

Institutional Assessment Processes and Procedures **11-19-14 DRAFT - Brophy**

Purpose

Institutional assessment is the process by which the University of Florida demonstrates achievement of its institutional mission through the assessment student learning and progress toward program goals in its academic programs, and the assessment of progress toward unit goals established by its administrative units. The purpose of this document is to describe the university's processes and procedures for institutional assessment and identify the associated responsibilities for their implementation.

Compliance

All institutional assessment processes at the University of Florida comply with BOG regulation 8.016 (Student Learning Outcomes Assessment), and SACSCOC core requirement 2.5 (Institutional Effectiveness), Comprehensive Standard 3.3.1 (Institutional Effectiveness), and Comprehensive Standard 3.5.1 (General Education Competencies).

Scope

Institutional assessment processes and procedures apply to all academic programs (undergraduate, graduate, professional, and certificate), general education, and administrative units within the university.

Responsibilities

Responsibilities for Institutional Assessment of Academic Programs

The University of Florida is a comprehensive learning institution. To that end, the university requires the assessment of student learning and program goals in all of its undergraduate, graduate, professional, and certificate programs. The Office of Institutional Assessment is responsible for the oversight and management of all academic assessment matters, and the Academic Assessment Committee is the official university body that takes action on these matters. Program faculty responsibilities are to:

1. Establish Student Learning Outcomes (SLOs) and program goals that meet guidelines established by the Academic Assessment Committee.
2. Identify specific points in the program where the SLOs will be assessed.
3. Assess, measure, and evaluate all or a subset of the established student learning outcomes annually in all undergraduate, graduate, and professional programs that lead to a degree, with the proviso that all outcomes must be covered within a three-year cycle.
4. Assess, measure, and evaluate all program goals annually.
5. Assess, measure, and evaluate certificate programs at least once in a three-year cycle.
6. Submit Academic Assessment Plans to the Office of Institutional Assessment that (a) present the SLOs and program goals, (b) describe the program's procedures for direct and indirect assessment of the SLOs, (c) describe the program's procedures for measuring program goals, (d) provide at least one example of a measurement tool used to measure student learning, and (e) list the primary assessment contacts for the program. These plans are due by the due date published by the Office of Institutional Assessment, and are subject to approval by the Academic Assessment Committee.
7. Submit assessment data reports for a given academic year by the due date published by the Office of Institutional Assessment.

Responsibilities for Institutional Assessment of General Education

The mission of the General Education Program at the University of Florida is to provide instruction in common collective knowledge about the world that enables students to communicate, to make informed decisions about many aspects of their lives, to understand and to participate fully as informed citizens in local, national and global matters. The assessment of general education at the University of Florida is a measure of the university's effectiveness in meeting this mission and the degree to which students master the General Education student learning outcomes.

The responsibility for the assessment of General Education is shared by the General Education Committee, the Academic Assessment Committee, and the faculty who teach UF's general education courses. The General Education Committee is responsible for the oversight and management of the General Education program, the development of assessment procedures, and implementation of an indirect program assessment. The Academic Assessment Committee is responsible for the review and approval of General Education assessment protocols. The faculty who teach general education courses are responsible for full participation in the direct assessment process, and for operationalizing the assessment.

Responsibilities for Institutional Assessment of Administrative Units

Administrative units at the University of Florida are the Colleges, Vice Presidential and Senior Vice Presidential units, the Libraries, and the Graduate School. Each administrative unit is responsible for developing and implementing a process that evinces the extent to which the unit is operating within the university mission and is meeting its goals and objectives.

Administrative unit responsibilities are to:

1. Establish goals, and the action items and measures for those goals.
2. Identify specific times in the year where the action items and measures are planned.
3. Assess, measure, and evaluate all or a subset of the actions items/goals annually.
4. Submit annual Institutional Effectiveness Plans that present the unit's goals, describe the action items and measures planned, and list the primary assessment contacts for the program. These must be submitted by the due date published by the Office of Institutional Assessment.
5. Submit data reports for a given fiscal year by the due date published by the Office of Institutional Assessment.

Institutional Oversight

Support for the implementation of UFs *Institutional Assessment Processes and Procedures* is provided by two standing university committees: the Academic Assessment Committee and the General Education Committee. The Office of Institutional Assessment and the Director of SACSCOC Accreditation provide support for these committees, all UF faculty, and administrators in all assessment and accreditation matters.

Ultimate oversight of Institutional Assessment activities resides with the Provost and Senior Vice President for Academic Affairs. Responsibility for enforcement within each division or college resides with the Senior Vice Presidents, Vice Presidents, and Deans.

Review

Institutional Assessment Processes and Procedures will be reviewed annually and modified as needed (a) to reflect changes in University staffing or structure, (b) revision of the principles of accreditation, or (c) modifications instituted by the Academic Assessment and/or General Education Committees.

Resources

- Office of Institutional Assessment, assessment@aa.ufl.edu.
- Office of SACSCOC Accreditation, <http://sacs.aa.ufl.edu/>
- Due dates and procedures – [Academic Assessment](#); [Institutional Effectiveness](#)