Suggestions for Approval of Department/Program Assessment plans.
Provided by a faculty member – a former member of the Assessment Committee
October, 12 2012.

Guiding principles:

• Faculty in departments/programs should have the primary say in what their students are
learning, how this content is reflected in the stated outcomes, how the outcomes for
various programs within a unit relate to one another, and at what stages of the program.

• Like curriculum, assessment procedures should be subject to faculty approval at higher
levels. Administrators and their staff should not be granted autonomous approval
authority.

• The role of the administration should be primarily advisory in terms of content and
process, but should have the right to expect that each department/program will be doing
assessment, and should also be provided with assessment data when it is needed for
various purposes such as regular program review, annual reports, or key decisions.

Protocol:

1) Each department or equivalent unit shall be responsible for developing an assessment
plan, subject to approval as described by the process below. This plan should explicitly
state the Goals and learning outcomes for their program(s), provide an illustration of how
their courses address these outcomes, and also describe their data collection and analysis
procedures.

2) This Plan should be forwarded to the University Assessment committee for approval,
and there should be a regular re-approval cycle (7 years?). The primary purpose of this
process in intended to be constructive feedback, rather than administrative mandate, in
accord with the first guiding principle noted above.

3) The Assessment Director (as is the case with most curriculum committees) is an ex-
officio and voting member of the committee, but does not have the authority to overturn a
committee vote. Committee members should be elected by faculty on a regular cycle, as
is the case for other University-level committees, and the representation should reflect a
balance between the various colleges and student services units.