

California State University, Stanislaus  
ASSESSMENT AND QUALITY ASSURANCE PROGRAM

**ACTION PLAN – ASSESSMENT**

This action plan for assessment was developed in 2003/04 through extensive consultation with university governance groups and was implemented fall 2005. The overall goal of the plan is to implement a strong, integrated university-wide assessment program that contributes to quality of teaching and learning and institutional effectiveness. The most essential elements of this action plan are the assessment of student learning and support for faculty in promoting and evaluating student learning.

***Academic Program Review***

1. Implement and assess the effectiveness of the newly revised academic program review process. (Vice Provost) *scheduled for assessment 3 years after implementation – interim report spring 2008, to be completed 2008/09*
2. Refine graduating senior surveys, alumni surveys, and graduate student (master's) surveys. (Institutional Research and AVP of Assessment and Quality Assurance) *completed fall 2005*
3. Conduct academic program review workshops (Vice Provost and College Deans) *began spring 2005, occurs annually ongoing*
4. Work toward greater alignment of the Academic Program Review and the Student Learning Assessment processes and reporting. (Assessment of Student Learning subcommittee working with the Faculty Coordinator for the Assessment for Student Learning and the Associate Vice President for Assessment and Quality Assurance) *underway spring 2008*
5. Increase use of external reviewers, with disciplinary and assessment expertise, in the Academic Program Review process. (Deans) *discussed spring 2008*
6. Increase understanding of assessment for College committees that provide feedback on Academic Program Reviews. (Deans and Department Chairs) *discussed spring 2008*

***Budget and Resources***

7. Evaluate effectiveness of budget infrastructure and allocation processes. (VP Business and Finance and Provost) *completed fall 2005; second review spring 2008 as part of SUR*
8. Evaluate sufficiency, renewal, and deployment of finances in support of teaching and learning. (VP Business and Finance and Provost) *ongoing*
9. Evaluate effectiveness of budget allocations to support assessment activities. (Provost) *completed fall 2005; reaffirmed spring 2008*
10. Evaluate extent to which assessment evidence presented by academic units affects budgetary allocations. (Provost) *annual; ongoing via Academic Program Reviews*

***Co-Curricular***

11. Evaluate effectiveness of student services co-curricular programs in accordance with national standards and take appropriate action for improvement. (VP Student Affairs, Director of Service Learning and International Education) *CAS self-study completed spring 2003; next Support Unit Review 2008/09*

***Communication and Dissemination***

12. Formulate and implement a communication plan to disseminate information related to assessment efforts (within university and to external community). (Vice Provost and Vice Presidents) *websites established spring 2006; dissemination process refined fall 2008*

13. Implement and evaluate methods for encouraging and accomplishing a culture of evidence. (President's Cabinet)
14. Increase support of assessment efforts by enlisting governance groups in action phases of the assessment process. (Faculty Coordinator for the Assessment of Student Learning with Assessment of Student Learning Subcommittee, University Educational Policies Committee, General Education Subcommittee, Director of the Faculty Center for Excellence in Teaching and Learning, Senate Executive Committee, and Graduate Council) *began fall 2005; ongoing*

#### ***Core Quality Indicators***

15. Identify critical core indicators of quality that transcend annual goals and priorities, monitor progress, and take appropriate actions for quality improvement. (Provost with President, President's Cabinet and Council of Deans) *completed spring 2006; updated summer 2007*

#### ***Definitions and Goals for Assessment***

16. Create a glossary of assessment terms for CSU Stanislaus. (Faculty Coordinator for the Assessment of Student Learning) *completed spring 2005; updated spring 2007*
17. Define goals of assessment program at CSU Stanislaus. (AVP for Assessment and Quality Assurance) *completed fall 2004*

#### ***Development/Fundraising***

18. Evaluate sufficiency of process and outcomes of development/fundraising in support of teaching and learning. (VP University Advancement and Provost) *process, completed spring 2005; outcomes, ongoing*

#### ***Diversity***

19. Evaluate success in attaining University's commitment to diversity. (President, Provost, Deans, Director of Human Resources, AVP Faculty Affairs, VP Student Affairs, AVP Enrollment Management, Faculty Governance and Student Leadership) *ongoing*

#### ***Enrollment Services***

20. Evaluate effectiveness of enrollment management—targets/accomplishments, profile, and services. (AVP Enrollment Management) *support unit review occurring in 2008/09*
21. Collect information on students' academic progress and basic college-readiness skills. (AVP Enrollment Management) *ongoing*

#### ***Facilities***

22. Evaluate quality, sufficiency, renewal, and deployment of facilities in support of teaching and learning. (VP Business and Finance) *support unit review occurring in 2007/08*

#### ***Faculty Development***

23. Develop assessment-related faculty development and learning opportunities for faculty. (Director of the Faculty Center for Excellence in Teaching and Learning with Faculty Coordinator for the Assessment of Student Learning) *provided in fall 2005; ongoing*
24. Increase participation by a broad range of faculty in assessment development opportunities. (Director of the Faculty Center for Excellence in Teaching and Learning with Faculty Coordinator for the Assessment of Student Learning) *began winter 2006; ongoing*

25. Engage faculty in discussions of “culture of evidence” and learning-centered university, and increase understanding and support. (Faculty Coordinator for the Assessment of Student Learning) *began fall 2004; ongoing*
26. Recognize faculty members’ assessment accomplishments. (President, Provost, Deans, Faculty Coordinator for the Assessment of Student Learning, and Director of the Faculty Center for Excellence in Teaching and Learning) *began spring 2007; ongoing*
27. Integrate assessment as an important service component into the recognition and personnel review processes. (Faculty Development Center Director, University Retention, Promotion and Tenure Committee and College Deans) *began spring 2008; ongoing*

### **Information Technology**

28. Develop and implement assessment of the quality of information technology in support of teaching and learning. (AVP Information Technology) *support unit review completed 2007/08*

### **Interdisciplinary**

29. Document accomplishment of assessment of learning goals in university-wide programs such as international education (Director of International Education), service learning (Director of Service Learning), honors (Director of the Honors Program), and overall (Faculty Coordinator for the Assessment of Student Learning). *international education support unit review scheduled for 2008/09; service learning scheduled for 2007/08; honors academic program review 2006/07 completed*

### **Library**

30. Develop and implement assessment of the quality of the library in support of student learning. (Dean, Library) *support unit review completed in 2007/08*
31. Identify and secure books and newsletters related to assessment for use by campus community. (Faculty Coordinator for the Assessment of Student Learning) *occurred in spring 2005 and fall 2005; ongoing*

### **Organization**

32. Develop and document organizational infrastructure and roles and responsibilities for university-wide assessment. (AVP for Assessment and Quality Assurance and Faculty Coordinator for the Assessment for Student Learning) *completed fall 2005; updated 2008*
33. Create leadership groups for assessment (AVP for Assessment and Quality Assurance) *completed winter 2006*
34. Place assessment on agenda of Council of Deans, incorporate assessment leadership achievements into administrative evaluation processes. (Provost) *began 2007; ongoing*
35. Host Third Assessment Summit in spring 2009. (President and Provost)

### **Planning**

36. Develop and implement coherent action plan for assessment/quality assurance related to institutional effectiveness. (AVP for Assessment and Quality Assurance) *completed spring 2005, updated annually*
37. Conduct an inventory, document assessment accomplishments, and initiate actions for assessment goals not yet realized. (AVP for Assessment and Quality Assurance) *began spring 2005; ongoing*

***Program-level Assessment***

38. Align curriculum with student learning objectives (e.g., matrix of course embedded learning goals). (Deans and Faculty Coordinator for the Assessment of Student Learning) *fall 2005 and ongoing through academic program review processes*
39. Enhance quality of direct assessment methods to evaluate student learning and competence in major field. (Faculty Coordinator for the Assessment of Student Learning) *fall 2005; ongoing*
40. Increase visible leadership of Department Chairs in involving departmental faculty in program assessment activities and outcomes. (Deans, Department Chairs and Faculty Coordinator for the Assessment for Student Learning) *spring 2008; ongoing*
41. Increase leadership role of Deans for ensuring on-going program assessment support. (Deans) *spring 2007; ongoing*
42. Develop multi-year program-level assessment plans that cycle through outcomes over a 4-5 year period. (Faculty Coordinator for the Assessment for Student Learning and College Deans) *spring 2008; ongoing*

***General Education***

43. Document accomplishments for assessment of general education learning goals. (Vice Provost with Faculty Director of General Education, Faculty Coordinator for the Assessment of Student Learning and General Education Subcommittee Chair) *began fall 1998; ongoing*
44. Enhance quality of assessment methods to evaluate student learning in both traditional and Summit general education. (Faculty Director of General Education and Faculty Coordinator for the Assessment of Student Learning with General Education Subcommittee and Vice Provost) *underway*
45. Develop and implement assessment plans for each area of General Education. (Faculty Director of General Education and Faculty Coordinator for the Assessment for Student Learning) *began summer/fall 2007; ongoing*

***Graduate Programs***

46. Document accomplishments for assessment of graduate (master's) learning goals. (Graduate Council, Graduate School, Faculty Coordinator for the Assessment of Student Learning and College Deans) *support unit review for Graduate School scheduled for 2008/09*
47. Revise the University-wide Graduate Assessment Plan (1997) by updating assessment methods and including timelines and action plan for each method to be presented to the Graduate Council in September 2008. (Graduate Council, Graduate Program Coordinators, Deans and the Faculty Coordinator for the Assessment for Student Learning) *began fall 2008*

***Staff Development***

48. Promote training on assessment for administrators and staff. (Vice Presidents) *began fall 2005; ongoing*
49. Increase participation by a broad range of staff and administrators in assessment development opportunities. (Vice Presidents) *began winter 2006; ongoing*

***Student Development***

50. Promote leadership and participation of students in the assessment of student learning and institutional effectiveness. (VP Student Affairs and Faculty Coordinator for the Assessment of Student Learning) *began fall 2005; ongoing*

**Support Unit Reviews**

51. Identify and enhance specialized assessment initiatives within each division. (Vice Presidents) *ongoing*
52. Incorporate student learning assessment more visibly into the support unit review process. (Provost) *began spring 2006; ongoing*
53. Implement process for evaluating effectiveness of administrative units – SUR (Provost) *completed 2006*
54. Evaluate effectiveness of Support Unit Review process. (Provost with AVP for Assessment and Quality Assurance and the Assessment Leadership Team) *began spring 2008; to be completed 2009/10*

**University-wide Assessment**

55. Secure approval of *Principles of Assessment of Student Learning*. *completed fall 2004*
56. Evaluate effectiveness of University-wide Assessment Methods. *spring 2006; ongoing*
57. Document use of assessment and actions taken to improve instructional quality within the divisions.
58. Increased use of institutional research data by faculty and governance groups for assessment purposes; includes making data findings more available to faculty, establishing schedules for distribution of institutional research data for discussion by specified groups and track resulting actions. (Director of the Office of Institutional Research) *began spring 2008*
59. Increase statements of support for assessment achievements by senior administration. (President and Provost) *ongoing*
60. Ensure CSU Accountability Report contains descriptions of student learning goals and their assessment as per system requirements. (Institutional Research and AVP of Assessment and Quality Assurance) *completed fall 2004; ongoing*

**WASC**

61. Continue actions to address WASC recommendations received in 1999 as related to assessment. (Provost) *underway 2000; ongoing*
62. Promote understanding of WASC standards as related to assessment and educational effectiveness. (Vice Provost/AVP of Assessment and Quality Assurance with Vice Presidents) *complete fall 2004; ongoing*
63. Develop and update electronic Data Portfolio/institutional presentation consistent with WASC standards. (Institutional Research) *underway summer 2005; ongoing*

**Website**

64. Develop and maintain website for the Office of Assessment for Student Learning. (Faculty Coordinator for the Assessment for Student Learning) *completed spring 2006; ongoing*
65. Develop and maintain website for the Office of Assessment and Quality Assurance. (AVP of Assessment and Quality Assurance) *completed spring 2006; ongoing*
66. Develop and maintain website for General Education. (Faculty Director of General Education) *completed spring 2006; ongoing*
67. *Develop website for Office of Academic Programs, including Academic Program Review policy and procedures.* (Vice Provost) *completed spring 2006; ongoing*

Approved by President Hughes – May 2005

Updated annually - Last updated April 23, 2008

DD:llp