

Committee on Academic Program Review and Assessment (CAPAR)

2025-26 Annual Report

1. Committee Membership

Committee Members: Doug Dalton (Chair), Anna Kuthy (OAIR), Melissa Rhoten (Asst Dean CCCAS), Jeff Lokey (OAIR), David Lehr (Assoc Dean, CBE), Shannon Salley (Assoc Dean CEHS), Sarah Tanner-Anderson (Assoc Dean CGPS), Sean Barry (ENGL), Evan Long (EDUC), Laura Jimenez (new, KINS), Ellis Parker (new, NURS), and Ronald Pike (new, ISCS).

2. Committee Work and Accomplishments

CAPAR undertook reviews of fifty Annual Academic Assessment Plans, three budget requests, and four Program Reviews and conducted oversight over its assessment and review process. As outlined below, its members met once as an executive committee at the beginning of the academic year, four times as a full committee, and once in coordination with the CCCAS Assistant Dean and chairs and program directors or coordinators in the process of completing their 25-26 Program Reviews at the end of the academic year. CAPAR members also met as groups to assess Program Reviews and communicated about numerous matters between meetings.

Thursday, August 25, Doug Dalton (Chair), Anna Kuthy (OAIR), Melissa Rhoten (Asst Dean CCCAS), and Jeff Lokey (OAIR) met to initiate and coordinate tasks for CAPAR for the 25-26 AY year, including organizing the spreadsheet of committee member assignments for Annual Academic Assessment Plans and Program Reviews.

Following this meeting, the attendees extensively discussed and revised the CAPAR review assignments and the agenda for the first full CAPAR meeting.

Friday, September 19, the full CAPAR committee met to welcome and orient the new members, set the agenda for the year, and provide an overview of and guidance on assessment policies and procedures, including the location of assessment forms and assignments on Box and Watermark, and the timeline for Annual Assessment Reports and Program Reviews.

Following this meeting, CAPAR members undertook their reviews of Annual Academic Assessment Plans and Program Reviews. Plans and Reviews were due October 1, and CAPAR feedback on them was due November 1 and November 15 respectively. Revisions to Plans and budgets were due December 1 and revisions to Reviews were due January 15. Reminders were sent to chairs and program directors and coordinators.

Monday, November 3, the full CAPAR committee met to discuss Annual Academic Assessment Plans and Program Review assessments for ANTR (Tanner-Anderson, Long, Kuthy, Jimenez); COMM (Lehr, Dalton, Kuthy, Pike); MOLA (Salley, Dalton, Kuthy, Parker), and CSDS (Rhoten, Collins, Kuthy), discuss potential revisions to the Program Review form, identify Annual Academic Assessment Plans budget requests, and revisit the review timeline.

Following this meeting, CAPAR members worked individually to check the status of Annual Academic Assessment Plan revisions and include any budget requests from those Plans in a spreadsheet for that purpose in Box. CAPAR members also worked in groups to complete their assessments of and Summation Reports for Program Reviews.

Tuesday, January 27, the full Committee met to hear and discuss final Program Review CAPAR Summation Reports, assess Annual Academic Assessment Plans budget requests, and consider three proposals to revise the Program Review form. Two of three budget requests were approved. One Summation Report awaited a late Program Review.

Following this meeting, one CAPAR group continued to work on one Program Review, OAIR Director Anna Kuthy drafted proposals to revise the Program Review form, and approved budget requests were forwarded to the University Assessment Committee (UAC). Feedback from UAC was shared with department chairs and program directors and coordinators.

Thursday, March 19, the full Committee met to hear and discuss one final Program Review CAPAR Summation Report, reconsider three proposals to revise the Program Review form, discuss the budget request process, and learn about OAIR training opportunities.

3. Ongoing or Continuing Business

In the Thursday, March 19 meeting, two proposed revisions of the Program Review form passed and one was tabled to be worked on over the summer. Training opportunities consisting of Pomodoro sessions were planned for future CAPAR reviews. The Committee is also seeking greater clarification and coordination of the budget process.

Wednesday, May 6, Melissa Rhoten and Doug Dalton met with the five programs participating in the 2025-26 Program Review process (Biology, Health & Physical Education [Health Promotion], Mathematics, Political Science, Education [Health & Physical Education]) to review the process and deadlines and to offer support.