Academic Departments

- 1. Develop assessment plans for each program (mission, outcomes, measures, achievement targets)
- 2. Collect and review data annually as a department
- 3. Identify areas for improvement and develop action plans
- 4. Report assessment findings and action plans to Dean's Office
- 5. Make necessary changes to curriculum, bulletin, etc.
- 6. Recheck achievement of outcomes in following semester/year
- 7. Adjust program as necessary

General Education, Honors, etc.

- 1. Develop assessment plans for core curriculum and components
- 2. Collect and review data annually in committee/sub-committee
- 3. Identify areas for improvement and develop action plans
- 4. Report assessment findings and action plans to Provost's Office, Deans, Department Chairs, & faculty as needed
- 5. Recheck achievement of outcomes in following semester/year
- 6. Adjust program as necessary

Institutional Assessment

- 1. Monitor departmental assessment activities
- 2. Manage institution-wide assessment plan (including rotating assessments for various interest groups or institution mission)
- 3. Collect data annually
- 4. Review in assessment committee
- 5. Identify areas for follow-up
- 6. Distribute data to stakeholders with notations & recommendations from committee
- 7. Make decisions regarding upcoming assessments and professional development (in cooperation with appropriate groups)

College/School

- 1. Collect & review departmental assessment reports
- 2. Share pertinent assessment information in Chairs Council or with school faculty as needed
- 3. Make decisions for improvement at school level (resources, program, delivery, professional development, strategic planning, etc.)
- 4. Report key findings & action plans to Provost

Provost

- 1. Collect & review assessment reports (school, general education, honors, institution, etc.
- 2. Identify areas for follow-up in Dean's Council, Academic Admin. Council, Cabinet, etc.
- 3. Make decisions for improvement at institution level (resources, program, delivery, professional development, strategic planning, etc.)

