

Process for the Review of Academic Assessment Plans/Annual Update for Academic Assessment Plans Spring 2015

Introduction

The goals of the Process for the Review of Academic Assessment Plans (PRAAP)/Annual Update are to support academic programs in enhancing program quality and to guide academic decision making at Illinois State University. According to the Principles of Program Review at Illinois State University:

Program review is guided by the student learning outcomes assessment plan adopted by the academic unit for the program. The program review self-study report provides evidence that the assessment plan provides for an ongoing, systematic, and methodologically-sound process for evaluating student learning outcomes as well as evidence that program faculty and administrators are utilizing assessment results to identify and implement improvements to the program.¹

The Assessment Advisory Council (AAC) is responsible for the review of academic assessment plans and annual updates, as outlined in this document and in a manner consistent with Illinois Board of Higher Education policies and procedures regarding assessment and program review.² These processes are based on the philosophy of peer review and constructive feedback to academic programs.

Overview of PRAAP

Program assessment plans are reviewed based on the Program Review schedule.³ Scheduled academic programs are asked to submit most current academic assessment plans to University Assessment Services (UAS) by September 15. UAS assigns and distributes plans to AAC members for review. The review is conducted using the Process for the Review of Academic Assessment Plans rubric (see Appendix B or the UAS Program Assessment website).⁴ UAS provides feedback from the AAC to the academic programs by May 1. Academic programs then use the feedback to conduct a self-study of their program and update their assessment plans.

PRAAP Timeline

- August – UAS sends a memo to academic programs requesting the most current version of their academic assessment plans.
- By September 15 – The academic program submits their assessment plan to UAS.
- October-November – A two-member team from the AAC reviews the academic assessment plans using the assessment plan rubric and records comments and feedback using the on-line PRAAP feedback form.
- February – UAS contacts academic programs to meet for the purposes of discussing the AAC reviews. At this meeting, UAS provides consultation and offers its services in preparation for Program Review. During the spring, academic programs work on revising their academic assessment plans.
- Spring through early fall – Academic programs work on updating their academic assessment plans and begin their self-study for program review.

¹ Illinois State University, October 2014, *Guidelines for Academic Program Review*, http://provost.illinoisstate.edu/downloads/program_review_assessment/PRGuidelinesUndergraduateDueFall%202014.pdf

² State of Illinois Administrative Code - [http://www.ibhe.org/Academic%20Affairs/Applications/public/materials/23_ILAdmCode1050\(April%202012\).pdf](http://www.ibhe.org/Academic%20Affairs/Applications/public/materials/23_ILAdmCode1050(April%202012).pdf)

IBHE Guidelines for Institutional Review - <http://www.ibhe.org/Academic%20Affairs/Applications/public/default.htm>

³ Illinois State University, Office of the Provost, Fall 2014, Program Review -- <http://provost.illinoisstate.edu/academic/program-review.shtml>

⁴ <http://assessment.illinoisstate.edu/program/>

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Overview of Annual Update

UAS and AAC support academic programs in the continual development of their academic assessment plans through the annual update process. Based on the annual update schedule below, programs are asked submit updates to UAS. These updates are then reviewed by the AAC, and their feedback is provided to academic programs by UAS. Updates are not requested in years when programs are going through the PRAAP or self-study processes. This feedback is meant to be developmental and supportive. Feedback can also be used in the development of future program reviews.

Annual Update Timeline

- September-October – Academic Program Profile data provided to academic programs by Planning, Research, and Policy Analysis (PRPA).
- November – UAS sends a memo to academic programs requesting that they complete the Annual Update for Academic Programs by April 15.
- By April 15 – Academic programs submit their annual update using the online form.
- After April 15 – AAC members will review the annual update submissions and provide feedback on the programs’ assessment activities
- June – UAS sends AAC’s feedback on the annual updates to academic programs.

PRAAP/Annual Update Timetable

Year	Activity
1	PRAAP
2	Program review self-study
3	Program review self-study reviewed
4	Year after program review
5	Annual Update
6	Annual Update
7	Annual Update
8	Annual Update

Location of Academic Assessment Plans

All current academic assessment plans are located on the Program Assessment page of the UAS website: <http://assessment.illinoisstate.edu/program/>.