

Marywood University

Policies and Procedures

Annual Assessment Review Policy

Policy Statement:

The systematic tracking and recurring evaluation of assessment data and changes made within departments to meet strategic objectives and learning outcomes is essential to the functioning of academic and administrative departments. The process of tracking and evaluation can be completed through reports made to accrediting bodies and through this assessment reporting process.

Ongoing reporting is integral to moving Marywood University forward in the following ways:

1. Centralized data collection ensures continuous and consistent records of assessment and improvement through leadership changes within departments.
2. Allows departments to use data specific to their areas to make data-informed decisions.
3. Allows departments to own their assessment process, ensuring that assessment is relevant and meaningful to their area.
4. Satisfies assessment requirements articulated by the Middle States Council on Higher Education (MSCHE).

Definitions:

N/A

Procedures:

Process:

- I. Departmental Responsibility: The chair or supervisor within the department will be responsible for collection and annual reporting of assessment data within their department using the Annual Assessment Report Form.

[Link to Annual Assessment Report Form](#)

Because of the variability within departments, each unit will determine the number of annual assessment reports required by their department in accordance with their needs.

- a. Example: The department of Communications, Language, Literature which contains three distinct areas may choose to provide three assessment reports for the department (English, Language, and Communications) or, if it is more beneficial to the department, a single assessment report comprising the entire department. The Fiscal Department has Purchasing/ Accounts Payable Office that may want to do separate reports.
 - b. Decisions regarding the number of assessment reports for departments and changes made to reporting departmental assessment must be sent by email to institutionalresearch@maryu.marywood.edu no later than February 1st in the academic year prior to when the department's Annual Assessment Report is due.
 - i. Example: Changes to assessment reporting for a department reporting on the year 2022-2023 must be received by the Office of Planning and Institutional Effectiveness no later than February 1st, 2022.
- II. Assessment Collection: Annual Assessment report, supporting evidence and assessment plan for the current year must be sent to institutionalresearch@maryu.marywood.edu no later than the 1st day of the Fall Semester.

- a. Example: Annual Assessment report and supporting evidence for the academic year 2020-2021 and the assessment plan for the 2021-2022 academic year must be sent by email to institutionalresearch@maryu.marywood.edu no later than the 1st day of class for the 2021 Fall Semester.
 - b. Formatting of the Annual Assessment Report will be determined by the Office of Institutional Planning and Effectiveness.
- III. Assessment Review: The Outcomes Assessment Committee will review Annual Assessment Reports and supporting evidence during the fall semester of each academic year to determine if all required documentation has been submitted. If documentation is missing, the Outcomes Assessment Committee will request that the department provide the materials to the Committee by the end of the semester.
- IV. Requirements to File: All academic departments will be required to submit an Annual Assessment Report except under the following circumstances:
 - a. Departments and programs with ongoing accreditations through external organizations will not be required to submit an Annual Assessment Report. Rather, these departments and programs shall submit all reports generated for their accrediting body.
 - b. After two full cycles of assessment (program review and assessment reporting), departments can apply for biennial assessment, meaning assessment reports would only be due every other year.

Related Policies/ Committees:

Self-Study of Academic Departments and Professional Departments Policy

Outcomes Assessment Committee

Policy History:

1/21/21- The establishment of this policy was approved by the President of the University as recommended by the Academic Council at their 1/13/21 meeting.

3/17/2022- The President of the University approved the revisions as recommended by the Policy Committee.

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**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**