

**Commonwealth University (CU)**  
**Year-end Summary**  
**Academic Program Assessment Committee**  
**2023-24**

The Committee – Working Group – Commission Year-end Summary provides a high-level review of the group's activities or initiatives during the year, outcomes of the group's efforts, and proposed actions or recommendations. Please provide responses to the following prompts and submit by May 31.

**1. State the purpose of the group (1-2 sentences).**

The Academic Program Assessment Committee is responsible for providing oversight and support of assessment processes to ensure disciplined self-assessment of institutional effectiveness in academic departments/programs and help the University share and utilize assessment data for decision making, resource allocation, and improvement.

**2. Briefly summarize the key activities or initiatives implemented during the academic or fiscal year.**

In collaboration with OIE staff and especially the Faculty Assessment Liaison, the committee has provided insight or support for numerous academic program assessment initiatives. Those academic program assessment activities for 2023-24 include the following:

- Reviewed the 2022-23 Academic / Academic Support Assessment Summary about strengths and opportunities for improvement regarding academic program assessment
- Provided insight about the PAR in Transition process and materials and made recommendations for revisions to the 2023-24 PAR process and user guide, templates (as presented now on Nuventive screens), and evaluation rubric
- Reviewed OIE web pages and IR dashboards and offered feedback to include updated materials on the web and minors and concentrations in the dashboards
- Provided guidance for the development and delivery of the 11-28-23 assessment session, especially to provide a user guide, give access to Nuventive prior to the session, and use exemplars during the trainings
- Provided suggestions for the 2023-24 Academic Assessment Summary report to provide year-over-year comparative data, especially at the college level, as well as interim reporting following the submission deadline to allow for follow up with programs on issues regarding compliance and quality of reporting
- Completed a brief survey to document committee suggestions for follow-up during the academic year; several suggestions were part of the feedback included in the aforementioned bullets and implemented

### **3. Describe the 3-5 most important outcomes the group accomplished this year.**

The feedback from the committee and collaborative efforts resulted in the following outcomes:

- Launched Nuventive Solutions Premier for academic programs
- Delivered three assessment sessions this academic year, using exemplars (with faculty permission) for all sessions and sent an email in advance to provide faculty with login information to the new Nuventive platform and instructions about how to view the platform's screens. The second session focused on Nuventive. The faculty liaison/OIE offered office hours and a third session to address feedback that the Nuventive sessions were fast paced; some folks could not access the platform during the session; and participants felt they would need more help closer to the submission date
- Sent follow-up emails after the sessions to share materials and provide clarification about questions asked
- Revised the PAR in Transition process / materials which incorporated Nuventive Solutions Premier and renamed the process to the Annual Report PAR. Steps included the following:
  - User guide – aligned the user guide with Nuventive screens including screenshots for each section; revised the schedule – evaluate section to involve deans and provide more reporting analytics/data; added BOG Policy definition of program to glossary; and posted the user guide on the web in addition to sending it via email
  - Templates (as now shown in Nuventive) – removed the section related to table 2; established prompts to capture information that the evaluation of the PAR in Transition process revealed as opportunities for improvement (e.g., counts and percent of how many students met/did not meet expectations); made required field for all sections on the action plan; used M for Mastery on the curriculum map
  - Rubrics – aligned rubrics with Nuventive Solutions Premier; removed section on table 2; revised the categories on assessment plan and action plan to focus more on quality; and added an evaluation category on assessment results
  - Web site – revised the web page to include a section on the 2023-24 PAR process; added user guide and materials; ensured dashboards located there include concentrations, certificates, and [minors](#); and created Brightspace module in the faculty training area for assessment with all materials, slide decks, and training videos
- Collaborated with Nuventive representative to ensure better reporting capabilities and analytics for institutional, college, and unit-level PAR summary results and added GE program goals to show mapping between institutional and program learning goals

### **4. Offer 3-5 of the most influential recommendations that would advance the group's efforts to achieve its purpose.**

Recommendations include:

- Revise academic program assessment structure to retain the current members but rename committee positions based on the new college structure and potentially add a member on the academic support side depending on how the units are distributed in the divisional reorganization

- Ensure assessment committee meeting times are scheduled to give college coordinators an opportunity to review the Annual Report PAR assessment summary and consult with program coordinators to help inform future training sessions
- Recognize programs/faculty that do excellent work
- Identify new college and program coordinators and provide more intentional orientation about their roles and available resources; send coordinators suggestions about ways in which they can fulfill the committee's charge by providing outreach and assistance to faculty
- Provide professional development for assessment; develop web pages and communication to help disseminate information; and provide exemplars of assessment tools to guide faculty
- Ensure timely reports are submitted to the deans/associate deans to allow follow up
- Develop a program review template and scoring rubric in alignment with the BOG policy and procedures; strive also to align the annual and five-year reporting processes to efficiently parlay the annual report into the five-year report; and emphasize naming conventions (e.g., Annual Report PAR and Five-Year PAR)
- Consider adjusting schedule informed by committee, deans, associate deans, chairs, assessment coordinators, and faculty input

**5. Indicate which, if any, of the recommendations require additional resources or must be elevated to executive leadership for assistance with implementation.**

As it relates to additional resources, the following recommendations may require financial support:

- Recognize programs/faculty that do excellent work
- Provide professional development for assessment

**Appendices:**

- A. Academic Program Assessment Summary Report 2022-23
- B. Academic Program Assessment Rubric 2023-24
- C. Academic Assessment Committee and Council of Deans PAR Feedback Survey Results Fall 2023
- D. Access to Your Programs in Nuventive Solutions Premier – Follow-up Email
- E. PAR in Transition User Guide 01 2023
- F. PAR -Nuventive Training (11-28-23) Survey Results
- G. Response to Nuventive Training (11-28-23) Survey Feedback – Follow-up Email
- H. Spring 2024 Academic Program Assessment Session 04 19 2024