

## 2018-2020 Academic Affairs Assessment Committee Activities

This document summarizes the key activities of the committee and associated timelines and status of each.

Charge Mapping	Assessment Activities	Time Period	Status
<b>Committee Structure and Function</b>			
10	a. Revise committee charter	Spring 2019-Fall 2019	Complete; Implemented Fall 2019
1, 3	b. Review and revise website content	Spring 2020-Spring 2021	In process
10	c. Review and report activities on an annual basis	Fall 2019-Spring 2020	Complete, but ongoing; Activities reviewed Spring 2020
<b>HLC Quality Initiative</b>			
1, 4, 6, 9	a. Review and recommend proposal to the Provost	Fall 2016-Spring 2020	Complete
1, 4, 6, 9	b. Review QI project proposals	Fall 2016-Spring 2020	Complete
1, 4, 6, 9	c. Engage in QI reporting and findings	Fall 2016-Spring 2020	Complete
<b>Data Utilization: NSSE</b>			
5, 7	a. Develop and implement NSSE data use process for 2018 results	Fall 2018-Spring 2019	Complete
5, 7	b. Develop and implement NSSE data use process for 2020 results	Fall 2019-Spring 2021	In process

Data Utilization: Nuventive Improve			
5, 6	a. Develop Expectations Quick Reference	Fall 2019	Complete
5, 6	b. Review and recommend system cleanup	Fall 2019	Complete
1, 2, 4, 5, 6	c. Review dashboard results, disseminate to colleges, collect feedback and make recommendations	Spring 2020	In process; Results reviewed, disseminated to colleges, & feedback tool developed Spring 2020
1, 4	d. Disseminate annual examples of use of data to promote learning improvements		To be rolled forward
1	e. <b>In last plan:</b> Develop policies that specify expectations for outcomes, measures, and results for outcomes at the program level for continuation.		In process; Expectations Quick Guide shared with UAC for University Assessment Plan
Celebrating Successes: Excellence in Assessment Award			
3, 4	a. Revise criteria to broaden engagement	Fall 2019-Spring 2020	Complete
3, 4	b. Proactively solicit nominations	Fall 2019-Spring 2020	Complete
3, 4	c. Develop and pilot rubric to score nominations	Fall 2019-Spring 2020	Complete
3, 4	d. Heighten visibility of the assessment awards.	Fall 2019-Fall 2020	In process
Building Assessment Expertise			
1, 2, 3, 4, 8	a. <b>In last plan:</b> Conduct workshops on instructional design and linkages of assessment at the course and program levels.	Spring 2019-Spring 2020 (FCTL Workshops)	Complete, but ongoing; FCTL has held several workshops
1, 2, 3, 4, 8	b. <b>In last plan:</b> Provide guidance on instructional techniques that promote student learning and utilize data for continuous improvement.	Spring 2019-Spring 2020 (FCTL Workshops)	Complete, but ongoing; FCTL has held several workshops
1, 2, 3, 4, 8	c. <b>In last plan:</b> Continue to support individuals' attendance at assessment conferences.	Ongoing	Complete, but ongoing; Provost's Office supported attendance at IUPUI, AALHE, NEEan
1, 2, 3, 4, 8	d. <b>In last plan:</b> Provide mentoring to coordinators and department chairs to guide assessment implementation. Re-energize college-level assessment committees and/or processes for monitoring assessment results reporting and improvement efforts.	Ongoing	In process; Working with UAC re: role of multiple committees

Institutionalizing Assessment Through Processes			
1, 4, 5, 6	a. Inclusion of assessment into APR process.		Complete, but ongoing; Assessment reports are now required. On going work re: role of AAAC
1, 4, 5, 6	b. General Education outcomes assessment reports.		Ongoing; Closing the Loop Conversations established and executed; ongoing work re: role of AAAC
1, 2, 3, 4	c. Assure that faculty processes reinforce the important role of assessment in faculty responsibilities, such as hiring, tenure, promotion and merit.		To be rolled forward
1, 2, 3, 4	d. Incorporate responsibility for assessment in job descriptions and annual performance reviews (administration)		To be rolled forward

#### Committee Charges as of 2019-2020

Working within a model of shared governance, the AAAC is responsible for the following:

1. Establishing the development, exchange, and the advancement of best practices and excellence in assessment;
2. Monitoring and evaluating processes and methodologies to assess student learning and ensure mechanisms reflect good practice and include the substantial participation of faculty and other instructional staff members;
3. Providing guidance and resources to support assessment practices;
4. Collaborating with the units of Academic Affairs to develop and maintain a culture of unit-owned continuous quality improvement;
5. Regularly auditing assessment practices including current initiatives, data collection, and outcomes;
6. Developing recommendations to help the institution achieve greater effectiveness and efficiency as a result of assessment practices;
7. Directing and evaluating administration schedules and analysis of institutional measures of success (e.g., NSSE, FSSE) in coordination with other divisions;
8. Assisting academic units to prepare for and meet assessment-related accreditation expectations;
9. Directing, evaluating, and supporting divisional quality improvement initiatives (often a required component of the institution's reaffirmation of accreditation) and the institution-level measurements that track improvements from those efforts; and
10. Evaluating the progress and outcomes of these charges on an annual basis, using data to inform the work of the committee.