Introduction

This document’s purpose is to communicate the following:

- Guiding principles for assessment
- 2015-2016 assessment initiatives
- Expectations for documenting assessments
- Assessment examples
- Assessment due dates
- Assessment support staff and resources

Guiding Principles

- Faculty are the content experts.
- Effective assessment processes are useful, cost-effective, reasonably accurate and truthful, carefully planned, and organized, systematic, and sustained1.
- Assessment results:
  - provide convincing evidence that the institution is achieving its mission and goals, including key learning outcomes1.
  - are shared in useful forms and discussed widely with appropriate constituents1.
  - lead to appropriate decisions and improvements about curricula and pedagogy, programs and services, resource allocation, and institutional goals and plans1.

2015-2016 Assessment Initiatives

1. Identify program assessment coordinators for the academic year and submit their names to OAA (due Oct. 10).

2. Submit annual program assessment plans that specify the SLOs being assessed and the direct measures used to assess them (due Oct. 31st).

3. Conduct and submit program assessment reports that show evidence of "closing the loop" (DUE JUNE 30th).

4. For specified academic programs, complete program reviews (DUE JUNE 30th).

1Developed by Middle States (2005) "Assessing Student Learning and Institutional Effectiveness: Understanding Middle States Expectations" pp.4-7.
How Should Kean Document Assessment?

STUDENT LEARNING OUTCOMES (SLOS):
Clearly articulated statements of what each institution expects its students to learn at the course, program, and institutional levels (Middle States SLA, 2007, p. 10).

- Institutional and General Education SLOs are articulated on the General Studies website: http://www.kean.edu/KU/General-Studies-Mission-and-SLOs
- Program mission and SLOs should be articulated on the department’s program web page.
- Course SLOs should be articulated on each course outline and syllabus (Middle States. (2011). Characteristics of Excellence. Standard 11, p. 41).

EXAMPLE: Students will be able to evaluate information and its sources critically. (Derived from AAC&U VALUE Rubric for Information Literacy)

DIRECT MEASURES:
Provides evidence in the form of student products or performances. Such evidence demonstrates that actual learning has occurred relating to a specific content or skill.

COURSE LEVEL EXAMPLES:
- Course and homework assignments
- Examinations and quizzes
- Term papers and reports
- Research projects
- Case study analysis
- Rubric (a criterion-based rating scale) scores for writing, oral presentations, and performances
- Artistic performances and products

PROGRAM LEVEL EXAMPLES:
- Capstone projects, senior theses, exhibits, or performances
- Pass rates or scores on licensure, certification, or subject area tests
- Employer and internship supervisor ratings of students’ performance


CLOSING THE LOOP:
Provides evidence that assessment results are used to improve teaching and learning.

INSTITUTIONAL LEVEL EXAMPLE:
- Develop a required information literacy program that includes examples of erroneous conclusions drawn from reviewing inappropriate sources.

PROGRAM LEVEL EXAMPLE:
- Change capstone course from a special-topics course to a course that requires an independent, integrative project.

COURSE LEVEL EXAMPLE:
- Revamp required course to include several practice assignments drawing on scholarly research skills in the discipline.

The following Academic Program Reviews are due **June 30, 2016**. Program Review Guidelines are located within “Accreditation and Assessment Resources” on the Office of Accreditation and Assessment web site: [http://www.kean.edu/offices/accreditation-and-assessment](http://www.kean.edu/offices/accreditation-and-assessment).

**COLLEGE OF BUSINESS & PUBLIC MANAGEMENT**
- M.S. Accounting

**COLLEGE OF EDUCATION**
- M.A. Instruction and Curriculum
  - Includes Instruction and Curriculum - Bilingual/Bicultural Education (M.A.)
  - Instruction and Curriculum - Teaching English as a Second Language (M.A.)
  - Non-Degree ESL/EMSE Alternate Route
- M.S. Exercise Science

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**
- B.A. Economics
  - Includes Business Economics and Teacher Certification Options
- B.S. Psychology/Psychiatric Rehabilitation (Joint Program with Rutgers)
- Interdisciplinary/Minor Programs
  - Includes Asian Studies, Africana Studies, Jewish Studies, Latin American Studies, and Women's Studies
- B.A. Psychology
- B.A. Sociology

**COLLEGE OF NATURAL, APPLIED, & HEALTH SCIENCES**
- B.S. Information Technology
- M.S. Computer Information Systems

**NATHAN WEISS GRADUATE COLLEGE**
- DPL Professional Diploma - School Psychology
2015-2016 Assessment Timeline

**October 10:** Identify program assessment coordinators for the academic year and submit their names to OAA. email: assessment@kean.edu

**October 31:** Submit annual program assessment plans identifying the SLOs being assessed and the direct measures used to assess them.

**December 19:** Collect Fall semester data.

**May 13:** Collect Spring semester data.

**June 30:** Submit program assessment reports that show evidence of "closing the loop". email: assessment@kean.edu

**June 30:** For specified academic programs, complete program reviews and submit a copy to OAA. email: assessment@kean.edu

**What Should Kean Document Regarding Assessment?**

When submitting information on their assessment efforts to the [Middle States] Commission, institutions are expected to document:

- clear statements of key goals, including expected student learning outcomes;
- an organized and sustained assessment process (referred to in some Commission documents as an “assessment plan”) including:
  - institutional guidelines, resources, coordination, and support for assessment;
  - assessment activities and initiatives that are presently underway;
  - plans to develop and implement future assessment activities and initiatives;
- assessment results demonstrating that the institution and its students are achieving key institutional and program goals;
- uses of assessment results to improve student learning and advance the institution. (Middle States SLA, 2007, p. 56)

**Assessment Support**

The Office of Accreditation and Assessment (OAA) is located in Townsend 126 (T-126)

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T: 908-737-3356, F: 908-737-3355, sdematte@kean.edu

**OAA Website**


**Resources**

- Internet Resources for Higher Education Outcomes Assessment Website: [http://www2.acs.ncsu.edu/UPA/archives/assmt/resource.htm](http://www2.acs.ncsu.edu/UPA/archives/assmt/resource.htm)
- Middle States Website: [https://www.msche.org/](https://www.msche.org/)