

Evaluation Review Procedures **Academic Support Committee**

As referenced in the St. Ambrose University *Faculty Handbook* (section 2.2.7) and mandated by the President, all co-curricular and administrative offices or departments that the Academic Support Committee (ASC) consults with are to present an Evaluation/Assessment Plan to the ASC by the end of fall 2005. The information that follows identifies the specific policies and procedures that the ASC will operate under during this and upcoming academic years as it relates to consultation on the evaluation/assessment plans presented to the Committee.

- All offices or departments identified in the *Faculty Handbook* are requested to submit their evaluation/assessment plan to the Chair of the ASC no later than December 15, 2005. Such plans should contain, at a minimum: 1) a mission statement, 2) goals and objectives, 3) specific plans for evaluating/assessing the goals and objectives, and 4) a timeline for implementation. A letter from the supervising Vice President of record indicating that he or she has reviewed and supports the plan must accompany the submittal of the evaluation/assessment plan; electronic submittal is preferred.
- The Chair of the ASC will schedule a meeting with each office or department to be held during the spring 2006 semester. The office or department will present the plan and respond to any questions that the ASC has. The ASC will make suggestions to the person submitting the plan about how it might be improved. Motions made by the ASC will be generally on acceptance of the plan. The final version of the accepted plan will be deposited with the Associate Vice President for Assessment and Institutional Research who will keep a copy and post an electronic version on the university assessment web site.
- In addition to responding to issues brought forth by the university community, offices or departments that consult with the ASC will be asked to review their annual assessment update (<http://web.sau.edu/assessment/AnnualAssessmentUpdate.htm>) during an annual meeting with the ASC.
- Every fifth year, each department or office that consults with the ASC will be asked to engage in a program review, similar in scope to what academic departments do with the Educational Policies Committee. As with the initial evaluation/assessment plan, a letter must accompany this review from the supervising Vice President of record indicating that he or she has reviewed and supports what is being submitted to the ASC. The review will be a formal document that must contain, at a minimum: 1) an indication that the mission, goals, and objectives have been evaluated for currency and any changes that have been made since the initial submittal of the evaluation/assessment plan, 2) a summary of the direct and indirect measurements made of the goals and objectives, 3) changes made as a result of the evaluation/assessment of the goals and objectives, 4) whether the changes were effective in improving outcomes, and 5) thoughts about future directions for the office or department. The final version of the accepted review will be deposited with the Associate Vice President for

- Assessment and Institutional Research who will keep a copy and post an electronic version on the university assessment web site.
- In order to facilitate the ongoing business of the ASC, offices will be initially reviewed using the following schedule, and every five years after.
 - 2008-2009: Admissions, Bookstore, Career Center, Financial Aid
 - 2009-2010: General Accounting, Information Technology, O'Keefe Library
 - 2010-2011: Records and Registration, Student Accounts, Student Success Center

Any questions or comments about the policies and procedures should be directed to the Chair of the Academic Support Committee.