Name of Policy: <u>Assessment of Student Learning</u> **Policy Number**: 3364-72-54 **Approving Officer**: President **Responsible Agent**: Provost and Executive Vice President for Academic Affairs **Scope**: All graduate and undergraduate degree programs	THE UNIVERSITY OF **TOLEDO** 1872 **Original effective date**: March 3, 2021

☒	New policy proposal	☐	Minor/technical revision of existing policy
☐	Major revision of existing policy	☐	Reaffirmation of existing policy

(A)   Policy statement

The University of Toledo recognizes that assessment of student learning is integral to effective teaching and learning. Consistent with its mission, the University of Toledo strives to help students obtain a world-class education, and as such is committed to the continuous improvement of curricular and co-curricular programs, informed by the assessment of student learning.

(B)   Purpose of policy

The purpose of this policy is to articulate the requirements for assessment of student learning outcomes and the use of results to improve curricular and co-curricular programs; and to specify the roles and responsibilities for implementing and overseeing assessment processes to assure the University of Toledo fulfills its primary mission as an educational institution.

(C)   Scope

- Academic degree major and certificate programs
- Core curriculum program
- Academic and student support service units responsible for co-curricular learning
- Colleges
- Divisions responsible for co-curricular learning

(D)   Requirements

(1)   The University of Toledo's assessment process requires academic programs, including the core curriculum program, and student support service units offering co-curricular learning experiences to prepare, and submit the following to the Provost, through their respective Deans or Vice President/Provosts:

(a)   An assessment plan

      (b)   A current curriculum map

      (c)   An annual assessment report

      This documentation is required in addition to any other evaluation-related reporting obligations, such as those for program review, specialized accreditation, and sponsored research.

(2)   The University of Toledo's assessment process requires colleges and divisions overseeing offices that offer co-curricular programs to submit the following to the Provost:

      (a)   An annual college/divisional-level assessment report

(E)   Roles and Responsibilities

(1)   The Provost has overall responsibility and oversight for the institutional outcomes assessment process.

(2)   The University Assessment Committee, as charged by the Provost, is responsible for the design and implementation of the institutional assessment process. The committee is also responsible for reporting institutional-level findings to the Provost for his or her use in decision-making related to budget and resource allocation.

(3)   Faculty Senate has overall responsibility and oversight for the assessment of the core curriculum. Responsibilities include:

      (a)   Maintaining a current assessment plan and curriculum map;

      (b)   Ensuring that departments contributing courses to the core curriculum:

          (i)   carry out course-level assessment processes based on best practices in their discipline;

          (ii)   submit an annual report to the Faculty Senate and University Assessment Committee documenting their analysis and evaluation of their students' performance, including the context, evidence, and justification of course-level decisions informed by assessment results.

      (c)   Appointing one or more persons to serve as a representative of the core curriculum to the University Assessment Committee.

(4)   The Office of Assessment, Accreditation, and Program Review, under the direction of the Provost or his/her designee, and in conjunction with the University Assessment Committee, implements and maintains the institutional assessment process, and provides professional development resources for faculty and staff members. The office also supports the Faculty Senate in implementing and maintaining the core curriculum program's assessment process.

(5)   The Dean and Vice Presidents/Provosts have overall responsibility for the assessment of student learning within the college/unit.

    (a)   Deans/VPs are responsible for ensuring all academic programs and service units offering curricular and co-curricular programs:

        (i)   carry out individual program assessment processes based on best practices in their discipline;

        (ii)   maintain a current assessment plan and curriculum map;

        (iii)   submit an annual report to the college and University Assessment Committee documenting their analysis and evaluation of their students' performance, including the context, evidence, and justification of program-level decisions informed by assessment results.

    (b)   Deans/VPs are responsible for submitting an annual report to the University Assessment Committee analyzing program-level results to help inform college/divisional-level decisions related to budget and resource allocation.

    (c)   Deans/VPs are responsible to appoint one or more persons to serve as the liaison to the University Assessment Committee.

(6)   University Assessment Committee Liaison

    (a)   Must be a full-time faculty, academic administrator, or staff member

    (b)   Responsible for:

        (i)   Collecting and reviewing individual program assessment plans and reports;

        (ii)   Providing feedback to faculty and staff about the quality of their assessments;

        (iii)   Providing college/divisional-level reports to the Dean/VP for approval prior to submission to the University Assessment Committee

        (iv)   Participating in University Assessment Committee meetings and sponsored events to represent their college/division's interests

(F)   Definitions

Academic Program: A formal course of study that leads to a degree or a stand-alone certificate.

Assessment Plan: A document that articulates the academic program or service unit's intended student learning outcomes, methods to be used to measure these outcomes, and provides examples of how faculty/staff use the data measured to impact decisions to improve student learning.

Assessment Report: An annual report from an academic program or service unit that describes the student learning outcomes measured during the past year, the findings from those assessments, and how the specific results were used to make decisions and improvements related to student learning.

Core Curriculum Assessment Report: An annual report from a department teaching a course(s) in the core curriculum that describes the student learning outcomes measured during the past year, the findings from those assessments, and how the specific results were used to make decisions and improvements related to student learning.

Co-Curricular Program: Intentionally designed learning opportunities sponsored by the University of Toledo that fall outside of the scope of a credit-bearing course. They are purposefully aligned to, and support student development in, one or more of the institutional student learning outcomes (ISLO). Each academic program and service unit that offers co-curricular programming is responsible for: (a) determining the program's alignment with the ISLOs; and (b) assessing and reporting the program's impact on students' learning.

Service Unit: An organization that offers co-curricular learning opportunities in fulfillment of the University's mission, but does not offer credit-bearing courses that lead to an academic degree or certificate. (i.e. Student Affairs, Library)

Student Learning Outcomes: Statements that describe the desired knowledge, skills, attitudes, and habits of mind that students take with them from a learning experience- what students should know, think, and be able to do upon completion of an academic or co-curricular program.

Approved by: /s/ Gregory C. Postel, M.D. President March 3, 2021 Date *Review/Revision Completed by:* *Provost and Executive Vice President* *for Academic Affairs* *SLT*	**Policies Superseded by This Policy:** • *n*/a Initial effective date: March 3, 2021 Review/Revision Date: n/a **Next review date: March 4, 2024**