Institutional Effectiveness Assessment Process

The Institutional Effectiveness process at the College of Charleston includes academic programs, administrative units, research centers, and general education. Each year, faculty and staff within their respective areas develop an assessment plan guided by the previous year’s assessment results, collect data, report results, and develop assessment plans for the upcoming year. This process includes the annual submission of an assessment report made up of the following components: 1) results of the previous year’s assessment, 2) proposed or actual changes based on these results, and 3) a new assessment plan to measure the impact of these changes (which includes measurement of the effect of change made). Results and plans are reviewed with a rubric by school/unit-based assessment committees; this review process is designed to promote excellence in assessment of processes, operations, and student learning outcomes.

The Assessment Cycle at College of Charleston

Each year, program personnel select a minimum of three outcomes to measure and provide evidence that results are being used for continuous improvement.

<table>
<thead>
<tr>
<th>ASSESSMENT ACTIVITY</th>
<th>DEADLINE</th>
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<tr>
<td>Academic Assessment Plans due</td>
<td>September 30</td>
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<tr>
<td>Academic Plan Rubrics due</td>
<td>October 31</td>
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<tr>
<td>Administrative Assessment Plans due</td>
<td>October 31</td>
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<tr>
<td>Administrative Plan Rubrics due</td>
<td>November 30</td>
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<tr>
<td>Academic Assessment Reports due</td>
<td>May 15</td>
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<tr>
<td>Dean/Administrative Assessment Reports due</td>
<td>June 15</td>
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<tr>
<td>Academic Report Rubrics due</td>
<td>June 30</td>
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<td>AVP/EVP Reports due</td>
<td>June 30</td>
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<tr>
<td>Provost/EVP review</td>
<td>July</td>
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<tr>
<td>Administrative Report Rubrics due</td>
<td>July 31</td>
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<td>President review</td>
<td>August</td>
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The Institutional Assessment Committee (IAC), the school/unit-based assessment committees, and the Office for Institutional Effectiveness and Strategic Planning (OIEP) collaborate to provide training and support for faculty and staff, to promote timely submission of results and plans, and to ensure that an effective review process is implemented. After the school/unit-based assessment committees have reviewed plans, the appropriate Deans’ Assessment Committee (DAC)/Administrative Assessment Committee (AAC) member gives a presentation on the health of assessment in their area to the IAC.
Institutional Assessment Committee (IAC)

The charge of the Institutional Assessment Committee, established by the President, is to support a process of continual self-evaluation and improvement at the College of Charleston. This committee, co-chaired by an AAC and DAC member, will be a forum for sharing best practices in assessment. In addition to a forum for sharing challenges and ideas, this committee serves in a quality assurance role; by reviewing annual plans and reports submitted by the academic schools and administrative units and sharing examples of exemplary practices at the College of Charleston where continuous improvement and closing the loop is evident. To nurture a culture of assessment, the IAC will assist in organizing the College’s annual Education Innovation Day, a celebration of the institutional effectiveness (IE) assessment process and an opportunity to highlight programs that clearly demonstrate “closing of the loop” on assessment. The committee will make recommendations to promote continuous improvement in the institutional effectiveness assessment process.

The Institutional Assessment Committee provides assessment leadership to all academic programs, administrative units, and seven general education distribution requirements across the institution. Each IAC member serves on the either the Deans’ Assessment Committee (DAC) or the Administrative Assessment Committee (AAC). Each academic school and administrative division is represented, as is the general education program.

IAC Co-chairs Responsibilities

During the spring semester, a memorandum is sent from the IAC co-chairs to deans and associate and executive vice presidents summarizing the status of the submission of assessment plans and assessment results of the respective school or division, with copies sent to IAC representatives.

A final update on the status for the programs or units that fail to complete all required IE assessment tasks will be sent to the appropriate deans or associate and executive vice presidents by the appropriate deadline.

As needed, the IAC co-chairs will convene ad hoc groups to discuss special issues in institutional assessment and to bring those issues to the full IAC.

The IAC co-chairs will meet with OIEP personnel as necessary to discuss Institutional Effectiveness issues and concerns, to prepare for the first meeting of the academic year, to prepare for the Institutional Effectiveness assessment annual report to the president, and when otherwise deemed necessary.
IAC Co-chairs Term of Service

Each IAC co-chair shall serve for a period of not more than two years.

The Deans’ Assessment Committee (DAC) and the Administrative Assessment Committee (AAC)

The College has two key committees that collaborate with OIEP in promoting best assessment practices and ensuring the College’s compliance with SACSCOC Core Requirement 2.5 and Comprehensive Standard 3.3.1. For academic units, the Deans’ Assessment Committee (DAC) members are responsible for providing leadership to the assessment committee in their respective school and to work with their assessment committees to ensure the submission of assessment plans/reports to the academic dean. For administrative units, the Administrative Assessment Committee (AAC) members also serve as assessment leaders among the administrative units within their division. If there is a vacancy in a DAC or AAC position, the appropriate Dean or EVP will be consulted to appoint a replacement.

Other responsibilities of the DAC/AAC include:
- Helping to create and maintain a culture of assessment in each school/major/program and each administrative division/unit at the College of Charleston.
- Ensuring the use of assessment results to make improvements in student learning and operational outcomes.
- Motivating faculty and staff participation in all steps of the assessment process.
- Providing feedback to assessment coordinators and directors/chairs on assessment plans/reports to promote continuous improvement and maturation of the assessment process.
- Involving students in the assessment process by promoting awareness of program/unit outcomes and institutional measures.
- Working with the assessment coordinators and directors/chairs to coordinate assessment efforts.
- Generating ways to involve external stakeholders in meaningful assessment activities.
- Working with other campus entities to include available data in direct or indirect measures of learning.
- Coordinating and collaborating with other campus programs to encourage student learning, rubric development, or faculty development.
- Ensuring that new faculty and staff within the respective school/division receive information about assessment.
Office for Institutional Effectiveness and Strategic Planning (OIEP) Support

OIEP provides workshops and customized consultations and support to faculty and staff involved in all aspects of IE assessment. The IAC provides suggestions and feedback to staff in OIEP for these and other workshops as needed. Examples are:

- Educating campus on the best practices in the field of higher education assessment.
- Developing and implementing student learning outcomes for academic and student support units.
- Developing and measuring operational and process outcomes for academic and administrative units.
- Developing appropriate assessment tools.
- Using results to make improvements in student learning outcomes and operational and process outcomes.
- Assessment coordinator training and use of the Compliance Assist.

Institutional Effectiveness and Strategic Planning (OIEP) conducts all institutional level surveys and analytical studies and provides reports to decision-makers.

Signature

[Signature]

President

Date: 12/1/15