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*Vice President for
Academic Affairs*

MEMORANDUM: August 30, 1993

TO: University Committee on Undergraduate Instruction
FROM: Steven Miller, Chair *SMiller*
University Subcommittee on Assessment
RE: Annual report of subcommittee activities: 1992-93.

During this academic year the subcommittee was composed of

Sheldon Appleton, A & S and Office of Academic Affairs,
Bhassam Bhatt, S.E.C.S.,
Richard Burke, A & S,
Joyce Eckart, S.E.H.S.,
Robert Jarski, Health Sciences,
Amy Long, Student Congress,
Steven Miller, A & S,
Lee Mobley, S.B.A.,
Marjorie Neubacher, Alumni, and
Darleen Schott-Baer, Nursing.

Our main activity was to receive and review the proposed Assessment Plan of the academic instructional units, as required by North Central Association (NCA), for continuing accreditation of Oakland University. As each unit's plan was received, it was assigned to a team of two committee members for thorough inspection. Each team presented its recommendations to the entire subcommittee at one of the monthly meetings. The whole subcommittee modified the team's conclusions, if needed, and issued

recommendations to the unit's assessment representative faculty member. Each plan was certified by the subcommittee as either "complete" or "incomplete." Incomplete plans were returned to their units with recommendation for completion. A complete plan should include the following:

- reference to one or more of the instructional goals of the Oakland University Mission Statement;
- the unit's goals and operational objectives keyed to the O.U. goals, assessment modes related to the objectives,
- procedures for using the assessment results for program improvement,
- and
- a list of personnel responsible for carrying out the assessment process.

A list of Assessment Plans, by academic unit, indicating the status of each as "complete," "incomplete," or "not-yet-submitted," was published in March, 1993, and circulated to all deans, department chairs and program directors. The subcommittee continued receiving revised plans from the affected units throughout the academic year. These have been studied and reclassified. The most recent list of plans and each one's status is attached.

The subcommittee discussed its own future, and agreed that the work of collecting, evaluating and reporting the status of unit Assessment Plans and of reporting the University Assessment Plan to NCA, should be continued by a standing committee of the University Senate. At its February, 1993, meeting, the Senate unanimously passed a motion to establish a University Committee on Assessment. The charge and membership of this new committee are presented here in the attached copy of University Senate Agenda, February 18, 1993.

A final project for the subcommittee is to author a report on the status of the University Assessment Plan to be submitted to NCA. Mr. Appleton has completed the first draft of the report. A copy of this draft is attached.

Attachments:

List of Unit Assessment Plan Status

Senate Agenda, Feb. 18, 1993

Draft of Assessment Plan Report to NCA