

Compiled UAC Recommendations

(Prepared by C. Yalda, 2014; revised in Aug. 2017 to reflect new assessment processes)

- I. Take a holistic approach to the assessment process
 - Develop and evaluate overall outcomes for the major/program
- II. Use a small number of measurable objectives to operationally define each outcome
 - They should be appropriate, clearly stated, observable, measurable, and outcome centered
 - Should use action verbs in writing objectives
- III. Best-practice includes using two measures to gather data for each objective
 - Best-practice includes using direct measures where feasible
 - Make measures specific for the corresponding objective
- IV. Rubrics or other standardized measurement tools recommended for each measure
 - Upload copies of rubrics and assessment tools to GVAssess using document upload feature on the Add Measure page
- V. Assessment Plan should identify a clear threshold and targets for each measure
 - Define specific thresholds, ideally based on benchmark data
- VI. Action Plan should specify clear, relevant recommendations based on the observed results
- VII. Focus on assessing 2-4 outcomes per year per major and 8-10 outcomes per six-year cycle; each unique emphasis should have its own unique outcome assessed in each 2-year review cycle; each certificate program should assess two learning outcomes during each 2-year review cycle
 - The goal is for a unit's assessment efforts to be focused, internally driven, and sustainable.
 - It is acceptable to focus on measurement and analysis of just a few outcomes at a time, and shift focus perhaps each year or in each two-year assessment cycle.
 - Should include timelines for collecting and reporting data, and persons/groups responsible for conducting each assessment on the Add Measure page in GVAssess.
- VIII. Programs are encouraged to close the loop and demonstrate how they are using findings to inform and improve curricular decisions.
- IX. Programs should involve faculty in planning, assessment and reporting process.
- X. Programs are encouraged to engage in discussions that examine transparency of assessment practices with students~ and how students are being informed about assessment practices within the department and the results of these practices (i.e. via website).
- XI. The planning process should be ongoing. Programs are encouraged to continually evolve in their plan (to identify and achieve outcomes). This process should include statements about Action Plans resulting from the recently completed cycle, new and continuing Outcomes, Objectives, Measures, Achievement Targets, Data Reporting, and Reflection.