

Assessment Committee Recommendations

Recommendation	Time Frame	Resources Needed
<i>1. Curriculum</i>		
a. Increased depth of faculty course guides	May-07	Faculty and staff time (4 hours/course)
b. Review of sample syllabi	May-07	Faculty and staff time (2 hours/course)
c. Ensure that course outcomes support program level learning outcomes	May-07	Faculty time (10 hours per program)
d. Post changes on portal	May-07	Support time
e. Review SBT mission statement	May-07	Administrative costs (discussions with all constituencies)
f. Include discussion of program outcomes in each course	Immediately	Administrative
g. Review programs to determine continued relevance and SBT's ability to maintain	2007-2008	Administrative costs (market analysis, advisory boards, cost-benefit analysis etc.)
		Faculty time to develop outcomes, rubrics and action plan (likely to vary significantly; likely 60+ hours per program).
h. Develop curriculum using top-down approach	2007-2008	Faculty and staff time to develop FCG and SS (10 hours per course)
i. Expand process for including all faculty in curriculum development??	2007-2008	
		Faculty time (80+ hours per course); Staff time and administrative support; University IT support, Continuous Maintenance
j. Create master courses for core	2007-2008	

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<i>2. Assessment</i>		
a. Create interface for faculty to enter data	March-07	Little
b. Pilot test outcomes in as many programs as possible	May-07	Faculty time to develop assignments and rubrics (6 hours per outcome)
c. Program teams develop assessment plans	2007-2008	Faculty time (40 hours per program)
d. Program teams discuss and report on results to date	Each semester	Faculty time (8 hours)
e. Develop new assessment instruments called for in plans	2007-2008	Faculty time (8 hours per outcome)
f. Evaluate reliability and validity of instruments	2007-2008	Faculty time to review random sample of student work. Possible cost to hire outside experts to assist.
g. Coordinate additional requirements with sites	2007-2008	Administrative costs, IT support to automate process

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3. Faculty Training and Evaluation		
a. A third revision of portal to make it more instructional for faculty; hard copy booklet distributed to directors to share with the less computer savvy instructors	December-07	Staff/administrative time
b. Ensure that directors are aware of, and accept, their accountability with consistency and assessment. Tie their compensation to the results on their campus.	January-07	Commitment from Academic Affairs.
c. Send survey from Academic Affairs to determine what they have done to train their faculty on this initiative.	January-07	Commitment from Academic affairs/some staff & administrative time to send and compile surveys.
d. Request Academic Affairs to formally notify faculty and directors of the change in contract, making faculty accountable for assessment and consistency.	January-07	Commitment from Academic Affairs/Very little resources required.
e. Create an online course covering SBT policies and procedure to supplement university-wide course for all faculty.	May-07	Administrative & Faculty time; \$
f. Add a criteria on the Faculty Course Evaluation asking students whether the instructor discussed how the course related to program level learning outcomes.	Spring 2, 2007	IT Support
g. Create online training courses (covering curriculum, outcomes, assessment, etc.) for each program.	2007-2008	Significant staff time, director time, faculty time; \$

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4. Administrative Processes		
a. IT must complete the Syllabus Collector	January-07	Project is near completion; some committed IT time required.
b. Audit compliance of syllabi, world-wide.	Spring 2-07	Significant staff time/consultant time; \$
c. Create a process to audit course content delivered world-wide	2007-2008	Administrative and staff time
d. Create an Assessment Support position for SBT whose job it is to support all three departmental assessment coordinators, as well as the associate dean. This is necessary to move past where we are.	2007-2008	\$\$
e. Automate recurring and routine processes to ensure success of assessment when we are in full gear (25 programs, plus minors, and certificates across 105 campuses)	2007-2008	
f. Create a structure across the extended sites to support Academic Assessment, perhaps an Assessment Coordinator/Director position for each campus.	2007-2008	Academic Affairs Support/\$\$
g. Make program level learning outcomes available to students.	2007-2008	

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