

## 2013-2014 Academic Year Administrative Assessment Plan

### Office of Accreditation and Assessment

**Mission Statement:** The mission of the Office of Accreditation & Assessment is to provide leadership for the planning and implementation of academic and administrative program review and assessment, student learning outcomes assessment, institutional assessment, and assessment-related training. The Office is committed to creating a sustainable culture of assessment dedicated to advancing Kean University's dual mission of excellence and access.

**Vision Statement:** The vision for the Office of Accreditation and Assessment is a limited and practical one for 2012-2013 as this is a year of transition to a new director. The year will begin with collaborating with all appropriate members of the campus community to ensure a successful engagement with MSCHE leading to the lifting of the University's probationary status. The remainder of the year will be devoted to implementing the assessment processes the new director inherited, modestly improving them where possible, and acquiring the knowledge and information needed to thoroughly assess the assessment process itself during the summer of 2013.

### Goals and Objectives

A) 2013-2020 Strategic Plan Goal 1: To locate Kean University as a focal point of ongoing and transformational educational engagement for all by offering undergraduate and graduate (including doctoral) programs that are responsive to local and national needs while building upon our strengths, and utilizing best practice in the disciplines/professions

1) Objective A.1: Throughout the 2013-2014 academic year, facilitate the completion of the 2013-2014 academic program assessment reports, program review documents, dean summaries and divisional VPAA summary

a) *Responsible Individuals:* The Director of the OAA and Acting Associate Director Susan Dematteo

b) *Measures:* Successful completion of all academic assessment reports, program review documents and summary documents.

c) *Timeline with milestones:* All program review and all yearly academic reports will be submitted by the completion of the conclusion of the assessment cycle (conclusion of June)

d) *Implementation plan for this objective:* All appropriate academic personnel – e.g., VPAA, Deans, Chairpersons, Executive Directors, Assessment Coordinators, etc., will be notified at the onset of the assessment cycle of the requirements due by the conclusion of the assessment cycle. Informational sessions will be held detailing the requirements of each process. These training sessions will be spread out over the course of the academic year so that there are multiple times for participation from all parties. Individual sessions will be held, as requested by the faculty member, to ensure compliance to requirements is attained.

1) Objective A.2: Assess student's opinions of the faculty member for the courses which they have taken via student testing of each undergraduate course of more than 6 students and graduate course of more than 4 students utilizing the SIR (Student Instruction Report) testing service.

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- a) *Responsible Individuals:* The Director of the OAA and Acting Associate Director Wenjun Chi
  - b) *Measures:* All identified courses eligible for testing will be provided with evaluation materials at an appropriate date so that students may assess their instructor's course.
  - c) *Timeline with milestones:* Materials will be ordered by mid-February. Materials will then be distributed to each college by early March. Administration of the surveys will be conducted during mid-March for half semester courses and near the conclusion of the semester for full semester courses. Completed SIR II documents will then be collected and shipped to ETS (Educational Testing Service) for processing in early June.
  - d) *Implementation plan for this objective:* The semester course listing will be received for the Office of Computer and Information Services in late January or early February. SIR II College coordinators will be contacted in early February to identify what testing materials will be needed for the upcoming semester. Materials will be ordered once confirmation has been received from all College Assessment Coordinators. When materials have been delivered to the OAA they will be divided into the needs for each college and then distributed as previously requested. After distribution, the College SIR II Coordinators will ensure that the materials are provided to the individual faculty members so that they may allow a student to administer them in an identified course.
- 3) Objective A.3: Assess students opinion of attainment of Student Learning Outcomes in capstone courses by conducting a Graduating Student Survey (GSS) at the completion of the semester
- a) *Responsible Individuals:* The Director of the OAA and Acting Associate Director Wenjun Chi
  - b) *Measures:* All capstone courses that request to utilize the GSS as initially prepared by the OAA will have administered them to their students at the conclusion of the 2013-2014 academic year.
  - c) *Timeline with milestones:* The GSS will be created, in conjunction with the respective program leaders prior to the conclusion of the academic semester, so that administration can occur shortly after or before the end of the academic year as decided upon by the faculty member.
  - d) *Implementation plan for this objective:* The Graduating Student Survey will be creating within qualtrics, the institution's survey software during the Spring 2014 semester. This test will include a range of questions – which may be edited in conjunction with the respective departmental approval – but will include a question which looks to assess the student's perception of the attainment of their program's student learning outcomes (SLOs). The survey will be administered – as decided upon by the respective faculty members – shortly before or after the conclusion of the Spring 2014 semester. This data will then be shared with the departments for their review.
- B) 2013-2020 Strategic Plan Goal 7: To establish a revenue flow, and financial planning and resource allocation processes that are sufficient, dependable, and consistent to support Kean University's ongoing financial obligations and future ambitions, in light of ongoing reductions in public funding.

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- 1) Objective B.1: Strategic Plan Action Item 7.3.1.1: Support the University Planning Council (UPC) activities and maintain funding levels for resource allocation as available
  - a) *Responsible Individual:* The Director of the OAA and Associate Director Ian Klein
  - e) *Measures:* Further develop the UPC Closing the Loop budgeting process so that the closing-the-loop activities are more transparent and more closely tied to assessment results.
  - f) *Timeline with milestones:* Throughout the 2013-2014 academic year, review of the Kean University Institutional Assessment System will be completed to identify areas for improvements.
  - d) *Implementation plan for this objective:* In conjunction with the OAA, the UPC, and the UPC Assessment subcommittee, further clarifications and improvements will be made to the Kean University Institutional Assessment System. This will involve the review of assessment reporting due dates, policy reviews, assessment reporting form reviews, budgetary review of assessment results, and other items. This will be completed so that that UPC closing-the-loop process further achieves the goal of linking assessment results to data, utilizing those assessment results to make curricular and programmatic improvements, identifying budgetary and resource allocation priorities based on those assessment results, and promoting a bottom-up/top-down assessment process.
- 2) Objective C.1: Throughout the 2013-2014 academic year, facilitate the completion of the 2013-2014 non-academic program assessment reports, program review documents, dean summaries and divisional summaries
  - a) *Responsible Individual:* The Director of the OAA and Associate Director Ian Klein
  - c) *Measures:* Successful completion of all non-academic assessment reports, program review documents and summary documents.
  - c) *Timeline with milestones:* All non-academic unit review and all yearly academic reports will be submitted by the completion of the conclusion of the assessment cycle (conclusion of June)
  - e) *Implementation plan for this objective:* All appropriate non-academic personnel – e.g., Divisional Leaders, Directors, Assessment Coordinators, etc., will be notified at the onset of the assessment cycle of the requirements due by the conclusion of the assessment cycle. Informational sessions will be held detailing the requirements of each process. These training sessions will be spread out over the course of the academic year so that there are multiple times for participation from all parties. Individual sessions will be held, as requested by the faculty member, to ensure compliance to requirements is attained.
- 2) Objective C.2: Continue to ensure Kean University maintains accreditation by completing required monitoring report(s) and educating appropriate personnel of the responsibilities of their respective assessment processes
  - a) *Responsible Individual:* The Director and staff of the OAA

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- b) *Measures*: Manage completion of writing of Chapters 7 and 12 and monitor writing of Chapter 6 for the March 1, 2014 Monitoring Report.
- d) *Timeline with milestones*: A draft monitoring report will be completed by the conclusion of January, 2014. The draft report will then allow provide the context for the appendices that should be included within the document. By mid-February a draft of the Monitoring Report will be shared with the campus community for review and feedback. The Mentoring Report will then be submitted to MSCHE prior to March 1, 2014.
- e) *Implementation plan for this objective*:
  - i) The Director of the OAA will draft Chapters 7 and 12 in early January while the Executive Director of the Board of Trustees will work on Chapter 6 during this same time. A draft document will then be shared with the University leadership for review (President, VPAA, Division Leaders) by the beginning of February 2014. Once their input has been collected and included within the document, the materials will be posted on the Office of Accreditation and Assessment's webpage for community discussion and review. The OAA staff will meet with groups on campus during this time as well (UPC, Faculty Senate, Student Leadership, etc.) to make them aware of the posting of the document so that they may offer input and suggestions for revisions. The open review session will close by the last week of February so that revisions may be included and a final review by the President and the Board of Trustees can be completed prior to submission by March 1, 2014.
  - ii) Between March 1 and the Visiting Team's arrival on campus, the OAA will meet with groups on campus who may be selected by the Visiting Team to educate them on potential questions so that all parties speak with one voice.