

Call for Program Assessment for AY17-18

February 5, 2018

Dear Deans and Department Heads,

The Office of the Provost would like to thank you for your quick work over the summer to create departmental webpages where your program learning outcomes and assessment documents are posted. We also want to share with you the work that the Assistant Provost and your colleagues on the Assessment and Outcomes Committee have been doing since our accreditation visit in October. We want to personally thank [the members of this Committee](#) for the many hours they have spent working to improve our academic program assessment processes.

New and updated materials are available to help you with your annual program assessment reports. The Office of the Provost, upon recommendations from the Assessment and Outcomes Committee, has updated the Program Assessment page https://www.montana.edu/provost/assessment/program_assessment.html to provide information on planning, reports and resources. Below is a screen shot of the new page. The items listed as “Templates” are the actual forms, but the other links will provide supporting information and examples of mock program reports. The Assistant Provost and the Committee will update the information on this page with additional resources and will work diligently each year to review and provide feedback on each assessment report to help facilitate meaningful and timely assessment of all of the academic programs at MSU. Yes, you read that correctly, you will receive feedback from a committee of your peers that you may use to help improve assessment processes.

Undergraduate programs (and associated minors) will be assessed annually. Most of you have already submitted a program assessment plan, please review it and update the timeline if needed. For those of you who do not have a plan, or your plan is annual, we will need an assessment plan from you as well. You should contact the Assistant Provost, Rachel Anderson, if you need assistance or would like someone to visit with your department or with a departmental assessment committee. The Office of the Provost wants to support your assessment effort so that it becomes a productive and meaningful exercise that helps you to improve students learning in your many programs.

In response to your feedback we are also changing the schedule for graduate program assessment. The Assessment and Outcomes Committee recommended that the PhD and Master’s assessment be combined in a single report. To implement that recommendation a graduate assessment cycle has been developed with the following Colleges scheduled to turn in graduate assessment reports in 2018 (and all even years) and the remaining (also below) turning in reports in 2019 (and all odd years). For full details please see “[Graduate Assessment Cycle](#)”

2018 and all even years:

Agriculture
Business
Graduate School
Letters & Science

2019 and all odd years:

Arts & Architecture
EHHD
Engineering
Nursing
Interdisciplinary

Assessment Plans

All academic programs at Montana State University are required to have an assessment plan. The plans should be periodically updated. Please send new Assessment Plans to programassessment@montana.edu.

- [Current Program Expected Learning Outcomes](#)
- [Current Assessment Plans & Reports](#)
- [Step-by-Step Assessment Plans \(PPT\)](#)
- [Template: Annual Program Assessment Plan](#)
- [Example: Assessment Plan](#)
- [Template: Graduate Assessment Plan](#)

Assessment Reports

All academic programs at Montana State University are required to submit a report on the previous year's assessment activities annually. The annual reports are due on September 15th each year. Please submit Undergraduate and Graduate Program Assessment Reports to programassessment@montana.edu.

- [Template: Annual Undergrad Program Assessment Report](#)
- [Current Assessment Plans & Reports](#)
- [Template: Biennial Graduate Assessment Report](#)
- [Graduate Assessment Cycle](#)

Resources

- [Program Assessment Overview](#)
- [Assessment Plan - Example](#)
- [Assessment Report - Example](#)
- [Wabash National Study of Liberal Arts Education](#)
- [VALUE - Association of American Colleges & Universities](#)

Thank you all for your commitment to student learning. Please submit all reports to programassessment@montana.edu and remember to post them on your department's program assessment webpage.

Sincerely,

Robert L. Mokwa, Executive Vice President for Academic Affairs and Provost

Tami Eitle, Interim Associate Provost

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