



**Be seen. Be heard. Be empowered.**

**MINOT STATE UNIVERSITY**  
Academic Program Assessment

## Purpose

Academic program assessment's purpose is to ensure quality, clarity, consistency, and organization of assessment planning, projects, and reports and to ensure their effectiveness for student learning, programmatic, and institutional improvement.

**Key Resources:** [Yearly Program Assessment](#); [Academic Assessment Calendar](#)

## Policy for Yearly Program Assessment

Vice President for Academic Affairs (VPAA) and faculty collaborate on the production and completion of yearly program assessment (YPA). The Director of Academic Assessment (DAA) supplements senior leadership for the purposes of direct oversight, training, resource development, and day-to-day administrative integration, continuity, and organization. Faculty are charged with maintaining and completing the process, outlined in steps below. The academic assessment committee will facilitate the process and communication to relevant constituencies.

All academic units that teach certificate, undergraduate- and graduate-degree programs participate in YPA, either through the University's proprietary process or through the use of secondary accreditation processes and documentation. Faculty use the [official university template](#) to facilitate YPA. The program Chair submits YPAs, via email, to the VPAA and DAA. Submission occurs annually, and programs should review the [MiSU Academic Assessment Calendar](#) as a guide for details of process and timeline.

## Procedure for Yearly Program Assessment

- Step 1:** Review and update program goals and outcomes as necessary.
- Step 2:** Submit an assessment **plan** to the VPAA's office. The assessment **plan** describes which goals and outcomes are assessed, additional planning methods, and targets set.
- Step 3:** Initiate assessment **projects**. Programs follow proposed planning parameters, collect data, and answer assessment goal/outcome question(s).
- Step 4:** Write assessment **reports**. Program faculty/students discuss what gathered data means within the individualized context, writing a summary focusing on where and how improvements to student learning and program operation, directly or indirectly, are promoted.
- Step 5:** Submit **YPAs** to the VPAA and DAA for cataloging and review.
- Step 6:** The VPAA's office **reviews** and returns reports to the program's Chair within the same academic year. Timeline particulars are listed in [MiSU Academic Assessment Calendar](#).