

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	
	<p><u>Purpose</u> The Office of Assessment currently supports and advises the faculty serving on Phase I 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-going.</p> <p><u>Procedure</u> 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 month. The Instructor Survey-Part II and the Student Surveys are distributed thirty days prior to the end of the semester, with reports generated following the conclusion of the semester.</p>	<p>http://www.k-state.edu/uge/ or http://www.k-state.edu/uge/assessment/</p> <p>http://www.k-state.edu/assessment/ugeassess/</p>
Fall & Spring	GTA Communication Survey	
	<p><u>Purpose</u> 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.</p> <p><u>Procedure</u> Department Heads are asked to provide the Office of Assessment with a list of first-time GTAs in which the office can provide them with a GTA information and confirmation 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 the Office of Assessment.</p>	<p>http://www.k-state.edu/assessment/surveys/gtasurvey/index.htm</p>
Fall & Spring	K-State Senior Survey	
	<p><u>Purpose</u> 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.</p> <p><u>Procedure</u> 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.</p>	<p>http://www.k-state.edu/assessment/surveys/seniorsurvey/index.htm</p>

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Fall & Spring	Board or Regents Program Review	
Each program is up for review every seven years	<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.	http://www.k-state.edu/pa/programreview/index.htm
	<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.	http://www.k-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/academic/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.	http://www.k-state.edu/pa/agreements/index.htm
Quarterly	Assessment Newsletter	
Produced the months of March, June, September, and December	<u>Purpose</u> The newsletter contains articles of interest, announcements, resources, best-practice examples, and other assessment information.	http://www.k-state.edu/assessment/resources/newsletter.htm
	<u>Procedure</u> To improve the awareness and promote assessment activities across the university.	
Fall & Spring	Assessment Workshops-Learning Exchanges	
	<u>Purpose</u> To facilitate assessment efforts university-wide	http://www.k-state.edu/assessment/resources/workshops.htm
	<u>Procedure</u> Assessment workshops and best-practice examples by selected departments for the university community.	