**Towson University**

**Approval Procedures of Assessment Plans by College**

**June 2015; updated September 2017**

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**College of Business & Economics**

The CBE Assessment Committee approves both (a) Programs (such as if a new UG or grad program is proposed in CBE) and (b) Core courses (such as if a new core course is proposed in CBE). The Assessment Calendar is found below.

**Assessment General Process & Calendar**

**Spring:**

o System review

o Data Collection (Store in database) Review assessment data collected in the previous spring

o **3rd Friday in February –** The AC will meet to review any system issues and changes. Department representatives will relay any changes or deviations from CTL Part B.

o **3rd Friday in April –** The AC will meet to review any system issues and changes.

o **3rd Friday in May –** all assessment data posted to database by departments

**Fall:**

o Review assessment data collected in the previous spring

o Report results to the departments

o Departments respond with any changes

o Changes are reviewed by the committee

o Approved changes are incorporated for spring

o **3rd Friday in August –** CBE Assessment Committee presents an update to the faculty which includes the results from the last data collected (in May) and any changes and improvements that had been implemented.

o **2nd Friday in September –** CBE Assessment Committee reviews results of the spring assessment and verifies the effect of any instrument or program changes initiated in the previous fall semester.

-“Closing-the-Loop” forms (*PART A: Assessment Committee Review*) are distributed to departments/committees by department representatives.

o **3rd Friday in October –** Assessment Committee members will meet with and provide information to the Administrative Council, CBE Curriculum Committee, Learning Excellence, Student Leadership Council and any interested parties to review the spring semester assessment results and to garner feedback from interested parties.

o **2nd Friday in November –** “Closing-the-Loop” forms (*PART B: Department/course level Documentation of Improvements/Changes*) must be returned to the AC along with any new instruments, rubrics, etc. These will be reviewed by the AC.

- Feedback from interested parties will be reviewed.

o Administrative Council: Director of AOL, Assessment Committee Chair

o CBE Curriculum Committee: department representative

o Learning Excellence: department representative

o Student Leadership Council: department representative

Submitted by Louise Laurence, Associate Dean, College of Business & Economics (spring 2015).

Assessment Calendar retrieved from http://web.towson.edu/cbe/faculty/resources.html

**College of Education**

**COLLEGE OF EDUCATION**

**Process for Approval of Assessment Plans**

1. Department Chairs, Program Directors and Coordinators, Assessment Coordinators and/or Assessment Committees, will develop assessment plans in accordance with university and accreditation requirements and submit them to the Assistant Dean. This process applies to:
   1. All new undergraduate or graduate programs
   2. All existing undergraduate or graduate programs that have substantially revised student learning outcomes
   3. All new CORE courses
   4. All existing CORE courses that have substantially revised student learning outcomes
2. Departments will notify the Assistant Dean when new or revised assessment plans have been developed at any time throughout the academic year, and will consult with the Assistant Dean as necessary to determine whether revisions to plans are substantial enough to merit re-approval.
3. Initial approval will occur at the department level. Most, if not all, departments have a departmental Assessment Committee and/or an Assessment Coordinator. In some departments, the Chair is responsible for assessment. For Graduate Programs, the Graduate Program Director is usually responsible for assessment.
4. The Assistant Dean will collaborate with the two COE representatives on the Subcommittee on Student Learning Assessment (SSLA) and the representative(s) on the University Assessment Council (UAC) to provide feedback, support with revisions, and final approval.
5. Upon final approval, the appropriate department will be notified and the revision(s) submitted to the Office of Assessment.

Submitted by Karen Robertson, Associate Dean, and Laila Richman, Assistant Dean, College of Education (summer 2017).

**College of Fine Arts & Communication**

COFAC created an Assessment Council during the 2014-2015 academic year. The constitution of the Assessment Council was drafted and approved in spring 2015; see below.

**CONSTITUTION OF THE**

**COLLEGE OF FINE ARTS AND COMMUNICATION**

**ASSESSMENT COUNCIL**

**4/20/15**

Part I GOVERNANCE

Article I

**Section 1** Membership

1. The Associate Dean of the college (*ex-officio*, non-voting).
2. The COFAC representative to the University Assessment Council (UAC).
3. The COFAC representative(s) to the Subcommittee on Student Learning Assessment (SSLA).
4. One representative from each department. The UAC and/or SSLA representative may also represent a department.

**Section 2** Terms

Representatives serve a two-year or three-year term commencing September of that year in a staggered model to ensure the continuity of discussion and initiatives. A department representative may serve unlimited consecutive terms if the department

**Section 3** Meetings of the Assessment Council

1. The college council shall schedule monthly meetings during the fall and spring semesters. Cancellation of meetings because of lack of business is permissible.
2. Meetings shall be open to all members of the university community, but participation is limited to serving members, unless an individual is formally included on that meeting’s agenda.

**Section 6** Responsibilities of the Assessment Council

1. Provide a unified COFAC voice to the University Assessment Council (UAC) and the Subcommittee on Student Learning Assessment (SSLA).
2. Provide a forum for departmental and college discussions about assessment.
3. Offer workshops and training sessions about assessment as necessary.
4. Review for approval assessment plans submitted to the COFAC Curriculum Committee following these steps:
5. Course or program proposal with assessment plan, after departmental approval, is submitted to the COFAC Curriculum Committee through the online CIM system. The submitting department also notifies the Associate Dean.
6. The COFAC Curriculum Committee approves or approves pending changes the course or program proposal but rolls back course or program proposal back to the submitting department.
7. The submitting department sends the Associate Dean the course or program proposal, syllabus (if appropriate), and assessment plan. The Associate Dean will forward the materials to the COFAC Assessment Council.
8. If approved by the COFAC Assessment Council, the Associate Dean will notify the chair of the COFAC Curriculum Committee and the chair of the submitting department.
9. The submitting department resends the course or program proposal with the approved assessment plan to the COFAC Curriculum Committee through the online CIM system.
10. The chair of the COFAC Curriculum Committee routes the proposal with assessment plan to the next level approval committee (following the CIM process).
11. If not approved, the Associate Dean will notify the submitting department about necessary changes or additions to the assessment plan and/or syllabus.

Submitted by Greg Faller, Associate Dean, College of Fine Arts & Communication (spring 2015).

**College of Health Professions**

**COLLEGE OF HEALTH PROFESSIONS**

**Process for Approval of Assessment Plans**

1. Department Chairs, Program Directors and Coordinators, Assessment Coordinators and/or Assessment Committees, will develop assessment plans in accordance with university requirements and upload them into Compliance Assist. This process applies to:
   1. All new undergraduate or graduate programs
   2. All existing undergraduate or graduate programs that have substantially revised student learning outcomes
   3. All new CORE courses
   4. All existing CORE courses that have substantially revised student learning outcomes
2. Departments will notify the CHP Associate Dean when new or revised assessment plans have been uploaded at any time throughout the academic year, and will consult with the Associate Dean as necessary to determine whether revisions to plans are substantial enough to merit re-approval.
3. The Associate Dean will collaborate with the two CHP Assessment Liaisons to the Subcommittee on Student Learning Assessment (SSLA) of the University Assessment Council (UAC) to conduct a review of the assessment plans. They will make a recommendation of approval to the CHP Curriculum Committee, or of recommended revisions to the department.
4. Plans undergoing further revisions will be resubmitted to the Associate Dean, who will initiate the review process again. Plans with recommended approval will be presented by the Associate Dean at CHP Curriculum Committee meetings, for vote on approval.
5. Plans approved by the CHP Curriculum Committee will be approved in Compliance Assist by the Associate Dean, and the departments notified.

Submitted by Marcie Weinstein, Associate Dean, College of Health Professions (spring 2015).

**College of Liberal Arts**

**CLA PLAN FOR REVIEW/APPROVAL OF ASSESSMENT PLANS**

In the College of Liberal Arts (CLA), the Associate Dean oversees undergraduate and graduate assessment. Assessment Plans are crafted within Departments and Programs. All plans must demonstrate how they ‘close the loop’. Most, if not all, Departments have a departmental Assessment Committee and an Assessment Coordinator. In some Departments, the Chair is responsible for assessment. For Graduate Programs, the Director is usually responsible for assessment.

The Assessment Coordinators meet formally with the Associate Dean once or twice every academic year and more often informally to review new Assessment Plans and/or changes to the current ones. Discussions focus on implementation, review of outcomes and how they are used to ‘close the loop’. The Associate Dean attends the annual Assessment Day events to support Department and Program representatives.

All Assessment Plans are uploaded into Compliance Assist. The Associate Dean reviews the plans and either approves them or asks for clarification and changes. The Curriculum Committee does not approve Assessment Plans. The Committee does review course proposals and affirms that syllabi include student learning outcomes and assessment methods.

Submitted by Irena S.M. Makarushka, Associate Dean, College of Liberal Art (spring 2015).

**Jess and Mildred Fisher College of Science & Mathematics**

The following information explains how the process will work for FCSM for assessment plan review:

All new programs (or existing programs with revised learning outcomes) and CORE courses (or existing CORE courses with revised learning outcomes) will have their assessment plans loaded into the database (Compliance Assist) and reviewed by the Associate Dean prior to approval by the FCSM Curriculum Committee.

Submitted by Vonnie Shields, Associate Dean, Jess and Mildred Fisher College of Science & Mathematics (summer 2017).