

DIN: 3115-2-02

Name of Process: Assessing Academic Achievement

Purpose

This process guides faculty in how to assess the level of achievement of students in the academic programs—both technical program learning outcomes and general learning outcomes. This process supports Policy 3115-1-01 Student Outcome Assessment.

Scope

This process applies to faculty in all academic programs and general education courses.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Program Student Learning Outcomes Improvement Plan and Report	This is the program assessment plan, as well as the report of results, that is completed and updated annually. 3115-4-02
Academic Program Review	This is the official name of the comprehensive program review process that each program undergoes every three years (3075-1-01). The assessment information from the three years is summarized in an Program Student Learning Outcomes Improvement Report (3115-4-04) for inclusion in the program’s documentation for the program review process.
AASC	Academic Affairs and Standards Committee, which annually receives and reviews Summary Report the year’s assessment results for each program, as presented by the Division Chair (3115-4-02, page 3).
Office of Institutional Research and Effectiveness	Maintains the official list of approved program and general learning outcomes. The Office of Institutional Research & Effectiveness also provides the official graduate numbers and placement follow-up numbers for each program to the Division Chair.
“Participated effectively”	This means that program faculty have not only completed all the documentation for the assessment plan and report and administered appropriate assessments to assess learning, the faculty have also evaluated the results and identified appropriate actions to take based on the findings,
Nested programs	Programs built in a career ladder structure, with certificate(s) and/or diploma(s) that are subsets of a larger diploma or degree.

Process

The table below describes responsibilities for this process:

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Stage	Who	Description
INITIAL CREATION OF PROGRAM STUDENT LEARNING OUTCOMES IMPROVEMENT PLAN (Done once, initially by each program or group of nested programs, then reviewed and updated annually)		
1	Faculty	<p>Complete the Academic Program Improvement Plan 3115-4-02 (in electronic document):</p> <ol style="list-style-type: none"> 1. Complete the curriculum map of approved program and core abilities outcomes that identifies where each outcome is assessed. Program outcomes must have been validated through the Validating Program Outcomes process (3115-2-01). <ol style="list-style-type: none"> 1.a. Identify specific assessments for each core ability outcome and the courses(s) in which the assessments are administered. 1.b-Identify specific direct assessments for each program outcome and the courses(s) in which the assessments are administered. 1.c. List on each course outline the specific assessments and the outcome(s) they measure (these are identified on the curriculum map). 2. All programs will include graduation numbers and placement rates in their assessment plan. 3. Set initial targets for each category in the assessment plan (i.e. direct assessments, graduation numbers and placement rates). <p>Submit completed plan electronically to Division Chair and post in one-drive.</p>
2	Division Chair	Review assessment plan with faculty in each program to assure completeness and assure that faculty understand the assessment purpose and process. Provide support to faculty to ensure they understand the process and the expectations and standards for assessment at NTC.
3	Division Chair	Submit assessment plan to AASC for review and approval
4	AASC	Review and approval of assessment plan
5	Dean and Vice President of Academic Affairs	Review and approval of assessment plan,
ANNUAL PROCESS		
Ongoing	Faculty	During the year, administer assessments that are part of the assessment plan.

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1	Dean	By September 30, send electronic copy of Academic Program Improvement Plan to the faculty, highlighting the need to complete the plan. Remind faculty to review the curriculum map and update as needed: <ol style="list-style-type: none"> 1. Any program outcome changes made as a result of the annual review and validation process (3115-2-01) 2. Any changes to course numbers/name/credits 3. Any assessments to add, modify or delete for each program and general outcome. 	
2	Director of Institutional Research & Effectiveness	By September 30, send division chairs the following for each program in their division: Graduation numbers for the previous academic year The most recent Placement Rate Report (two years prior)	
3	Division Chair	Send reports from Director of Institutional Effectiveness to program faculty.	
4	Faculty	By October 30, complete Program Learning Outcomes Improvement Plan: <ol style="list-style-type: none"> 1. Record the assessment findings. 	
5	Division Chair	By end of Fall Semester, review submitted documents and post them in the Assessment Center. Completed plans will be posted in the Division's folder in the Assessment Center. Incomplete plans will be returned to the faculty and identified in the Assessment Center as In Progress.	
6	Dean and division faculty	By end of Fall Semester, meet to review the individual program results. Complete the Academic Program Improvement Plan Summary Report (3115-4-02) that tells whether targets were met, summarizes the findings and tells what actions will be/were taken to improve the results and assesses the effectiveness of their process. These summary reports will be brought to the January meeting of the Academic Affairs and Standards Council by the division chair.	
7	AASC	Reviews the summary reports presented by the Division Chair.	
		IF the program has participated effectively in the assessment process	THEN the reports will be approved and submitted to the Dean and Vice President of Academic Affairs for review and approval. Director of Institutional Effectiveness for compilation into a college report that will be posted in the Assessment Center.
		IF the program has not participated effectively,	THEN program faculty will meet with the Dean to develop a plan and timeline for completion.
8	Vice President of Academic Affairs	The reports will be reviewed and approved for submission to the Director of Institutional Research and Effectiveness	

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Supporting references

Listed below are college documents that support this process:

- 3115-1-01 Student Outcome Assessment
- 3115-2-01 Validating Program Student Outcomes (Annual)
- 3115-4-01 Program Outcome Validation
- 3115-4-02 Program Student Learning Outcomes Improvement Plans
- 3115-4-04 Program Student Learning Outcomes Improvement Report

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