



Vice President for Academic Affairs

**Assessment Day**  
**February 18, 2020**  
**Student Center Conference Center**

**Schedule**

- 8:30-9:00 a.m. Coffee and various breakfast breads outside the Conference Center
- 9:00 – 10:00 a.m. HLC update & discussion
- 10:00 – 10:45 a.m. General Education Assessment Report and Activities
- 10:45 – 11:00 a.m. Break
- 11:00 – 11:30 a.m. Co-Curricular Assessment Development Report
- 11:30 a.m. – 12:00 p.m. Presentation of revised modality/location review process
- 12:00-1:00 p.m. Break for lunch
- 1:00 – 3:00 p.m. Modality/Location Review—please work on this in departmental groups for a while at least to get feedback and ask clarifying questions before returning to your departments to complete the work.

**Modality/location review due no later than March 1, 2020, preferably today.**

**HLC Update and Discussion**

1. Produce all requested documentation, complete, organized and accessible when requested by HLC, the team, IAC or Board. (2A)
2. Develop, implement, and monitor a plan to assure that course level outcomes are being assessed to the extent necessary to ensure outcomes are being met for all programs and in all modalities. (3A/4B)
3. Develop and implement policies and processes to ensure that the work, contact hours, and assessment practices for all courses taught in a compressed format are equivalent to their 16-week counterparts. (3A)
4. Provide copies of syllabi for any and all courses offered through multiple modes of delivery, demonstrating that the scope and specified learning outcomes and activities for the courses are equivalent. (3A)
5. Retain its suspension of scheduling 2-week classes until these new processes have been fully implemented. (3A)
6. Implement, monitor, and ensure that all course syllabi contain a minimum standard of information as approved by the Faculty Council by designing a syllabus template that includes

but is not limited to: outcomes, term, number of credits of the course, work schedules or assignments, and critical course and institutional policies. (3A)

7. Create and implement a review process and accountability system to ensure that all syllabi comply with these expectations. (3A)
8. Provide a detailed assessment plan that includes learning outcomes and standardized assessment practices in co-curricular programming and activities. (4B)
9. Designate a place and establish a procedure in which all assessment data is reviewed, stored and available to constituent groups. (4B)
10. Provide two complete cycles with clear evidence that it consistently and systematically links its planning process, assessment of student learning, and budget prioritization. Further, the institution must take steps to establish appropriate policy to assure that the process is systematic and sustainable beyond current personnel, who have institutional history and know how the system works. (5C)

(See <https://www.minotstateu.edu/accreditation/2020.shtml> for links to evidence.)

### **Information for the Modality and Location Review...**

[Syllabus Integrity Review \(SIR\)](#) – Includes the purpose, policy, and procedure for each of the following reviews of syllabi. (See <https://tinyurl.com/wvmuhxa>.)

- General syllabus review – completed in Simple Syllabus by chair)
- Compressed format review – completed in Simple Syllabus by chair and Academic Assessment Committee
- Modality and location review – completed by faculty teaching each course; approved and monitored by the chair. Form located at