

Commonwealth University (CU) Year-end Summary CU Assessment Council 2023-24

The Committee – Working Group – Commission Year-end Summary provides a high-level review 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 CU Assessment Council is responsible for providing governance, oversight, and advising to Commonwealth University on assessment processes to ensure disciplined self-assessment of institutional effectiveness (i.e., oversight of its sub-committees). The goal of the CUAC is to create a culture of data-based continuous improvement at Commonwealth University. The Council's work is done in collaboration with the Faculty Assessment Liaison and Office of Institutional Effectiveness (OIE).

2. Briefly summarize the key activities/outcomes implemented during the academic or fiscal year.

Review the following reports including activities, outcomes, and recommendations, and forward those that require additional resources or leadership endorsement

- Institutional (Strategic Plan) Assessment – [Institutional Dashboard](#) (Mike Abplanalp)
- Administrative, Educational, and Student Support Assessment [Annual Summary Report](#) and [Appendices](#) (Cori Myers)
- Academic Program Assessment [Annual Summary Report](#) and [Appendices](#) (Brett Everhart)
- General Education Council Fall 2023 Assessment Report (Adrianne McEvoy or GEC Rep.)

3. Offer most influential recommendations that would advance the group's efforts to achieve its purpose.

Recommendations from committee/council assessment reports include:

Institutional (Strategic Plan) Assessment Recommendations:

- Continue to build out the dashboards and finalize the institutional assessment cycle, especially by implementing assessment plans for CU-defined student success, mental health, strategic communications, and community engagement measures

Academic Program Committee Recommendations:

- 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

Administrative, Educational, and Student Support Committee Recommendations:

- Revise administrative assessment structure as a result of the administrative reorganization to remove "division" designations and reorganize "Student Success and Campus Life Division" into two areas/two representatives including (1) Student Success (Amy Downes) and (2) Campus Life (TBD) and add in DEI
- Recognize units/points of contact that do excellent work and promote more broadly documented successes, which can occur after the 2023-24 administrative unit submission date in June 2024
- Ensure timely progress reports are submitted to vice presidents/associate vice presidents to allow follow up in unit plan submissions for any units that do not submit by the due date
- Consider implications of the program review policy revisions on administrative units and recommend program review schedule for, at minimum, units that support the student experience and other relevant administrative units
- Adjust the outcomes/action plan submission date to July 15 and keep the next-year planning date as September 15 with implementation of change in 2024-25

General Educational Council Recommendations:

- Investigate the teaching approaches that lead to higher achievement rates
- Explore factors like student engagement and material accessibility that impact student performance
- Review and equalize assessment practice in F2F and online formats to ensure fairness of assessment
- Send email reminders about the assessment deadline and submitting how to use results to improve learning

- Revise data collection instrument to require separate submission of modalities, submitter name, and section number
- Share broad assessment results with instructional faculty in each assessment area for group/area informational purposes, especially to understand where students appear to struggle most with meeting expectations
- Recommend benchmark criteria and whether expectations proficient and mastered are appropriate for all learning goals
- Consider an open session or office hours to meet with faculty on the assessment process
- Hold an assessment session with faculty on rubrics within each learning goal or at least theme, but also discuss best practices on learning strategies for quantitative reasoning and MM/distance education course delivery, especially as it relates to particular learning goals
- Backward design assignments based on foreknowledge of assessment structure
- Align format for GE summary reporting as appropriate and house in summary results in Nuventive, beginning work in summer 2024 and extending during the 2024-25 academic year

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

- Adjust the outcomes/action plan submission date for administrative annual reports to July 15 and keep the next year planning date September 15 with implementation of change in 2024-25
- Recommend Program Review Schedule for, at minimum, units that support the student experience and other relevant administrative units
- Recognize units/programs/faculty that do excellent work in the area of assessment
- Provide professional development for assessment in all areas (e.g., GE, program, and administrative unit), which may require funding, include greater collaboration with the Center for Teaching and Learning (CTL), and leverage the CTL Brightspace area

Appendices:

- A. Institutional Dashboard as of May 9, 2024
- B. Administrative, Educational, and Student Support Assessment Committee 2023-24 Annual Summary Report
- C. Academic Program Assessment Committee 2023-24 Annual Summary Report
- D. General Education Council Fall 2023 Assessment Report