

Assessment Fellow Resolution

WHEREAS, Academic excellence and educational equity are two of CSUSM's strategic goals; and

WHEREAS, CSUSM promises a high quality education for all students and assessing student learning is one way to ensure that we reach this goal; and

WHEREAS, WASC was informed that Cal State San Marcos would have Student Learning Outcome assessment as one of three pillars of our WASC review; and

WHEREAS, Assessment and a culture of accountability is a national movement and higher education is poised to be next in line for "No Child Left Behind;" and

WHEREAS, the curriculum is the purview of the Faculty and Faculty should provide the leadership for curriculum-related matters such as assessment; and

WHEREAS, it is important to have standards and consistency of Student Learning Outcomes across the entire university; and

WHEREAS, The Chancellor's Office has new forms for proposing new programs (P-forms) which require Student Learning Outcomes at program and course level; and

WHEREAS, Cal State San Marcos needs to have a resource on campus where assessment information is gathered in a central place for departments to go to; and

WHEREAS, Support to provide a foundation for assessment activities was received from Peggi Maki, but the need exists for additional assessment support from a resident expert; and

WHEREAS, Cal State San Marcos has a positive history of other Faculty Fellows including the eLearning Faculty Fellow, the Faculty Mentoring Program Faculty Fellow, and the Peer Coaching Faculty Fellow; therefore be it

RESOLVED, that the Academic Senate support the Program Assessment Committee in requesting an Assessment Fellow as described in the attached; and be it further

RESOLVED, that the Academic Senate recommend that the Provost re-allocate of some of the \$75,000 set aside for assessment for this Faculty Assessment Fellow.

Learning Outcomes/Assessment Fellow Job Description
Draft 2/13/08

The Learning Outcomes/Assessment Faculty Fellow will support campus efforts to demonstrate student achievement and to identify opportunities for improvement of student learning. The Faculty Fellow will work collaboratively with a wide range of campus constituencies as they prepare and deliver a plan for the assessment of student learning. Reports to the Associate Vice-President for Academic Programs and Dean of Graduate Programs and Research.

Specific Job Responsibilities:

1. Serve as a consultant to departments and programs to assist programs in continued development and refinement of program level SLOs.
2. Serve as a consultant to departments and programs to develop assessment plans and use assessment data in program planning, in particularly with programs undergoing program review.
3. Attend conferences and monitor and disseminate literature regarding assessment.
4. Assist faculty through on-going workshops and meetings relative to SLOs, assessment and use of data for course and program planning.
5. Establish and maintain a virtual library to give faculty access to assessment tools e.g. sample SLO's, rubrics, assessment plans
6. Identify and submit information for the Assessment web page.
7. Archive campus assessment activities.
8. Participate in appropriate committee activities associated with assessment, such as PAC.

Term would be for 3 years.

Recommend 3 course releases for first year, two every subsequent year.

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2008/09

DRAFT	WPAF due	Pre-review for completeness		Candidate adds requested material no later than	Peer Review Committee Review		Candidate picks up re-commendation no later than	End of rebuttal/response period *	End of PRC response period **	Dean Review		Candidate picks up re-commendation no later than	End of rebuttal/response period *	End of Dean's response period **	P&T Committee Review		Candidate picks up re-commendation no later than	End of rebuttal/response period *	End of P&T Committee response period **	President or President's Designee Review				
		Begin	End		Begin	End				Begin	End				Begin	End				Begin	Decision			
Periodic Evaluation (typically 1st, 3rd, and 5th year)	WED JAN 21	WED JAN 22	WED JAN 28	WED FEB 04	THUR FEB 05	THUR MAR 05	FRI MAR 13	THUR MAR 23	MON MAR 30	TUE MAR 31	MON APR 27	MON MAY 04	THUR MAY 14	THUR MAY 21	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
		5 WORK DAYS			20 WORK DAYS		10 DAYS		7 DAYS		20 WORK DAYS		10 DAYS		7 DAYS									
2nd Year Retention	WED SEP 03	WED SEP 04	WED SEP 10	WED SEP 17	THUR SEP 18	TUE OCT 7	TUE OCT 14	FRI OCT 24	FRI OCT 31	MON NOV 3	THUR NOV 20	MON DEC 01	THUR DEC 11	THUR DEC 18	N/A	N/A	N/A	N/A	N/A	MON JAN 05	FEB 15			
		5 WORK DAYS		7 DAYS		14 WORK DAYS		10 DAYS		7 DAYS		14 WORK DAYS		10 DAYS		7 DAYS				30 WORK DAYS				
2nd Year Retention w/optional Tenure and/or Promotion Review	Use above timeline for 2nd Year Retention (including the Feb 15 final decision for retention) and continue with the following P&T Committee/President schedule:														MON FEB 16	FRI MAR 13	MON MAR 23	FRI APR 03	FRI APR 10	WED APR 11	TENURE JUN 01			
																				PROMO JUN 15				
4th Year Retention (3rd or 5th year for faculty off cycle)	THUR SEP 11	FRI SEP 12	TUE SEP 18	TUE SEP 25	WED SEP 26	THUR OCT 30	FRI NOV 7	MON NOV 17	TUE NOV 25	WED NOV 26	TUE JAN 13	TUE JAN 20	FRI JAN 30	MON FEB 09	N/A	N/A	N/A	N/A	N/A	FRI FEB 08	JUN 01			
4th Year Retention w/ optional Tenure and/or Promotion Rvw (3rd or 5th year for faculty off cycle)	THUR SEP 11	FRI SEP 12	TUE SEP 18	TUE SEP 25	WED SEP 26	THUR OCT 30	FRI NOV 7	MON NOV 17	TUE NOV 25	WED NOV 26	TUE JAN 13	TUE JAN 20	FRI JAN 30	MON FEB 09	TUE FEB 10	MON MAR 23	MON APR 6	FRI APR 17	MON APR 27	TUE APR 28	RET/TEN JUN 01			
																				PROMO JUN 15				
Tenure and/or Promotion Review	THUR SEP 11	FRI SEP 12	TUE SEP 18	TUE SEP 25	WED SEP 26	THUR OCT 30	FRI NOV 7	MON NOV 17	TUE NOV 25	WED NOV 26	TUE JAN 13	TUE JAN 20	FRI JAN 30	MON FEB 09	TUE FEB 10	MON MAR 23	MON APR 6	FRI APR 17	MON APR 27	TUE APR 28	TENURE JUN 01			
		5 WORK DAYS		7 DAYS		25 WORK DAYS		10 DAYS		8 DAYS		25 WORK DAYS		10 DAYS		7 DAYS		30 WORK DAYS		11 DAYS		10 DAYS	30/40	PROMO JUN 15

Holidays/Breaks:

Labor Day	SEP 1
Thanksgiving	NOV 27 - 29
Winter Holiday/Break	DEC 18 - JAN 13
Martin Luther King Jr.	JAN 19
Cesar Chavez Day	MAR 31
Spring Break	MAR 30 - APR 04

* Candidate may submit a rebuttal/response within 10 days of receipt of the recommendation or by the end date listed on timeline - whichever comes first.

** Reviewing committee/administrator may submit response to a candidate's rebuttal within seven days or by the end date listed on timeline - whichever comes first.

PROGRAM REVIEW PROCESS

Years 1-3



Early Fall

Annual Assessment
Plan



Late Spring

Annual Assessment
Report

Year 4



Fall

Select Program Review
Coordinator, meet with PAC,
and select self-study focus



Spring

Complete review & write
Program Review Report



Summer

Department submits Program
Review Report to Dean

Year 5



Fall

External Reviewer Site visit
Department receives External
Reviewer Report



Spring

Department responds to External
Reviewer Reports and Additional
Reader responses

Outline for five year program review process (022008)

Year One -Three :

1. Annual Assessment plans implemented
2. Annual Assessment results analyzed.
3. Annual Student learning assessment plan/report is written.

Year Four:

1. Program Notification
2. Selection of PR Coordinator
3. Meeting of all PR Coordinators with PAC
4. Departmental conversations to address/review:
 - a. All assessments currently used to measure student learning outcomes.
 - b. How is this assessment data being used?
 - c. What additional topics will be the focus of the self-study?
5. Review and revise mission statement, PSLOs and matrix. (posted on the Assessment web by the end of the first semester.)
6. Complete review and write self-study report
7. Dean and OAP receive self-study report.

Year Five:

1. External Review: External reviewer will provide input on the self-study report as well as be a consultant regarding the student learning assessment plans.
 - a. Site Visit
 - b. Reviewer's report sent to program faculty
 - c. Program response submitted, as appropriate
2. Additional Readers are asked to respond.
3. Program response to all Readers submitted, as appropriate
4. Program submits Annual Assessment Plan and Planning Report
5. Program faculty meet with Dean/Provost to review/agree on Planning Report
6. PAC responds to Program and reports to Academic Senate.