

# Shawnee State University

PROCEDURE TITLE:	ASSESSMENT OF STUDENT LEARNING OUTCOMES
PROCEDURE NO.:	3.21:1
RELATED POLICY:	3.21REV
PAGE NO.:	1 OF 4
RESPONSIBLE OFFICER:	PROVOST
EFFECTIVE DATE:	06/24/2022
NEXT REVIEW DATE:	06/2025
APPROVED BY:	PRESIDENT

## 1.0 INTRODUCTION

Assessment of Student Learning Outcomes at Shawnee State University (SSU) is a natural extension of the institution's commitment to excellence in teaching and learning. It is a process of critical examination with the aim of improvement in co-curricular and academic programs. SSU engages in on-going, integrated, and institution-wide research, and good practices-based assessment processes that (a) result in continuous improvement and (b) demonstrate that the institution is effectively accomplishing its mission.

## 2.0 LEARNING OUTCOMES

Student Learning Outcomes are the knowledge and skills expected of students completing an academic or co-curricular program. Student learning outcomes are written in clear statements that describe significant and measurable change occurring in students as a direct result of their interaction with the institution and its co-curricular and academic programs.

## 3.0 PURPOSE OF ASSESSMENT OF STUDENT LEARNING OUTCOMES

3.1 Assessment data provide faculty and staff with meaningful information for continuous improvement, including revision of learning outcomes, changes to curricula and allocation of resources and support to improve student learning, and improvements to assessment processes.

3.2 SSU's assessment processes and the documentation of those processes also assists the institution in its accreditation reaffirmation efforts. SSU's institutional accreditor, the Higher Learning Commission (HLC), requires documentation and evidence that SSU:

3.2.1 "has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings" (4.B.1);

3.2.2 "uses the information gained from assessment to improve student learning" (4.B.2); and

- 3.2.3 “[implements] processes and methodologies to assess student learning [that] reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members” (4.B.3).

#### 4.0 ASSESSMENT STRUCTURE AND OVERSIGHT

- 4.1 SSU conducts assessment of student learning in three areas: academic programs, the General Education Program (GEP), and co-curricular programs.
- 4.2 The University-Wide Assessment Plan contains specific details about how SSU assesses student learning outcomes in these three areas.
- 4.3 The following university committees are charged with providing oversight of the University-Wide Assessment Plan:
  - 4.3.1 The Faculty Assessment Committee provides oversight of academic program assessment.
  - 4.3.2 The General Education Advisory Council (GEAC) provides oversight of GEP assessment.
  - 4.3.3 The Student Affairs Committee provides oversight of co-curricular assessment.
- 4.4 The Director of Assessment and Accreditation provides leadership and support for faculty and co-curricular professionals in the development and implementation of assessment plans and documents how the university uses assessment data. The Director of Assessment and Accreditation maintains records of assessment reports and plans.

#### 5.0 DEVELOPMENT & TIMELINE OF ASSESSMENT PROCESSES

- 5.1 Regardless of modality or location, all academic programs have student learning outcomes and a five-year plan for assessing those outcomes in accordance with the University-Wide Assessment Plan.
  - 5.1.1 The initial student learning outcomes and assessment plan and any subsequent revisions are kept on file with the Office of Assessment and Accreditation.
  - 5.1.2 New academic programs shall develop their student learning outcomes and an assessment plan prior to the Provost’s approval of the program.
  - 5.1.3 The Office of Institutional Research, Reporting, and Analytics will make student success and student retention data available to academic

programs. Program faculty will document any use of such data in their annual assessment report.

- 5.1.4 An annual report of assessment activities is submitted to the Office of Assessment and Accreditation by the end of the summer.
- 5.1.5 The portions of the University-Wide Assessment Plan relevant to academic programs will be reviewed and revised at the end of each five-year cycle with the next review taking place in AY 2025-26.
- 5.2 The GEP Assessment Plan follows a five-year cycle that aligns with the five clusters of the GEP.
  - 5.2.1 Student learning outcomes and assessment plans for each cluster and category of the GEP are kept on file with the Office of Assessment and Accreditation.
  - 5.2.2 An annual report of assessment activities is submitted to the Office of Assessment and Accreditation by the end of the summer and is presented to GEAC at its September meeting.
  - 5.2.3 The portions of the University-Wide Assessment Plan relevant to the GEP will be reviewed and revised at the end of each five-year cycle with the next review taking place in AY 2026-27.
- 5.3 Co-curricular programs requiring assessment plans have learning outcomes and a five-year plan for assessing those outcomes.
  - 5.3.1 Learning outcomes and assessment plans for each co-curricular program are kept on file with the Office of Assessment and Accreditation.
  - 5.3.2 An annual report of assessment activities is submitted to the Office of Assessment and Accreditation by the end of the summer.
  - 5.3.3 The portions of the University-Wide Assessment Plan relevant to co-curricular programs will be revised at the end of each five-year cycle with the next review taking place in AY 2027-28.

## 6.0 RETENTION OF ASSESSMENT RESULTS

The Director of Assessment and Accreditation ensures assessment results are collected, stored, and made available to document SSU's continuous improvement efforts and to analyze trends in the data. Each academic and co-curricular program will house its assessment data and make such data available upon request to the Director of Assessment and Accreditation.

## 7.0 PROCEDURE REVIEW

The Director of Assessment and Accreditation will seek input from the committees noted above and submit revisions to this procedure and the University-Wide Assessment Plan through the governance process at the beginning of the academic year in which the procedure undergoes review.

### History

Effective: 3/11/2016

Revised: 6/24/2022

[When available, link to University-Wide Assessment Plan on website]