contains articles of interest, announcements, resources, best-practice examples, and other assessment information. Procedure	http://www.k- state.edu/assessment/resources/newslet <u>er.htm</u>
T H A C ·	To improve the awareness and promote assessment activities acrosss the university.	
Fall & Spring	Assessment Workshops-Learning Exchanges Purpose To facilitate assessment efforts university-wide	http://www.k-
	Procedure Assessment workshops and best-practice examples by selected departments for the	state.edu/assessment/resources/worksh ops.htm