

CLARK ATLANTA UNIVERSITY



***Debriefing Session
on
Assessment Planning
for
Instructional Programs***

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

INSTRUCTIONAL PROGRAMS

OVERVIEW

The purpose of this report is to ascertain the readiness of departments to develop and implement assessment plans for each instructional program offered in the department. 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 instructional programs, 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” – academic departments must be organized and prepared to engage in assessment activities as the 2003-2004 academic year opens in August (2003).

Inventory of Assessment Measures

Some departments responded to the inventory of assessment measures in conjunction with a study of in-place assessment measures and practices conducted by the Office of Planning, Assessment and Research (OPAR), October 2001-March 2002. Responses on the inventory checklists and supporting documentation should be helpful in completing this status report on “readiness” for assessment. Copies of the submitted inventories and documentation are maintained in OPAR.

Submission of the Status Report on Readiness for Assessment

The status report on “readiness” for assessment is to be completed and copies should be 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***

INSTRUCTIONAL PROGRAMS

<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

INSTRUCTIONAL PROGRAMS

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

PART A: FIVE-COLUMN ASSESSMENT MODEL ELEMENTS

1. Mission/Purpose Statement

Are there written mission/purpose statements for the instructional programs offered in the department that are 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 each instructional program by name and level offered in the department?

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 each instructional program by name and level offered in the department?

- 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 each instructional program by name and level offered in the department?

- Yes No

If yes, list programs below.

Status Statement/Comments

5. Use of Results

Have data collected for assessment purposes been used to improve instructional programs (by name and level) offered in the department?

- Yes No

If yes, list programs below.

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 your department’s level of “readiness” for assessment, what is your plan for engaging/involving your faculty in developing and implementing an assessment plan that is based on the Nichols five-column assessment model for the instructional programs (by name and level) offered in the department?

<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					