**East Central College**

**Instructional Assessment Plan**

#### **Assessment and Planning Statement of Mission and Purpose**

East Central College serves a diverse community of learners. The mission of this committee is to improve student learning, leading to improved retention and completion.

**Assessment Committee Structure**

The Assessment Committee is a standing committee chaired by faculty.

The Committee has a chair and two co-chairs. The chairs are each responsible for managing assessment processes within the committee. (Classroom Assessment, Program Review Process, Division/Departmental Assessment Plan, Institutional Assessment Plan)

Faculty on the assessment committee serve as Assessment Liaisons between the committee and their corresponding academic units. Faculty are asked to make at least a **three year** commitment to the Assessment Committee to preserve continuity in the processes of the committee. The Chairs of the Assessment Committee are allotted 3 hours of release time per semester to fulfill the duties laid out in this plan. Currently, the chairs are tasked with overseeing the process of a certain piece of the Institutional Assessment (Course Level, Departmental/Division Level, and Program Level).

Current members and their departments:

Instructional

Chris Swanson – Communications Department – Co-Chair

DeAnna Cassat – Business Department – Co-chair

Dr. Elizabeth Winters-Rozema - Biology

Gregory Stotler – Education Department – Chair

Jessica Van Leer – Nursing Department

Joe Hovland – Culinary Department

Matthew Gifford – Philosophy/Religion Department

Dr. Matthew Monzyk – Science Department

Mike Palazzola – Culinary Department

Nathan Esbeck – Industrial Engineering Technology Department

Robyn Walter – Dean- Nursing & Allied Heath

Sarah Sexton – Math Department

Susan Henderson – English Department

Dr. Wendy Pecka – Psychology/Sociology Department

Non-Instructional

Courtney Henrichsen - Coord, Campus Life/Ldrshp, Student Activities

Stephanie Hebert - Coord., Student Service Cntr, Student Development

Bethany Lohden - Dir, Rsrch, Assmt & Planning, Research and Assessment

Dana Riegel - Research Analyst, Institutional Research

The Committee is discussing committee members taking on the role of Assessment Liaison within their divisions. They will become the representatives of good assessment practices and a voice of the committee within particular department or division. Liaisons will communicate the expectations of the committee to the college and community.

The Committee is responsible for:

* Reviewing institutional assessment plan and efforts.
* Oversight of implementation and correlation amongst data/results.
* Providing feedback and support to divisions and/or programs.
* Developing and maintaining program review processes and schedules.
* Managing and documenting outcome data.
* Communicating to divisions on matters related to assessment.
* Communicating to the Chief Academic Officer/Dean of Instruction/Dean of Career and Technical Education/ Dean of Health Sciences on work of the committee.

#### **Institutional Research, Assessment & Planning (IRAP) Office**

IRAP facilitates the collection and interpretation of institutional and assessment data to support informed decision-making at all institution levels for the purpose of improving the quality of programs and services at ECC. The IRAP Office reports directly to the President of the college.

#### **Academic Divisions and Departments**

Each academic unit of the college maintains an **assessment plan**. These Division/ Departmental Plans outline the broad learning objectives and detail of specific learning outcomes for the academic unit. The plans detail how and what data is gathered and define reporting cycles.

In conjunction with the division/department planning documents, assessment data guides faculty and staff in curriculum design and modification, testing and other course decisions. The assessment plans and division/department planning documents are maintained on file through the college’s Assessment Moodle Page, Office of Instruction, the division chair of the corresponding departments, appropriate coordinators and the college’s assessment webpage.

The Institutional Assessment Plan is maintained, modified and updated by the Assessment Committee. The plan reflects the institutional goals in assessing student learning objectives as well as other institutional goals.

*Current List of Instructional Departments:*

* 1. *Art & Graphic Design Department (AFA)*
  2. *Career & Technical Education Department*

*(Accounting, Business, Computer and Information Science)*

* 1. *Culinary Arts Department*
  2. *Developmental Education Department*
  3. *Education Department*
  4. *EMS/Paramedic Department*
  5. *Fire Technology Department*
  6. *Health and Information Management Department*
  7. *Humanity & Fine Arts Division*

*(Communication, Foreign Language, English, Theatre, Journalism)*

* 1. *HVAC/R Department*
  2. *Industrial Engineering Technology Department*
  3. *Mathematics, Engineering, Science Division*

*(Biology, Chemistry, Physical Sci., Engineering, Math)*

* 1. *Medical Assisting*
  2. *Music Department (AFA)*
  3. *Nursing Department*
  4. *OTA*
  5. *Precision Machining Department*
  6. *RAD Tech*
  7. *Social Sciences Division*

*(Psychology/Sociology, Philosophy/Religion, History, Econ, Physical Ed.)*

*~~Non- Instructional Departments~~*

* 1. *~~Admissions~~*
  2. *~~Adult Education & Literacy Programs~~*
  3. *~~Advising and Counseling Services~~*
  4. *~~Athletics~~*
  5. *~~Bookstore, Mail, Imaging Services~~*
  6. *~~Campus Police~~*
  7. *~~Center for Workforce Development~~*
  8. *~~Distance Education~~*
  9. *~~Dual Credit & College Readiness~~*
  10. *~~Facilities and Grounds~~*
  11. *~~Financial Aid~~*
  12. *~~Financial Services~~*
  13. *~~Food Services~~*
  14. *~~Grants~~*
  15. *~~Human Resources~~*
  16. *~~Information Technology~~*
  17. *~~Learning Center~~*
  18. *~~Library Services~~*
  19. *~~Public Relations~~*
  20. *~~Purchasing~~*
  21. *~~Registration~~*
  22. *~~Satellite Campuses – Rolla~~*
  23. *~~Student Activities~~*
  24. *~~Student Service Center~~*

**Assessment Processes**

Units of the college adopt and maintain assessment plans appropriate to their program of study, curriculum, academic discipline or function. Collectively, these assessment plans guide the efforts of faculty and staff in measuring student learning, analyzing effectiveness and improving college operations. Information regarding these assessment plans can be found on the college’s website [www.eastcentral.edu](http://www.eastcentral.edu/) or on file in the appropriate division office. The following plans are maintained and reviewed annually:

Course Assessment Plans

Division/ Departmental Assessment Plan

Program/Department Review Processes

This document outlines a framework for assessment at East Central College. It addresses assessment at the institutional, department/program, and individual course levels. The overall goals of assessment are to program quality. The Assessment Committee recognizes that assessment must be systematic and on-going. All academic departments as well as specified administrative departments must participate in assessment activities. The academic departments focus on assessment of student learning. Administrative departments focus on the operational goals of services the College provides to students. The Assessment Committee facilitates and supports assessment efforts in both the academic and administrative areas.

**Reporting Methods**

The following methods of reporting will be utilized to share the assessment processes at East Central College:

**Assessment Plan Objectives**

Published on the Assessment webpage.

**Annual Assessment Report**

Published report that describes a summary of what the college has done for the

academic year (i.e. outcomes of departmental/program assessments and review

processes)

The Assessment Committee Moodle page maintains the most current templates and procedures for each assessment item.

***Layout***

1. Institutional Assessment

* The College’s Strategic Plan delineates major goals, strategies, and objectives.
* The goals listed in the annual plans of academic and administrative departments are required to be related to some facet of the Strategic Plan.
* Institutional Research develop benchmarks/targets for each major goal in the Strategic Plan and tracks performance through the College’s Dashboard.
* Institutional Research reports the results of institutional assessment on a regular basis to senior management and to the public.

1. Assessment by Academic Departments

* The Assessment Committee provides faculty oversight of the processes for assessing student learning outcomes at the course, program, and institutional levels. They also advise on assessment policy and best practices.
* The assessment of student learning by academic departments will be guided by the institutional Common Learning Outcomes and specific course objectives.
* The assessment cycle for academic departments will have a length of two years (four semesters). This will allow those departments/programs that need more time to collect meaningful data to do so. It also provides the flexibility for some departments/programs to complete their assessment of student learning over three semesters.
* Outcomes of assessment plans must be related to one or more program goals.
* Assessment of student learning at the program level will involve the overall assessment of learning across appropriate courses.

**Importance of Growth/Understanding**

Meaningful assessment requires exposure to best practices and growth in our understanding of quality measurements. Encouraging faculty to take advantage of conferences and professional learning opportunities. An example would be attending the Assessment Institute in Indianapolis to explore and examine other institutional methodologies and practices.

**Assessment Plan Scoring Rubric**

**(Under Committee Review)**

**Common Learning Objectives**

*The Following Common Learning Objectives (CLOs) will be achieved by all students who complete a cohesive program of study:*

<http://catalog.eastcentral.edu/preview_degree_planner.php?catoid=4&poid=421&print>