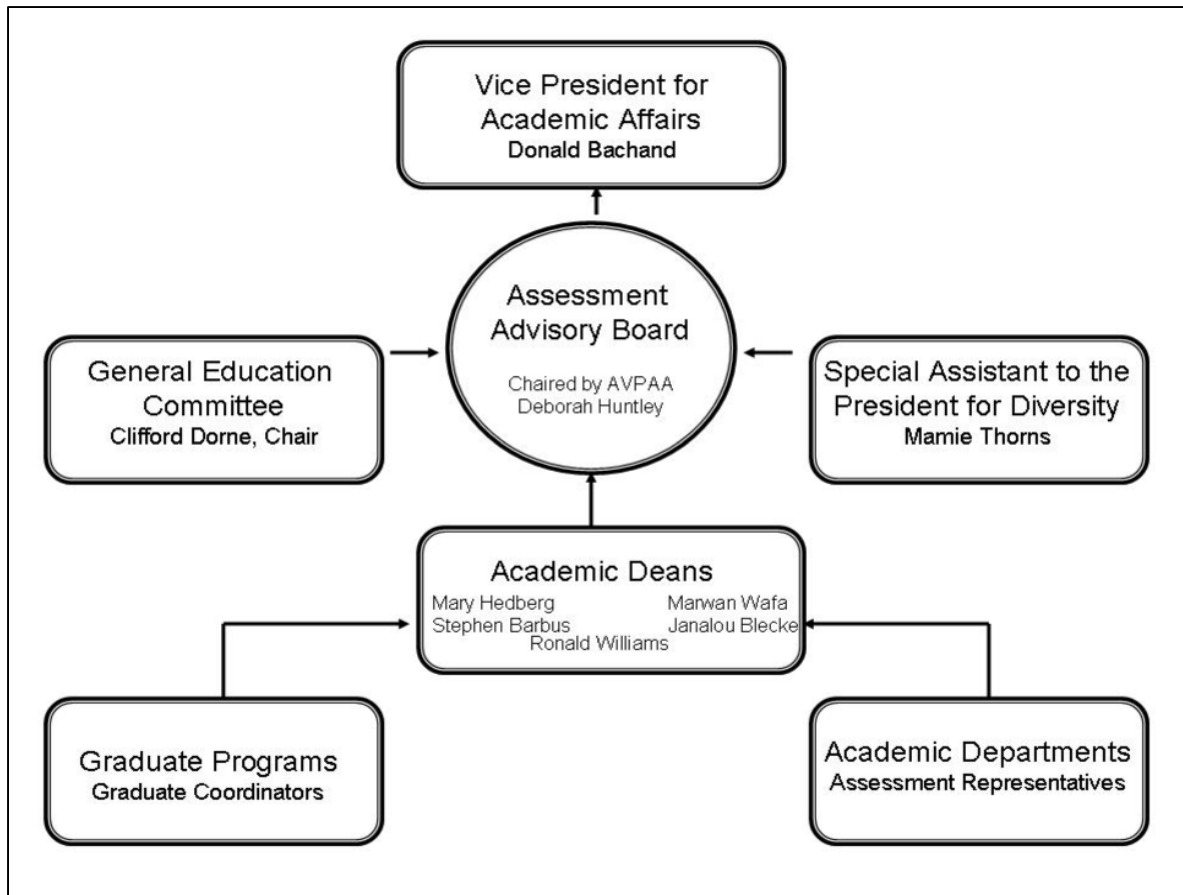


## The Assessment Process and Administrative Structure

The structure of the assessment process is shown in the diagram below. All assessment activities are coordinated by the Associate Vice President for Academic Affairs with the assistance of the Academic Program Assessment Advisory Board. The Departments and Programs carry out their own assessments, which are reviewed by the Academic Deans. Workforce diversity issues and integration of General Education assessments occurs at the Advisory Board level, although diversity is assessed in both program and General Education assessment. The Advisory Board, chaired by the AVPAA reports directly to the Vice President for Academic Affairs. The roles of each unit in the assessment process are described below.



Administrative structure for assessment at SVSU

### **The Role of Academic Departments**

Each of the twenty-nine departments appoints an assessment representative who is responsible for coordinating the assessment process for undergraduate programs within the department and for keeping abreast of assessment activities university-wide. Typically, these representatives are awarded release time to perform these functions. Each department assesses the programs that are within their purview. The assessment includes the identification of goals, association of learning outcomes to the curriculum, implementation of direct and indirect assessment measures, identification of methods to improve student learning, and finally, implementation of improvement strategies. In the event that improvement strategies involve the need for institutional financial support, requests must be justified in terms of student learning outcomes, program enhancement, or new program development. All such requests must be aligned with the University vision and mission. If departments or programs choose to implement curricular changes, the normal contractually defined curriculum approval and ratification procedures are followed. Assessment reports, including resource requests, are submitted to the Deans of the five colleges annually.

### **The Role of Graduate Programs**

Graduate coordinators for each program are responsible for coordinating assessment activities based on faculty-defined programmatic goals. Some of the graduate programs have undergone extensive revision since the HLC site visit in 2003. These revisions were motivated by a number of factors and are described in detail (see pages 25-29). As these programs complete their curriculum revision, they participate in program assessment activities in the same manner as the undergraduate programs described above. Reports on these activities are submitted to the appropriate Dean annually.

### **The Role of the Deans in Assessment**

The Deans of the five colleges establish contracts for the supplemental release time to ensure departmental accountability. They also review the assessment and planning documents with the undergraduate departments and Graduate Program Coordinators. Based on departmental recommendations, college priorities and other factors, the Deans make recommendations to the Office of Academic Affairs for faculty lines and major expenditures.

### **The Role of the Associate Vice President for Academic Affairs in Assessment**

The Associate Vice President for Academic Affairs is responsible for program assessment at SVSU. The duties associated with this role include oversight of the entire assessment process, chairing the Academic Program Assessment Advisory Board, preparing annual program assessment reports for the university as a whole, working with the Diversity Office and General Education Committee to integrate assessment activities across the units, maintaining both electronic and print archives of all assessment activities. The Associate Vice President also coordinates with the Office of Institutional Research to provide statistical data such as enrollments, numbers of majors, and other information to facilitate the assessment work of the departments.

### **The Role of the Advisory Board**

The Academic Assessment Advisory Board is chaired by the Associate Vice President for Academic Affairs. The membership in the Advisory Board may vary from year to year, but always includes a representative of the General Education Committee. The remaining members are current or past departmental assessment representatives. The Advisory Board supports the Associate Vice President in assessment duties. The Advisory Board evaluates the effectiveness of the assessment process for the university and makes revisions as appropriate. The Advisory Board also identifies needs and provides assessment training and professional development to faculty. The Advisory Board helps to maintain an archive and website of assessment for the University. The Advisory Board also maintains a special electronic resource for assessment representatives using Sakai and Blackboard® course management software. This site includes institutional data, archived department reports, all forms, workshop materials, and other important information. The Advisory Board communicates assessment news and activities at SVSU to the faculty. The Advisory Board examines university-wide needs and develops forums (workshops, faculty development initiatives) to address those issues.

### **The Role of the General Education Committee**

The General Education Committee is contractually-established body to assess the overall effectiveness of the GE program, to oversee the assessment of individual courses within the program, and to govern the addition and deletion of courses from the various categories that comprise the program. The General Education Committee is charged with ensuring that all General Education courses contribute to the development of critical thinking, logical reasoning, and effective communication skills and that the program as a whole is successful in achieving these goals. The GEC reports assessment findings to the Advisory Board where the results are examined in the context of overall assessment of student achievement.

### **The Role of the Special Assistant for Diversity in Assessment**

The Special Assistant to the President for Diversity works to enhance the diversification of the campus community, compiles workforce and student demographic statistics, and develops a diverse campus culture. The Special Assistant also works with the Associate Vice President for Academic Affairs in assessing and enhancing diversity in the curriculum.

### **The Role of the Vice President for Academic Affairs in Assessment**

In consultation with the Associate Vice President for Academic Affairs, the Academic Deans and the Special Assistant to the President for Diversity, the Vice President makes final recommendations for university planning and resources related to all units within Academic Affairs.