

## BRENAU UNIVERSITY POLICIES AND PROCEDURES

**Policy Subject: Assessment Planning & Reporting Process, Timeline and Responsibilities**

**Policy Number: AA-ASMNT-500-01**

Additional sites: FSG 4-08

A process of program and unit assessment planning and reporting is required annually of all academic and administrative units of the university. Plans and reports are completed in *Compliance Assist* at <http://brenau.compliance-assist.com>.

This document provides an overview of the timeline and processes associated with completing annual reports and plans. For more information including detailed guides, consult the Assessment Office website at <https://assessment.brenau.edu>.

*Note: Assessment of the interdisciplinary Liberal Education learning outcomes is scheduled over a 3 year cycle. Department chairs and faculty teaching LEC courses to be assessed in any given year are alerted well in advance of the reporting requirements. Details are available from the chair of the faculty Liberal Education Curriculum Committee or the Assessment Office.*

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## PLANNING AND REPORTING PROCESS

### *Assessment Planning Process*

#### Academic Degree Programs:

- Complete a *Program Assessment Planning Matrix* which includes:
  - a Program Mission statement tied to the Mission of the University,
  - a list of the Expected Learning Outcomes (ELO's) for the program,
  - an indication of the year in which to assess each ELO within the upcoming 3 year cycle (or more frequently if desired),
  - a mapping of the ELO's to the required courses and experiences of the degree program where the assessment of those ELOs will take place, with an indication of methods for assessing each ELO using the provided key,
- Each year by August 20, programs enter their ELOs for the coming year into *Compliance Assist*, including (for each ELO) methods and means of assessment and criteria for success
- Programs will collect data using their identified methods of assessment ideally completing all data collection in time to report results for the year by the June deadline. Programs with significant summer semester activity should factor the reporting date (June 1) into their assessment plans for summer content.
- Each year by June 1, programs report on the ELOs in rotation for the year by providing Results and Use of Results commentary in *Compliance Assist*.

Administrative Units (not including academic departments) provide in *Compliance Assist*:

- a Unit Mission tied to the University Mission and contextualized by the Mission of that unit's division,
- a list of broad unit Standing Goals representing the unit's cyclical/ongoing and assessable functions and responsibilities, each with specific target metrics used to indicate successful accomplishment,
- Each year by August 20, in order to assess unit effectiveness:
  - Measures are:
    - formulated as assessments of the unit's effectiveness in regards to that unit's Standing Goals (these Goals should be assessed on no longer than a 3-year rotation),
    - and entered into *Compliance Assist*, related to the single Standing Goal of that unit's which the Measure targets.
  - For each Measure, intended methods/means of assessment and criteria for success describe the process which will be used to assess the effectiveness of the Standing Goal.
- This collection of Measures becomes the unit's Annual Assessment Plan for the coming year.
- Units implement these plans and collect data using their identified methods of assessment.
- Note: While academic department chairs do not participate in this process unless instructed to by their Dean, administrative units (e.g. Writing Center, Broadcasting, etc.) *within* academic departments do complete this process like any other administrative unit.

### ***End of Year Assessment Reporting Process***

By June 1 of each year:

- reporters complete their Annual Assessment Reports in *Compliance Assist* by summarizing their data for each annual ELO or Measure.
- This includes a meaningful discussion of the results/findings, summarizing any attached data reports.
- Based on the findings, reports indicate if the established "Criteria for Success" were Met or Not Met.
- The report includes a discussion of how results will be used to improve program and institutional effectiveness. This "closing the loop" is an essential element of SACS effectiveness standards.
- Finally, for each ELO/Measure, reporters indicate how results/findings may impact future planning and budgeting.
  - In the case of ELOs, reporters will also indicate the last assessment cycle during which the conclusion drawn from this assessment was something other than "No change/continue to monitor". This prompts reporters to consider the rigor of the criteria for success and the value produced by the assessment process.
- All finalized unit reports are reviewed in *Compliance Assist* by the appropriate supervisor. Supervisors make appropriate comments and recommendations with regard

to demonstrated unit effectiveness when signing off in *Compliance Assist* on each annual report or via a holistic Supervisor Review.

### ***End of Year Evaluation with Supervisor***

Annual assessment reports are an integral component of the annual supervisor/employee interviews and should be discussed alongside personnel-specific evaluation at this time. (See details of this process in Faculty/Staff Guideline #4-08: “Annual Personnel Evaluations”.) Unit success/failure as evidenced by these assessment reports will generally overlap somewhat with individual personnel accomplishments and areas for improvement, but should not be used as the sole or even the primary source of evaluative evidence. For the annual assessment process to produce value it is imperative that units:

- be allowed and encouraged to set ambitious criteria for success and report results (often indicating shortcomings relative to those criteria) with 100% accuracy
- address activities, process and systems in their planning which span multiple departments, stakeholders and entities, many or most of which will fall outside the control of any individual employee
- comment frankly about the results provided by their *direct-report units* in a manner that may be less appropriate when commenting about *specific employees*.

As such, care should be taken to remember and address the difference between *unit success* and *personnel performance* during annual interviews, and commentary regarding specific personnel performance should *not* appear in the Supervisor Review commentary within *Compliance Assist*. Instead, this commentary should involve providing feedback upon and solutions to unit effectiveness issues and the way in which these activities and results fit into the “big picture” for the given division, contextualized by the University’s Mission, Vision, Strategic Plan and stated Values.

### ***Compliance Assist Assessment Planning and Reporting System***

*Compliance Assist* is the university-wide system for capturing assessment data and can be accessed via a link on the Assessment website (<https://assessment.brenau.edu>), where technical user manuals for the various processes completed in *Compliance Assist* may also be found. Reporters are welcome to consult the Assessment Office for assistance at any time.

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## PLANNING FRAMEWORK AND TIMELINE

If these deadlines conflict with those established by a unit’s supervisor and/or other stakeholders, the earliest such deadline should take precedence.

| Deadline  | Activity  |
|-----------|---|
| May 15    | Chairs submit CAR to Deans<br>Provost completes evaluations of 9-month Academic Directors   |
| May 31    | Deans and Provost complete evaluations of Department Chairs and 10-month Academic Directors   |
| June 1    | Administrative unit reporters complete reports on Standing Goals (via Measures).<br>Department Chairs/degree program reporters complete reports on each degree program (via ELOs)   |
| June 15   | Supervisors of administrative sub-units enter reviews in CA for those sub-units’ annual Assessment reports and notify sub-units when review is complete.<br><br>Department Chairs enter reviews for ELO reports. If the Chair was also the reporter who completed the ELOs, indicate such in the review. Otherwise, notify the faculty (who completed the ELO reports) that the review is complete.<br><br>Deans enter reviews for ELO reports on programs within their College, and for Assessment reports on administrative units within their College.<br><br>Supervisors complete all personnel evaluations of non-faculty using the electronic <a href="#">Evaluation Form</a> . |
| August 20 | All administrative unit reporters enter new year plans for assessing unit Standing Goals (via Measures). Standing Goals should be updated where necessary.<br><br>Chairs/degree program reporters update program matrices and enter new year plans for assessing degree programs (via ELOs).  |
| August 30 | All supervisors of administrative sub-units enter reviews in CA for those sub-units’ assessment plans.  |

## SPECIAL NOTES ON ROLES AND RESPONSIBILITIES

### *Department Chairs:*

#### For LE Reporting

- Ensure ALL LE course syllabi in department have the LE outcomes and methods of assessment specified on syllabi before the start of each semester.

- Ensure any faculty responsible for assessment of LE courses (according to current year's cycle) complete LE reports and submit LE data to Assessment Office by end of each semester as appropriate.

***Faculty:***

- Faculty complete the Faculty Annual Report (FAR) using the Faculty Annual Report Guide. Both documents are available on the Human Resources website: Forms and Documents page.
- Individual faculty annual goals become part of their FAR and discussion with chair at end of year evaluations.
- When specific courses are identified for LE Assessment per the LE Assessment 3-Year Rotation Plan (available on the Assessment Website: Liberal Education page), teaching faculty may be responsible for collecting data and sample artifacts and providing these to the Assessment Office. In these cases, faculty will be given sufficient notice of assessment duties.