



August 31, 2023

From: Kevin B. Vichcales, Ph.D.
Associate Provost for Undergraduate and Graduate Education
SACSCOC Liaison

To: Deans

Re: Annual Program Reviews 2023-24

As part of the University of the Incarnate Word's commitment to educational excellence and support for a culture of assessment, we allocate time to assess program goals and student learning outcomes using the Annual Assessment of UIW Academic Programs template (see attachment). This template is utilized by all academic programs not scheduled for their 5-year Program Reviews this fiscal year. Please distribute to your relevant faculty leads (chairs, directors, coordinators) at your earliest convenience to initiate this annual process.

The template itself is nearly identical to that used in prior years with only minor edits. The template's format is inspired by the lessons of Dr. Barbara Walvoord, author of *Assessment: Clear and Simple*. You will note that the form uses a two-step completion process. All sections on Page 1 and the unshaded boxes on Page 2 should be completed toward the beginning of the academic year. The blue shaded boxes on Page 2 are intended for completion towards the end of the academic year. As a target deadline for completion of the process I have selected Wednesday, May 1, 2024.

In recent years the most frequently asked questions pertained to the primary purpose and intended audience of the form. The goal of assessment is to help students learn. The reporting process is, therefore, designed to: (a) facilitate related dialogue between program faculty (and their deans); and (b) encourage them to use current information about student learning assessment to improve their programs. Of course, these reports are also of interest to a wide range of other key stakeholders including current and prospective faculty members, current and prospective students, as well as any others directly involved in accreditation efforts.

Please review the template and next steps outlined on the following page. If you have any questions or require assistance, please contact me at your convenience. For your information, the Provost's Office is creating a Canvas site which will contain information pertinent to this process, provide easy access to communications and templates. More information regarding the site will be forthcoming upon completion. I wish to take this opportunity to thank you for your assistance with facilitating UIW's Annual Program Review process.

SUGGESTED NEXT STEPS & TIMING

Step	Description	Timing
1. Share Materials	Distribute the assessment template, my cover memo, and this listing to colleagues who teach in your program.	ASAP
2. Reflect on AY 22-23	Look back to the prior year to see what assessment efforts were undertaken and what improvements were made as a result.	ASAP
3. Pick an Outcome	Select <u>one</u> student learning outcome you are most interested in assessing this year.	Early fall department meeting
4. Identify Existing Assignments/Exams	Consider what existing assignments and/or exams might be used to assess the outcome in #3 above.	If not at a department meeting, this can often be completed via e-mail with your peers in the first months of fall.
5. Complete 1st Part of Assessment Form	Using ideas and information collected from Steps 1-4, complete Page 1 and the unshaded boxes on Page 2 of the Annual Program Review template.	Preferably by the end of the fall semester.
6. Collect Assessment Data	Collect samples and/or other assessment data suggested in Step 4 above.	Preferably by the end of fall or early spring as deemed necessary by program faculty.
7. Review/Interpret Assessment Data	Meet with program faculty to share and derive meaning from assessment data collected during the year.	Final department meeting.
8. Complete 2nd Part of Assessment Form	Using ideas and information collected from Steps 6-7, complete remaining sections on Page 2 of the Annual Program Review template.	Prior to May 1, 2024
9. Submit Completed Report	Send electronic copies of the completed Annual Program Review template to your dean. Please cc vichcales@uiwtx.edu on that submission.	May 1, 2024