

Committee on Academic Program Review and Assessment (CAPAR)

2023-24 Annual Report

Committee Members: Karla Collins (Chair), Kathy Gee (Asst Dean CCCAS), Cindy Crews (NURS), Doug Dalton (ANTH), David Lehr (Assoc Dean, CBE), Shannon Salley (Assoc Dean CEHS), Teresa Reynolds (SOWK), Sarah Tanner-Anderson (Assoc Dean CGPS), Sean Barry (ENGL), Toni Sorrell (MATH), Adrienne Sudbury (ECON), Linda Townsend (Director of Assessment), Temporary for fall semester – Laura Poe (CBE).

CAPAR met as a group three times in the 2023-24 academic year (see dates in bold below). Additionally, the Director of Assessment led a series of training sessions. CAPAR reviewed and provided feedback on all academic program 2022-23 Annual Assessment Reports and on four Program Reviews (CHEM, CSMC, CRIM, PSYC).

September 15 - Greeted new members; went over responsibilities for this academic year, which include review and feedback 2022-23 Annual Assessment Reports and review and feedback of four Program Reviews. Director of Assessment provided an overview of the timeline for CAPAR tasks. The committee agreed to review Annual Assessment Reports within Watermark Planning & Self-Study for more efficient workflow.

September-October - Director of Assessment led a series of virtual and in-person training sessions to provide a refresher for returning CAPAR members and to train new CAPAR members on how to conduct the reviews.

November 10 - Review of feedback provided for the programs that submitted a 2022-23 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 22 – Review and approval of four Program Review Summation Reports. Reviewed budget request from 2022-23 Academic Program Assessment. Discussed minor changes to Program Review Self Study template to include university-wide Quality Enhancement Plan (QEP) and to standardize summation reports. Also discussed the need for CAPAR guidelines for moving forward budget requests from academic programs.

March - the Assistant Dean of CCCAS met with each of the four programs participating in the 2023-24 Program Review process (History, Integrated Environmental Sciences, Liberal Studies, Visual Performing Arts – Art) to notify them of the process and deadlines.