

## **HLC Progress Report 2015 Program-Level Assessment**

In order to meet the requirements set out by the Higher Learning Commission (HLC) for our mandated January 2015 Progress Report, the Assessment Subcommittee (with approval from the UWSP Faculty Senate) must collect evidence of assessment through direct measures of at least one Program Learning Outcome (PLO) for every department/program on campus.

To meet this requirement, each department must submit an interim assessment report in two parts. In the first part of the report, each department must identify the PLO to be assessed, the direct measure to be used for assessment, and the instructor or instructors that will complete the assessment in identified courses. In the second part of the report, the department must summarize the assessment results and how these results will be used to guide future efforts.

While this assessment is fulfilling an HLC requirement, departments are encouraged to focus their efforts on activities that are meaningful and fulfill the aims of their existing five-year assessment plan. Support for these efforts will be provided by the Assessment Subcommittee and the Assessment Coordinator throughout the year in individual and/or small group consultations and professional development workshops. Given the importance of this effort for our campus-wide accreditation, the Assessment Subcommittee will follow its existing delinquent report procedures to ensure compliance (with a timeframe appropriate to the needs of the Progress Report).

### **Part One of the Interim Assessment Report**

**1. Select PLO for assessment:** Each department must select at least one PLO to assess. Because of the focus of our General Education Program assessment, departments are encouraged to look carefully at outcomes that involve oral/written communication, quantitative literacy and critical thinking. Likewise, departments should review their assessment plan to learn which PLO is supposed to be assessed as part of their normal, ongoing assessment.

**2. Select direct measure for assessment:** Once a PLO has been chosen, each department must determine a method for assessing the achievement of that learning outcome. The direct measure might be in the form of a course level assessment for a single assignment like a written report or oral presentation, a Capstone level assessment for a more extensive project/portfolio, or a standardized assessment that is required by your accrediting agency. An assessment rubric/matrix is often used to ensure consistent assessment across student assignments.

**3. Identify course and instructor:** Each department must identify the semester, course, and instructor who will conduct the assessment. Depending on the scope of the PLO being assessed, the work might be conducted by one instructor in one course, across multiple courses by multiple instructors, or across a whole program or program level. It is important that the selected instructor(s) understand the PLO to be assessed, have identified the course assignment/project/performance to be used as the direct measure, and have formulated criteria/a rubric to be utilized.

**Part One Due Date:** Regardless of which semester the assessment will occur, departments must submit their plan for Steps 1–3 above by **November 15, 2013**. This report must be submitted before the final assessment information is collected (to allow for adjustments to be made according to feedback from the Assessment Subcommittee and Assessment Coordinator). All materials should be submitted electronically to the Assessment Coordinator ([Paula.DeHart@uwsp.edu](mailto:Paula.DeHart@uwsp.edu)) and to the Co-Chair of the Assessment Subcommittee ([Michael.Estanich@uwsp.edu](mailto:Michael.Estanich@uwsp.edu)).

## Part Two of the Interim Assessment Report

**4. Summary Report of Assessment Results:** After the assessment has been completed, a final report must be submitted that includes:

- A) a summary of the results for all assignments/projects/performances assessed (use of charts, tables, or graphs is encouraged to help with presentation of the data);
- B) a reflection on what the results reveal about student learning in the course/program, and
- C) a discussion of how the results will be used to guide future efforts (i.e., how assignment and/or course might be altered, how program might be impacted, how future assessment efforts might be structured).

**Part Two Due Date:** All summary reports must be submitted no later than **June 15, 2014**. All materials should be submitted electronically to the Assessment Coordinator ([Paula.DeHart@uwsp.edu](mailto:Paula.DeHart@uwsp.edu)) and to the Co-Chair of the Assessment Subcommittee ([Michael.Estanich@uwsp.edu](mailto:Michael.Estanich@uwsp.edu)).

**For Action by Faculty Governance** [Assessment Subcommittee, Academic Affairs Committee, Faculty Senate]

In order to comply with the mandated Progress Report due in January 2015 for the Higher Learning Commission (HLC), the Assessment Subcommittee (in consultation with the Assessment Coordinator) requires from each academic department (or equivalent unit) the following assessment information:

1. Due by November 15, 2013: A brief assessment plan that identifies: (i) at least one Program Learning Outcome, (ii) the method of direct assessment that will be used (including the criteria and/or rubric that will be used), and (iii) where and how the assessment evidence will be gathered.
2. Due no later than June 15, 2014: A brief assessment report that includes: (i) a summary of the results from the assessment evidence gathered, (ii) a reflection of what the results reveal about student learning in the course/program, and (iii) how the results will be used to guide future efforts (revisions to assignments, adoption of new teaching methods, recommendations for curricular change, and/or how future assessment efforts might be structured).
3. The Assessment Subcommittee will consult with departments that are scheduled for a regular Assessment Report during 2013-2014 (or who completed an Assessment Report recently) to ensure compliance with HLC Progress Report requirements.
4. For all departments on campus, the Assessment Subcommittee will provide support and examples throughout this process.

All materials should be submitted electronically to the Assessment Coordinator ([Paula.DeHart@uwsp.edu](mailto:Paula.DeHart@uwsp.edu)) and to the Co-Chair of the Assessment Subcommittee ([Michael.Estanich@uwsp.edu](mailto:Michael.Estanich@uwsp.edu)). These representatives are available to answer questions from departments regarding the assessment process.