Andrews University
Academic Assessment Process Map

Academic Departments
1. Develop assessment plans for each program (mission, outcomes, measures, achievement targets)
2. Collect and review data annually as a department
3. Identify areas for improvement and develop action plans
4. Report assessment findings and action plans to Dean’s Office
5. Make necessary changes to curriculum, bulletin, etc.
6. Recheck achievement of outcomes in following semester/year
7. Adjust program as necessary

College/School
1. Collect & review departmental assessment reports
2. Share pertinent assessment information in Chairs Council or with school faculty as needed
3. Make decisions for improvement at school level (resources, program, delivery, professional development, strategic planning, etc.)
4. Report key findings & action plans to Provost

General Education, Honors, etc.
1. Develop assessment plans for core curriculum and components
2. Collect and review data annually in committee/sub-committee
3. Identify areas for improvement and develop action plans
4. Report assessment findings and action plans to Provost’s Office, Deans, Department Chairs, & faculty as needed
5. Recheck achievement of outcomes in following semester/year
6. Adjust program as necessary

Provost
1. Collect & review assessment reports (school, general education, honors, institution, etc.)
2. Identify areas for follow-up in Dean’s Council, Academic Admin. Council, Cabinet, etc.
3. Make decisions for improvement at institution level (resources, program, delivery, professional development, strategic planning, etc.)

Institutional Assessment
1. Monitor departmental assessment activities
2. Manage institution-wide assessment plan (including rotating assessments for various interest groups or institution mission)
3. Collect data annually
4. Review in assessment committee
5. Identify areas for follow-up
6. Distribute data to stakeholders with notations & recommendations from committee
7. Make decisions regarding upcoming assessments and professional development (in cooperation with appropriate groups)

Budget

Board

Staffing

Voted September 26, 2011