

TO: Faculty Senate

FROM: Ed Kinman, Chair of Committee on Academic Outcomes Assessment & Program Review

DATE: April 24, 2012

RE: 2011-2012 Annual Report

Committee Members:

Tom Akre, Associate Professor of Biology; **Jennifer Capaldo**, Assistant Professor of Music; **Melinda Fowlkes**, Assistant Dean for College of Business & Economics; **Edward Kinman**, Interim Assistant Dean for Cook-Cole College of Arts & Sciences; **Heather Lettner-Rust**, Assistant Professor of English; **Susan Lynch**, Associate Professor of Therapeutic Recreation; **Jeannine Perry**, Dean for College of Graduate & Professional Studies; **Linda Townsend**, Assessment Coordinator, Office of Assessment & Institutional Research; **Wayne White**, Associate Dean for College of Education & Human Services; **Kristen Welch**, Assistant Professor of English, Director of the Writing Center & Composition

In September 2010, the new Committee on Academic Outcomes Assessment and Program Review (CAOAPR) became active. Comprised of ten members representing the academic breadth of the university, the committee is responsible for promoting the quality and effectiveness of the academic curriculum (SACS principle 3.4.12). The committee's duties include monitoring, overseeing, and evaluating academic Biennial Reports and Program Reviews to ascertain the extent of compliance with Longwood's assessment policy. In addition, CAOAPR is to make recommendations to the Senate on issues related to assessment of academic programs, or program review.

Last academic year (2010-2011), the CAOAPR revised Longwood's Program Review Policy and presented its recommendation to the Faculty Senate. At the April 14, 2011 meeting, the Faculty Senate approved the Revised Program Review Policy (dated April 2011). With the new policy in place, several CAOAPR members led four Program Review Workshops, lasting three hours each, to orient the seven programs that are in the process of completing the self study. In addition, the CAOAPR responded to requests from several Department Chairs to address issues related to the completion of Appendix I and Appendix II, which are required components of the program review self study. The CAOAPR reviewed the matters and approved three resolutions to ease the burden of these two appendices in their first year of implementation and are in the process of identifying solutions to assist faculty in the future as they complete the self-study.

The primary work for the CAOAPR this academic year (2011-2012) centered on creating a Biennial Report review process. Compared to a Program Review, the Biennial Report is limited in scope. Since 2006, programs not accredited by external accrediting agencies are required to conduct and report self-studies focusing on student learning outcomes every two years. Although Biennial Reports have been submitted for six years, there hasn't been a process to evaluate and provide feedback to programs submitting these reports.

After meeting six times over the academic year, the CAOAPR created two documents. The first outlines the process to review Biennial Reports. The second is the Biennial Assessment Report Rubric, which will be completed by the External Review team (comprised of three members of the CAOAPR) and will contain detailed comments and a recommendation of subsequent Biennial Program Review in the reporting cycle. Both of these documents were submitted to the Senate Executive Committee on April 2nd and are waiting to be placed on the Senate agenda.

In a separate matter, the CAOAPR investigated and discussed a recommendation for one of more “assessment day(s)” in the university calendar. The CAOAPR Chair met separately with various campus stakeholders (Onie McKenzie, Sarah Whitley, and Cynthia Erickson). The committee discussed at length the various ways assessment day(s) could be employed. Kim Wingo was included in some meetings to investigate implications to the university calendar. We are in the final stages of gathering estimated number of students that would be affected and verifying there is adequate computer seats. Due to the complexity of the various issues related to assessment day, the CAOAPR has been very deliberate in investigating this issue. Submitting a recommendation to the Senate will be a high priority in fall 2012.