

**Assessment Committee
Action Item Work Group Report
June 13, 2002**

Action Item #1: Strengthen department program review process to emphasize assessment as a way of documenting improved student learning consistent with the principles of the learning college.

Team Leader: Dr. Helen Grove

Team Members: Denise Moore, Surinder Jain, Sue Merrell, Teresa Hieronymus

Goals:

1. Expand the leadership of the Vice President for Instruction and deans for enhancing assessment at the department and division levels.

The VPI asked deans to take a strong leadership role in the department review process regarding assessment, and she made it an explicit part of her meetings with departments.

2. Add to the process a meeting between the Vice President for Instruction and each department under review. This meeting replaces the meeting the VPI previously held with the chairs of all departments within a department under review.

These individual meetings by the VPI with each department under review were held.

3. Add to the data reported by IPR to departments (1) information on student and faculty/staff diversity and (2) data describing the ratio of student credit hours taught by full-time vs. part-time faculty members.

These data were provided to departments by IPR and were included in the documentation forwarded by departments in the review process.

4. Review the department mission model structure in conjunction with the Program Learning Outcomes Assessment process.

Discussion regarding this issue was held in the fall term, with strong sentiment among many that the current mission models are of limited or no value in department planning, management, or reporting. The linkage of department mission models to other college processes seems weak or non-existent. The Medical Assistant Technology Department, under the leadership of Jenny

Barr, piloted an alternative reporting format for the department review process.

- 5. Revise assessment and reporting structures to include a focus on how departments improve and expand learning and how they verify these changes in learning.**

No progress to date.

Recommendations and Rationales:

- **Continue this team, with a focus on goals 4 and 5.**
- **Based on feedback from the VPI, revise the scheduling of department meetings with the VPI.**

Future activities and areas of focus:

- **Resolve the question of whether or not department mission models should continue. If discontinued, develop an alternative reporting format that is aligned with the college's planning processes.**
- **Revise the Program Learning Outcomes Assessment process to sharpen the focus at the department level on verifying improved and expanded learning.**

Resources needed to complete work:

- **No special resources are needed to complete these projects. Opportunities for chairs, faculty and deans to learn more about assessment will be important as the Program Learning Outcomes Assessment process changes.**