Assessment – Undergraduate Programs

I. POLICY:

Adams State University regularly assesses the quality of its programs and students ability to meet student-learning outcomes for courses and programs. Assessment is conducted annually as described in the ASU Assessment Plan, and through five-year program reviews. The General Education Coordinating Committee (GECC) oversees assessment of general education.

ASU students are asked to participate in the college’s assessment program in a number of ways. Students may be asked to complete an ACT or other entering freshman survey, the ETS Measure of Academic Progress and Proficiency (MAPP) (after completion of 30-60 hours) or other test of academic achievement in general education, an ETS major field exam, or other test of achievement in the major, and ACT or other student opinion survey prior to graduation, and an alumni survey during post-graduate years. The results of all individual assessments are held confidential, although the student may receive a copy and interpretation of his/her results. Results are not placed on student transcripts. Institutional reports to the governing board (BOT), CCHE, and state legislature will use only group data so that no individual student is identified.

II. PURPOSE:

The purpose if this policy is to outline the processes used to assess student learning at Adams State University.

III. DEFINITIONS:

A. **Academic Council:** The Academic Council is comprised of the Department Chairs from each of the academic areas and the Vice President for Academic Affairs. The Academic Council meets periodically to advise the CAO on academic policy and discuss issues related to academics.

B. **ACT:** America’s most widely accepted college entrance exam. It assesses high school students' general educational development and their ability to complete college-level work.

C. **Assessment:** The methods used to determine the success of academic programs and students’ ability to apply the learning outcomes expected of them.

D. **Assessment Plan:** The university policies, procedures, and timeline for conducting assessment of students.

E. **Board of Trustees (BOT):** The state appointed body that oversees the governance of Adams State University.

F. **CCHE:** Colorado Commission on Higher Education. The state regulatory body for post-secondary education.
G. **Curriculum Review Committee (CRC):** The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

H. **ETS:** Educational Testing Service. An organization which provides standardized tests used to assess student performance in a wide array of academic disciplines.

I. **General Education/Studies Requirements:** The program of general studies courses required of all students in order to complete a degree, regardless of major.

J. **General Education Coordinating Committee:** A faculty committee which makes recommendations about the general education curriculum, and which oversees assessment of general education.

K. **Office of Institutional Research (IR):** The office responsible for keeping and interpreting institutional data.

L. **Major Field Test:** A standardized test used to assess student performance within their major.

M. **MAPP Test:** The Educational Testing Service's Measure of Academic Progress and Proficiency test, previously called the Academic Profile test, which assesses students abilities in the area of general education.

N. **Program Review:** An assessment of program effectiveness that is conducted every five years.

O. **Student Learning Outcomes:** The objectives for a class or program that identify what a student will be able to do as a result of the learning acquired.

**IV. PROCEDURES:**

A. The procedures for assessment of general education specified in the ASU Assessment Plan. Following are the main procedures:

   i. The GECC will determine the assessment methods to be used for general education.
   ii. The GECC will coordinate with the IR Office to establish mechanisms and procedures for comprehensive assessment.
   iii. The GECC may solicit assistance from other campus personnel as needed.
   iv. The GECC, working in collaboration with IR, will submit an annual report to the provost that will analyze the assessment results. Results will also be shared with Academic Council.
   v. The Vice President for Academic Affairs, in consultation with the Academic Council, will review the report and make any necessary recommendations.
   vi. The Vice President for Academic Affairs, or designee, will communicate any actions to be undertaken to the GECC in order to implement them in the subsequent assessment year.

B. The procedures for program assessment are outlined in the ASU Assessment Plan. Following are the main procedures:

   i. Academic departments will develop program goals that align with institutional goals and the mission of the university. Goals must be assessable and measurable.
   ii. The Assessment Plan is modeled after the 2007 accreditation visit plan.
   iii. The department will determine appropriate ways of assessing each goal. Not all goals need to be measured annually, although all must be measured within the five years included in a program review.
   iv. Assessment plans will be submitted to the Vice President for Academic Affairs annually in September.
   v. The Academic Council will review the annual assessment process each year in October and make recommendations for changes if deemed necessary.
   vi. The VPAA will notify programs if they are due to conduct a five-year program review, and indicate the format to be used.
   vii. The Academic Council will determine the format and structure of the reviews.
   viii. The department chair will prepare the program review and submit it to the Vice President for Academic Affairs or designee in January. Assessment plans will form a significant part of the five-year review.
ix. The CRC will review the program review, meet with departmental representatives and the Vice President for Academic Affairs and make recommendations based on their findings. Assessment plans will form a significant part of the program review. Reports will be submitted by the end of April.

C. Any changes to the assessment plan will result from the collaboration of the Vice President for Academic Affairs, Academic Council, and the Graduate Council.

D. Dates and specific actions are indicated in the ASU Assessment Plan.

V. RESPONSIBILITIES:

A. The Vice President for Academic Affairs is responsible for ensuring that assessment is conducted according to the Assessment Plan, and for reviewing annual assessment plans and program review reports.

B. The Academic Council is responsible for working with the Vice President for Academic Affairs to determine that the Assessment Plan is reviewed annually and that recommendations for revisions are made that ensure assessment provides feedback and that results are used to improve student learning.

C. The department chair is responsible for working with their department to establish goals and student learning outcomes, and determining appropriate assessment methods for them. The department chair is responsible for submitting an annual assessment report to the Vice President for Academic Affairs.

D. The VPAA is responsible for ensuring department chairs are informed if their program(s) should conduct five-year reviews.

E. The CRC is responsible for reviewing five-years program reviews and submitting a report with recommendations to the Vice President for Academic Affairs.

F. The GECC is responsible for coordinating and conducting all general education assessment and submitting reports to the Vice President for Academic Affairs.

G. The IR Office is responsible for providing program data as required.

VI. AUTHORITY:

ASC Genera; Catalog, 2006-2007
ASU Assessment Plan

VII. HISTORY:
Revised December 12, 2012
Revised November 13, 2013

VIII. ATTACHMENTS: