



Office of Undergraduate Education

MEMORANDUM

TO: Office of Undergraduate Education (OUE) Directors
2016-17 OUE Assessment Committee (*membership listed below)

FROM: Carol Thurman, Data and Assessment Coordinator
Steven P. Girardot, Associate Vice Provost for Undergraduate Education

COPY: Colin Potts, Vice Provost for Undergraduate Education

DATE: September 6, 2016

RE: OUE Annual and Outcomes & Assessment Reporting Process – Updates for AY16-17

On July 31, 2016, OUE submitted its annual Outcomes Report to the Provost Office for the 2015-16 academic year. Thank you for your timeliness and diligence in preparing and submitting your reports. Because of your hard work, we were able to prepare a consolidated report that conveys the progress we are making in meeting our outcomes and also what we hope to achieve in 2016-17. I am looking forward to working with you to refine and strengthen our 2016-17 outcomes.

In alignment with this ongoing process and based on feedback from the OUE Assessment Committee, the following memo outlines some changes to the annual reporting and assessment process for all units within the Office of Undergraduate Education. Additionally, more updated information, including guidelines on writing the reports, the Strategic Planning & Assessment template, and a report rubric, are appended to this memo. A list of relevant deadlines for 2016-17 is included below.

2016-2017 Assessment/Outcomes and Annual Reporting Timeline and Deadlines

The following table provides information on the types of activities and the dates:

OUE Assessment Activities	Date(s)
Meetings (Outcomes & Assessment Report Feedback & Outcomes Development) with Unit directors and/or designated staff	Completed by September 22, 2016
Instrument Review - Meeting with Assessment Committee representative (and other appropriate unit staff)	Ongoing as needed (please schedule appointments with Carol to review or design surveys; lead focus groups; or develop other methods of assessment.

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OUE Assessment Activities	Date(s)
2016-17 Assessment & Outcomes (initial plans) (Alignment of revised Outcomes with unit Strategic Plans, Method of Assessment, & Achievement Target; Revised Learning Outcomes and Methods of Assessment (including direct assessment); this will be prepared in conjunction with Carol Thurman)	October 1, 2016 (revised outcomes and/or unit strategic goals due)
Assessment Workshops (General and Unit specific if requested)	Fall and Spring Semesters (Semester schedule will be emailed in September for Fall 2016 and January for Spring 2017; units may request workshops at any time)
Mid-Year Outcomes Update Report (Summer and Fall Updates)	February 1, 2017
Spring semester meeting with each unit (Provide consultation on assessment-related issues, review Mid-Year report requirements, review report guidelines, rubric, templates for the Annual Report and Assessment & Outcomes Report)	Weeks of February 6 & 13, 2017
Annual Data Collection Audit Report (Updated)	February 17, 2017
Unit Annual Report	June 1, 2017
Assessment & Outcomes Report	June 1, 2017
Peer Review of Assessment & Outcomes Report (OUE Assessment Committee)	June 8, 2017
Written revisions and summary of feedback to units on the Annual Report and Assessment & Outcomes Report by Carol Thurman	June 15, 2017
Meetings with Unit directors and/or designated staff to review reports (Annual and Assessment & Outcomes Reports)	Week of June 15, 2017

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OUE Assessment Activities	Date(s)
Revised Annual and Assessment & Outcomes Reports due to Carol Thurman	June 23, 2017
OUE Assessment & Outcomes Report and OUE Annual Report	Due to VPUE Office by July 10, 2017 and submitted to Provost's Office – July 31, 2017
2017-18 Assessment & Outcomes Report (initial) (Revised Outcomes, Method of Assessment, & Achievement Target; this will be prepared in conjunction with Carol	August – mid-September, 2017

NOTE: Dates and deadlines for the 2017-18 cycle will be released in September 2017.

***OUE Assessment Committee Members, 2016-17**

Dr. Carol Thurman, Data and Assessment Coordinator, OVPUE (chair)
 Dr. Steven Girardot, Associate Vice Provost Undergraduate Education (*ex officio*)
 Dr. Christian Braneon, Associate Director, Center for Serve-Learn-Sustain
 Ms. Fiona Brantley, Associate Director, Center for Academic Success
 Ms. Andrea Comsa, Director, Outreach and Assessment, C2D2
 Dr. Monica Halka, Associate Director, Honors Program
 Dr. Lacy Hodges, Assistant Director of CAE for Academic Transition Programs
 Ms. Debbie Pearson, Retention and Graduation Manager, OVPUE/Registrar
 Dr. Chris Reaves, Director, Center for Academic Enrichment

Attachments

Annual Report and Assessment & Outcomes Report Guidelines
 Assessment Update Feedback Rubric
 Strategic Planning & Assessment Template*

*New this year. Use the Assessment tab on the spreadsheet when you submit your Outcomes & Assessment report.

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