

Committee on Academic Program Review and Assessment (CAPAR)

2024-25 Annual Report

Committee Members: Karla Collins (Chair), Melissa Rhoten (Asst Dean CCCAS), Cindy Crews (NURS), Doug Dalton (ANTH), David Lehr (Assoc Dean, CBE), Shannon Salley (Assoc Dean CEHS), Sarah Tanner-Anderson (Assoc Dean CGPS), Sean Barry (ENGL), Toni Sorrell (MATH), Adrienne Sudbury (ECON), Evan Long (EDUC), Jeff Lokey (Office of Assessment and Institutional Research).

August/September - Since the OAIR representative (Jeff Lokey) and the CCCAS Assistant Dean (Melissa Rhoten) were both new to the committee, the CAPAR chair (Karla Collins) met multiple times with Jeff and Melissa to ensure all understood the process and charge of CAPAR and to prepare for CAPAR's work.

CAPAR met as a group three times in the 2024-25 academic year (see dates in bold below). CAPAR reviewed and provided feedback on all academic program 2023-24 Annual Assessment Reports and on three Program Reviews (Art, BFA; Integrated Environmental Science; History).

September 26 – Welcome to new members and overview of assessment policies and procedures. Orientation for new CAPAR members and review of process for all, including the timeline for Annual Assessment Reports and Program Reviews.

November 6 - Review of feedback provided for the programs that submitted a 2023-24 Program Review. The academic programs that completed a 2022-23 Annual Assessment Report received their feedback on Planning & Self-Study by November 2 with a December 1 deadline for submitting revisions. The four academic programs that completed a 2022-23 Program Review received feedback on November 15, with a January 15, 2024 deadline for revisions and submitting the final document.

January 29 – Review and approval of four Program Review Summation Reports. Reviewed budget requests from 2023-24 Academic Program Assessment. CAPAR recommended funding for two requests and did not recommend funding for one request. Budget request suggestions were forwarded to the University Assessment Committee for consideration. CAPAR identified a need for faculty development related to assessment. CAPAR discussed creating a clear timeline for assessment to share with programs and academic chairs, along with a process for budget requests.

March – Melissa Rhoten met with the Academic Chairs Council to review Longwood's assessment calendar and the process for budget requests. Melissa Rhoten and Karla Collins met with each of the four programs participating in the 2024-25 Program Review process (Anthropology/Archeology; CSD, BS; Communication Studies; Modern Languages) to review the process and deadlines and to offer support.