Office of Assessment  
Institutional Assessment Plan 2018 - 2023

Goal 1 – Program/Unit-Level Assessment of Outcomes  
Program/Unit leadership will create methods to assess programs and units using a four-year assessment planning cycle.

Program and Unit Expectation Levels:  
All programs and units will have a four-year assessment plan approved by college leadership that includes:

a. Clear and measurable student learning outcomes (academic programs) or student success outcomes (non-academic units) aligned with the CSN mission.
b. Direct and in-direct assessment methods that assure measurability of each outcome.
c. Established performance indicators for each assessment method and benchmarking values to determine success across four years.
d. An assessment schedule for implementing data collection activities
e. New academic programs approved in Fall 2016 or later must complete a Program Outcomes Matrix to provide evidence of how academic major courses support student learning and mastery of program student learning outcomes.

NOTE: In Fall 2016, existing academic programs completed Phase I of curriculum mapping.

Target 1a: By December 2021, all academic programs and non-academic units will have approved 4-year assessment plans (ongoing).
Target 1b: By December 2023, all new academic programs will have completed Phase I-Program Student Learning Outcome Matrices (ongoing).

Goal 2 – Course/Service-Level Assessment of Outcomes  
The leadership of academic courses or services will work collaboratively with faculty and staff to document student achievement of SLOs or service activity outcomes to assure student success.

Course/Service Expectation Levels:
All courses/services will be accounted for in a four-year assessment plan that outlines:

a. Clear and measurable student learning outcomes (academic courses) or student success outcomes (non-academic services) aligned with the CSN mission.
b. Direct and in-direct assessment methods that assure measurability of each outcome.
c. Established performance indicators for each assessment method and benchmarking values to determine success across four years.
d. An assessment schedule for implementing data collection activities
e. All academic courses must complete Phase II- course curriculum mapping to document how academic courses facilitate student learning and achievement of course SLOs

Target 2a: By December 2021, all course/services will be accounted for in approved 4-year assessment plans.
Target 2b: By December 2023, all programs will have completed course curriculum maps.
Goal 3 Reporting and Collaboration
Annual reporting of assessment activities will occur in academic and non-academic units.

Institution Expectation Levels:
1. The Director of Assessment will provide an annual report of all institutional assessment activity that includes:
   a. Results of assessment activities for the current assessment cycle.
   b. Reporting of outcome achievement.
   c. Summary of assessment analysis processes.
   d. Summary of how assessment results are being used for improvement.
   e. Recommendations for strategic plan priorities and coordination of assessment data collection.
2. A peer-review advisory committee will support the Office of Assessment in evaluating annual assessment reports to help determine institutional effectiveness and promote institutional improvement in assessment and reporting processes. Committee responsibilities include but are not limited to, the following:
   a. Work collaboratively as a peer-review unit to provide formative instruction to all programs and units on assessment planning and reporting for institutional improvement.
   b. Communicate accreditation updates related to assessment and activities of the Office of Assessment.
3. The Director of Assessment will present an annual report of all institutional assessment activity to the IEC annually in May.
4. The institution will use an Institutional Effectiveness Council to evaluate assessment planning and resource allocation requests and provide feedback to units for improvement of institutional effectiveness.

Target 3a: By Fall 2018, establish an Institutional Effectiveness Council.
Target 3b: By Fall 2018, the Office of Assessment advisory committee will conduct peer reviews of annual assessment reports (ongoing).

Goal 4 Professional Support and Development
The institution will support all levels of institutional assessment through best practices, professional development, and resources.

Institution Expectation Levels:
1. Promoting assessment best practices:
   a. Share best practices in assessment through recognition awards
   b. Conducting a best practices showcase in conjunction with the spring poster session.
   c. Creating an Office of Assessment newsletter each semester
2. Establishing an assessment professional development fund:
   a. Establish specifically allocated funds for assessment professional development travel.
   b. Create a protocol to promote attendance of non-tenure faculty at assessment conferences.
3. Providing resources and promoting the use of CAPE for pedagogy
   a. Provide continued support for teaching and assessment methods training throughout the year for all faculty and staff.
b. Presenting professional development workshops on assessment to academic and non-academic units when requested.

4. Providing assessment support and guidance to all areas of the college
   a. Institutional leadership will support the Office of Assessment and its director by supporting assessment policies and procedures, assuring effective assessment practices, and providing adequate staffing and fiscal resources to successfully complete tasks and responsibilities.
   b. Provide support and guidance to all faculty, staff, and administrators in the oversight of assessment processes and procedures.

**Target 4a:** By Fall 2018, facilitate professional development in teaching and assessment methodology for faculty, staff and administrators (ongoing).

**Target 4b:** By Spring 2019, The Office of Assessment will have adequate staff and fiscal resources to successfully complete tasks and responsibilities.

**Goal 5 Integration and Alignment**
Assessment will be an integral part of regular institutional practices

1. The Director of the Office of Assessment will work collaboratively with members of
   a. Institutional Research to support program evaluation (reviews).
   b. The IEC to synthesize data for completing an institutional effectiveness metric score and help determine institutional effectiveness.
   c. Planning committees to make recommendations for assessment measures, performance indicators, and benchmark values and provide guidance in decision making for budget and resource allocation requests.

2. Institutional leadership will support the integration of assessment data in program review/evaluations, tenure review, advancement, and merit processes.

3. Academic and non-academic leadership will support the Office of Assessment by working with program and unit leaders to assure that assessment plans and reports align with the CSN mission, strategic plan goals, and are submitted on time for review and approval.

**Target 5a:** By Spring 2019, program evaluation (review) policies will include evidence of assessment activities.

**Target 5b:** By Spring 2019, integrated planning, evidence of student learning and success, and the use of assessment findings will be embedded into institutional policies and procedures.

**Target 5c:** By Spring 2019, institutional student learning outcomes will be incorporated as core theme indicators in the strategic plan.

**Goal 6: Transparency**
CSN will publicly communicate its assessment findings and show progress toward institutional effectiveness.

   a. Institutional effectiveness dashboards will be updated annually to support transparency in communication of assessment findings.

**Target 6:** By May 2019, CSN webpages will contain current information on institutional assessment procedures, findings, and use for improvement.