

HLC Progress Report
Interim Assessment Reports for 2013-2014
Message to all Department Chairs (October 2013)

Dear Colleagues,

I would like to take a few moments to update you on the assessment expectations for the campus as we prepare to submit a progress report to the Higher Learning Commission in January of 2015. There are several very specific guidelines that the HLC has for this mandated report. Among them is the requirement that each department on campus identify at least one program learning outcome and assess it using a direct measure. The Higher Learning Commission recognizes all of the progress made with assessment on our campus over the past several years, but still sees a lack of sufficient data that examines student learning using direct measuring tools.

The Assessment Subcommittee has outlined a year-long process to assure that we fulfill the requirements of the HLC report. In order to meet the requirements of the report each department is expected to submit an **Interim Assessment Report**. This report will be submitted in two parts. **Part One has a deadline of November 15th, 2013 and Part Two has a deadline of June 15th, 2014.** The attached document "*InterimAssessment Report Template*" can be used by all departments as a template for both parts of the report. In the summer of 2014 an assessment working group will then compile all of the department Interim Assessment Reports and prepare the Final Progress Report for the HLC.

(See this link for full information on the Interim Assessment

Report: <http://www.uwsp.edu/acadaff/Pages/ProgressReport2015/InterimAssessmentReports.aspx>)

As a way to assist departments/programs in collecting this data, Paula DeHart, UWSP's Assessment Coordinator, will offer the workshop **Choosing Direct Measures to Assess Student Learning** on Friday, October 25th in the Founders Room in Old Main. This workshop will be offered at two different times, once in the morning (9:00-10:30 am) and again in the afternoon (1:00-2:30 pm). The workshop will assist departments in identifying assessment measures that are meaningful and also fulfill the aims of their existing assessment plans. In addition, the session will assist attendees in writing Part One of their Interim Assessment Report that is due to the Assessment Subcommittee by November 15th. See the attached flyer "[Assessment Workshop](#)" for more details and to register for the workshop. Departmental faculty and staff responsible for program assessment are especially encouraged to attend.

Departments that have recently submitted full assessment reports to the Assessment Subcommittee or will be submitting full reports this academic year will not need to complete the Interim Assessment Report **provided the full assessment reports show(ed) evidence of assessment using direct measures with sufficient reporting and examination of that evidence.** Michael Estanich, Assessment Subcommittee Co-Chair, will be in contact soon with those departments to discuss further details and requirements.

As always, the Assessment Subcommittee is happy to assist departments in any way possible. Recently, the Assessment Subcommittee designated 'Assessment Liaisons' (members of the Assessment Subcommittee) for each department on campus. The Assessment Liaison will be contacting each department in the coming weeks to answer questions and offer any advice or assistance that may be needed. In addition, Paula DeHart, Assessment Coordinator can be contacted at x2419 to provide assessment support/professional development to your department. Please feel free to contact me at x2500 for any immediate assistance.

All the Best,

Michael

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