

OFFICE OF ASSESSMENT

Division of Undergraduate Academic Programs
Assessment Plan 2006-2007

VISION:

The Office of Assessment is committed to improving undergraduate student learning and development at NCSU through support of assessment processes.

MISSION:

The Office of Assessment in the Division of Undergraduate Academic Programs provides support for continuous program improvement for all departments and units serving undergraduate students. The Assessment staff provides training, analysis, and support for on-going assessment of student learning and development.

EXPECTATION OF EXCELLENCE:

Assessment of student learning outcomes aligns directly with the NC State mission and promotes a culture of learning, improvement, and accountability. We are expected to evaluate all that we do in order to continuously enhance student learning and development.

There are four main areas of concern for the Office of Assessment: Undergraduate Academic Program Review, General Education Requirements assessment, assessment activities of units within the Division of Undergraduate Academic Programs, and the NCSU Undergraduate Assessment Symposium. In addition, the Office of Assessment provides support for assessment across the University and serves as an assessment resource for those outside the University.

I. Undergraduate Academic Program Review

Objective 1: Provide consultation and feedback to support Undergraduate Program Review.

Outcome 1:

Keep current database of Associate Deans (ADs), Program Comprehensive Reviews, Undergraduate Program Directors (UPDs), and College Curriculum Committee members and meetings.

Measures:

- ✓ All databases completed by Oct. 15 2006
- ✓ After completion, all databases updated monthly

Outcome 2:

Track progress of individual programs within each College

Measures:

- ✓ Tracking system developed and discussed with Associate Deans and Dean of DUAP by Nov. 15 2006
- ✓ Tracking system updated biannually

Outcome 3:

Provide feedback and direct support to Colleges and Programs

Measures:

- ✓ Report to each Associate Dean on progress of programs in the College
- ✓ Provide feedback to individual programs (depending on how the ADs wants the feedback to take place)
- ✓ Meet with ADs, Department Chairs and/or UPDs of each College to provide consultation and support services
- ✓ Meet at least once with AD and UPD of each program that is within 2 years of scheduled portfolio submission
- ✓ Provide workshops as requested

Objective 2: Evaluate the system of Undergraduate Program Review (UPR)

Outcome 1:

Gather feedback on how the process is working

Measures:

- ✓ Survey those involved in UPR to determine satisfaction with UPR process and recommendations for improvement
- ✓ Survey those involved in UPR to determine satisfaction with services provided by Office of Assessment (OA) to all undergraduate academic programs and recommendations for improvement

Outcome 2:

Document, interpret and share results of feedback

Measures:

- ✓ Document how the process is going based on feedback and other information and make recommendations in a report to the Dean of DUAP by Dec. 15th
- ✓ Share results with Undergraduate Program Review Steering Committee (UPRSC) and Associate Deans

Objective 3:

Improve consultative services to disciplinary programs

Outcome 1:

Identify and become familiar with accreditation process of undergraduate programs at NCSU that have or seek specialized accreditation

Measures:

- ✓ Database of all undergraduate programs at NCSU that are accredited including dates of next accreditation review
- ✓ OA Director/Assistant Director will be familiar with the specific requirements of all specialized accreditation processes for programs that are up for review within 5 years including expectations of assessment

Outcome 2:

Utilize discipline-specific professional association assessment resources and recommendations to help support faculty

Measures:

- ✓ Identify and post links and resources about disciplinary assessment and specialized accreditation on the OA website under Undergraduate Program Review
- ✓ Work with faculty to encourage involvement with disciplinary assessment conversations (e.g., conferences, publications)

II. General Education Requirements Assessment

Objective 1: An plan will be in place to assess the new General Education Requirements (GERs)

Outcome 1: A common process for assessing all GER will be approved and implemented

Measures:

- ✓ 3+ options for General Education assessment will be developed and presented to GER Task Force, Council on Undergraduate Education (CUE) and ADs for consideration by Nov. 1
- ✓ Plan of implementation of new process will be completed by February 15

Objective 2: Existing assessments will be utilized to inform GER assessment

Outcome 1: Identify existing assessment that potentially could inform GER

Measure:

- ✓ Database of potential assessments that could inform GER (e.g., Undergraduate Program Reviews, DUAP assessments, Learning in a Technology Rich Environments (LITRE) assessments)

Outcome 2: Harvest/analyze data and report on trends/findings

Measures:

- ✓ Current available data located and examined by March 15th
- ✓ Report to CUE and Dean of DUAP by May 1st

Objective 3: Develop and maintain familiarity with national GE conversations

Outcome 1: Keep up with current debates about national testing in higher education and federal influences on accreditation

Measure:

- ✓ Director and/or Assistant Director will monitor the Chronicle of Higher Education, Inside Higher Education and the ASSESS Listserv weekly for current conversations and controversies about assessing GE

Outcome 2: Stay professionally active in area of GE assessment

Measures:

- ✓ Director and/or Assistant Director will present at least twice on GE assessment issues at national or regional conferences
- ✓ Director and/or Assistant Director will work on at least one publication on GE assessment issues
- ✓ The Office of Assessment will work on at least one grant on GE assessment issues

III. DUAP Assessment

Objective 1: To provide assistance to all DUAP units as they engage in on-going assessment

Outcome 1: In conjunction with the A Team, review all DUAP unit assessment plans and provide written feedback and report

Measures:

- ✓ "A Team" will meet at least 3 times during the year to discuss unit plans
- ✓ Copies of all feedback letters will be filed in OA by March 1
- ✓ Division annual report of DUAP plans and reports to the Dean of DUAP by Nov. 1st

Outcome 2: Provide prompt, appropriate analytical and survey assistance to all DUAP units as requested

Measures:

- ✓ Record assistance requests and respond within one week and complete all data analysis requests within 1 month
- ✓ Offer relevant training or symposium sessions to all units
- ✓ Survey DUAP unit Directors to determine satisfaction with services provided by OA

Outcome 3: Lead the development of DUAP goals and assessment plan in conjunction with the A Team with approval from the Associate Dean and Dean of DUAP

Measures:

- ✓ A Team will meet at least 3 times during the year to discuss Division goals and objectives
- ✓ Division-level objectives will be recommended to Associate Dean and Dean of DUAP

Outcome 4: Provide Institutional Research (IR)/Analytical support for Divisional analyses that come out of divisional objectives

Measures:

- ✓ At least one Division-level set of analyses completed by Dec. 1st
- ✓ Report results of divisional analyses to internal and external constituencies by Feb. 1st

IV. NCSU Undergraduate Assessment Symposium

Objective 1: To provide a high-quality learning experience for assessment professionals from the southeast and around the nation

Outcome 1: High quality keynote and plenary speakers and panel

Measures:

- ✓ Peggy Maki secured as keynote (done)
- ✓ Nationally recognized plenary speakers secured by Oct. 1st
- ✓ Panel presenters with wide appeal secured by Dec. 1st

Outcome 2: High quality session presentations

Measures:

- ✓ Call for proposals posted by Oct. 15th with proposals due by Dec. 15th
- ✓ Individual feedback given on proposals within one month of submission
- ✓ Frequent contact with presenters to help them prepare for Symposium
- ✓ Analysis of individual session evaluations

Outcome 3: A variety of exhibitors and sponsors will be represented

Measures:

- ✓ At least 10 exhibitors (combination of product and publishing)
- ✓ Additional sponsors and advertisers

Outcome 4: The number of registrants will increase from 2006

Measure:

- ✓ 450 registrants, 400 paid
- ✓ Tally of number of attendees at each session

Outcome 5: Attendees will report that the symposium was a positive learning experience for them

Measures:

- ✓ Analyze questions on overall evaluation
- ✓ Get verbal feedback from individuals during symposium
- ✓ Send out on-line follow-up survey

Objective 2: Planning for the Symposium will take place throughout the year

Outcome 1: Sponsors and presenters will be secured in fall

Measures:

- ✓ The complete schedule with presenter sessions will be posted by Feb. 2nd
- ✓ Sponsors will be contacted starting October 1st with the majority committing by Dec. 1st and submitting payment by Jan. 31st
- ✓ On-line proposal submission

Outcome 2: Marketing and registration in be completed in spring

Measures:

- ✓ The early bird registration deadline will be Feb. 23rd and the regular registration deadline will be March 23rd
- ✓ Marketing including mass and targeted will take place Jan. through March
- ✓ NCSU marketing includes-discipline specific, Bulletin, SYNC newsletter, college-level assessment people
- ✓ On-line registration

Outcome 3: Immediate follow-up after Symposium

Measures:

- ✓ Session evaluation reports to presenters within one month of the Symposium
- ✓ Organization of database to include previous attendees
- ✓ Survey of those who did not attend to find out why

V. University Service

Objective 1: Help to promote assessment activities and to infuse assessment philosophy into the culture of NCSU

Outcome 1: To provide assessment support to campus committees and other assessment projects outside of DUAP

Measures:

- ✓ Assessment Work Group: Guiding Principles for Assessment
- ✓ LITRE/LITRE Assessment Committee (LAC) consultations
- ✓ Committee service (CUE, UPRSC, GERTF, ACCESS)
- ✓ NSF and other grant support

Outcome 2: To serve as a model for assessment at NCSU.

Measures:

- ✓ Annual plan and report posted on the web
- ✓ Follow principles of evidence-based decision making and continuous improvement in daily operations

Outcome 3: Promote assessment in numerous student and faculty forums across campus

Measures:

- ✓ Mentor undergraduate and graduate student workers
- ✓ New Faculty Orientation presentation
- ✓ Student government presentation

VI. Outreach

Objective 1: Develop and maintain national reputation of Office of Assessment

Outcome 1: Both the Director and Assistant Director will further develop and maintain professional activities in relationship to assessment

Measures

- ✓ Both the Director and the Assistant Director will be involved biannually in presentations at national or regional meetings and/or publications
- ✓ The Director will maintain involvement in Southern Association of Colleges and Schools (SACS) accreditation
- ✓ The Office of Assessment will explore grant opportunities and pursue promising proposals in relationship to UPR, GER or DUAP

Outcome 2: The Office of Assessment website will be a resource for external audiences

Measures

- ✓ Website will be updated and reorganized to provide more resources
- ✓ Updates of current issues/events will be posted on the web and distributed through our electronic lists