

TO: David Hubert, Associate Provost for Learning Advancement
FROM: Clifton Sanders, Provost for Academic Affairs
CC: Deneece Huftalin, President and Chair, College Planning Council; Jeff Aird, Vice President Institutional Effectiveness
Date: December 2021
RE: Strategy #10: Develop and Implement Program-Level Learning Outcomes Assessment System

This memo is to officially appoint as the 2021-22 lead for Strategy #10: Develop and Implement a Program-Level Learning Outcomes Assessment System. In this capacity, you serve as the primary college leader to ensure we successfully implement this strategy. Please let me know how I can support you in this role.

Background

This strategy is new to the 2021-22 academic year. It emerged from a growing need for more accountability and in response to the NWCCU recommendation to “implement an effective system of assessment to evaluate the quality of learning in all its programs (Standard 1.C.5).” Learning outcomes assessment has historically been run by two offices housed in separate divisions, causing duplication and confusion among faculty. All learning outcomes assessment work has now been consolidated under the direction of the Associate Provost for Learning Advancement. The aims of this strategy are to: 1) streamline the process to minimize confusion and duplication, 2) strengthen and expand processes to address the evaluators’ concerns, and 3) ensure that assessment data guides curricular and pedagogical improvement at the program level.

Charge for 2021-2022

As the strategy lead, please accomplish the following items:

1. Hire a new staff member to lead the implementation of this work
2. Using the results of the recent Learning Outcomes Assessment [program review](#) and being mindful of accreditation standards ([1.C: Student Learning](#)), develop processes and practices to improve program-level learning outcomes assessment and focus it on improving teaching and learning.
3. Work with the office of Curriculum and Academic Systems to integrate learning outcomes assessment into instructional program review processes and program curriculum development
4. Engage internal and external stakeholders to ensure participation, collaboration, and clear communication.
5. Maintain internal communication with regular SharePoint updates on the work accomplished. This should include a minimum of three written updates per academic year.

Presenting and Reporting

You will be asked to present updates at planning council, senior leadership team, or cabinet meetings. You will also meet with me and the president periodically to discuss strategy progress. We will discuss any presentation preparation needs once dates and topics are set.

At the conclusion of the year, you will need to provide a short, written report on the work accomplished. This report will be submitted to Vice President Aird on May 1, 2022.

Given our college value of collaboration, please engage relevant stakeholders as you advance this strategy, especially faculty leadership. You might consider hosting 1-1 discussions, large or small forums, direct meetings, online discussions, or custom workshops.