

CLARK ATLANTA UNIVERSITY



***Debriefing Session
on
Assessment Planning
for the
General Education Program***

May 30, 2003

Revised

***Office of the Provost/Vice President for
Academic Affairs
Office of Planning, Assessment and Research***

STATUS REPORT ON READINESS FOR ASSESSMENT

GENERAL EDUCATION PROGRAM

OVERVIEW

The purpose of this report is to ascertain the readiness to develop and implement an assessment plan for the general education program. The objective is to complete the five-column assessment cycle over the period of August 2003-August 2004. The five-column assessment cycle is based on the Nichols assessment model for general education, as demonstrated during the Institutional Effectiveness (Assessment) Workshops conducted by Dr. James (Jim) Nichols on May 21 and 22, 2003.

In order to complete a full assessment cycle by August 2004 – “to close the loop” – the general education coordinators must be organized and prepared to engage in assessment activities as the 2003-2004 academic year opens in August (2003).

Submission of the Status Report on Readiness for Assessment

The status report on “readiness” for assessment is to be completed and copies submitted to the following offices by ***June 30, 2003***:

- ~Office of the Provost
- ~Office of the Responsible Dean
- ~Office of Planning, Assessment and Research

Report Forms

Report Forms may be downloaded from the CAU Web site by clicking on the links for: General Information; Office of Planning Assessment and Research; Institutional Assessment; Assessment Readiness. Questions about downloading the status report form should be directed to Ramona Calvey, CAU Webmaster, extension 8507 or webmaster@cau.edu.

Questions/Assistance

Contact the Offices of the Provost (extension 8753) or OPAR (extension 8062).

***TIMELINE FOR DEVELOPMENT AND IMPLEMENTATION
OF ASSESSMENT PLANS***

GENERAL EDUCATION PROGRAM

<i>DATE</i>	<i>ACTIVITY</i>
May 21-22, 2003	Assessment Workshops
May 30, 2003	Debriefing/Planning for Assessment Session
June 2-30, 2003	Status Report (Readiness for Assessment)
August 15-November 15, 2003*	Establish Educational Outcomes (Column 2)
November 16, 2003-February 15, 2004	Identify Means of Assessment (Column 3)
February 16-May 31, 2004	Do Means of Assessment (Column 4)
June 1-August 15, 2004	Use Results (Column 5)
August 16-December 2004	Documentation

*Work on the mission/purpose statement should be incorporated in the time frame if necessary. (Column 1)

STATUS REPORT ON READINESS FOR ASSESSMENT

GENERAL EDUCATION PROGRAM

ASSESSMENT TIMEFRAME
(TO COMPLETE THE FIVE-COLUMN ASSESSMENT MODEL):
AUGUST 2003-AUGUST 2004

PART A: FIVE-COLUMN ASSESSMENT MODEL ELEMENTS

1. Mission/Purpose Statement

Is there a written mission/purpose statement for the general education program that is linked to the institutional mission and goal statements?

Yes No

If yes, list programs below.

Status Statement/Comments

2. Intended Educational Outcomes

Are there written statements of intended educational outcomes for the general education program?

Yes No

If yes, list programs.

Status Statement/Comments

3. Means of Program Assessment:

Are there written descriptions of means of assessment and established criteria for success for the general education program?

- Yes No

If yes, list programs below.

Status Statement/Comments

4. Data Collection:

Have data been collected to assess the established criteria for success for the general education program?

- Yes No

If yes, list the criteria for each instructional area.

Status Statement/Comments

5. Use of Results

Have data collected for assessment purposes been used to improve the general education program?

- Yes No

If yes, list the improvements

Status Statement/Comments

PART B: DOCUMENTATION

Is there documentation for “Yes” responses to questions under headings 3, 4, and 5?

Yes No

If yes, where is documentation located/housed?

Status Statement/Comments

PART C: ACTION PLAN

Given the level of “readiness” for assessment of the general education program, what is your plan for engaging/involving the coordinators and faculty in developing an implementing an assessment plan that is based on the Nichols five-column assessment model for the general education program?

<i>Element</i>	<i>Yes</i>	<i>No</i>	<i>Action/Activity</i>	<i>Start Date</i>	<i>Stop Date</i>
1. Mission /Purpose					
2. Intended Educational Outcomes					
3. Means of Assessment					
4. Data Collection					
5. Use of Results					