# Description of Council for Academic Assessment

The Council for Academic Assessment (CAA) was created in 2004. The Middle States Self Study of 2010 has a wealth of important information regarding assessment measures and procedures located in "Chapter 5: Institutional Effectiveness and Assessment of Student Learning." **http://www.albany.edu/middlestates/pdf/chapter_5.pdf**

**"**The CAA, constituted in 2004 under a revision to the faculty bylaws, oversees both assessments of academic programs (undergraduate and graduate) and the campus's cyclical review of its General Education program. Additionally, the president and provost, through IRPE, sponsor assessment workshops and seminars on-campus. Worth noting is that in 2006 the University Senate reassigned the General Education Assessment Subcommittee (GEAS) from the Undergraduate Academic Council's (UAC) General Education Committee, which has primary oversight of the University's General Education program, to a committee (the General Education Assessment Committee) of the CAA. It was felt that the assessment of the General Education program should not reside with the committee charged with program oversight, but instead with the CAA."

# Orientation Packet on the Middle States Self Study Wiki at UAlbany

**Council on Academic Assessment Orientation Packet, October, 2011**

Part 1
1. Organizational Chart of Council and Committees
2. Charge of Council on Academic Assessment, Program Review Committee and
General Education Assessment Committee
http://www.albany.edu/senate/councils_committees.htm
3. CAA Operating Procedures
4. Minutes on Senate webpage http://www.albany.edu/senate/caa_minutes_reports.htm
5. Assessment webpage http://www.albany.edu/assessment/
Disciplinary Assessment
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6. "What is Difference between Assessment and Evaluation?"
7. Appendix C from Practitioner's Guide: Assessment Examples (direct, indirect)
8. Common Assessment Terms/Verbs/Rubrics
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http://www.albany.edu/assessment/prog_review.html
1. Summary of UAlbany's Program Review Process
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3. Practitioner's Guide: http://www.albany.edu/assessment/prog_review.html
4. SUNY Learning Outcomes in the Major Summary Report form
5. Working Guidelines for Reviewing Academic Program Review Self-studies
6. Self-study Assessment Rubric
7. Self-study Assessment Process Outline
General Education Assessment
http://www.albany.edu/assessment/gen_ed_assess.html
1. Summary of UAlbany's General Education Assessment Process

2. General Education Assessment Schedule
http://www.albany.edu/assessment/gen_ed_assess.html
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http://www.albany.edu/assessment/gen_ed_assess.html
General Education categories http://www.albany.edu/gened/
Appendix C: Assessment examples [added soon]
Appendix D: Scoring Rubric for U.S. Diversity assignment [added soon]
4. Strengthened Campus Based Assessment
5. Streamlining of the State University Board of Trustees Policy on Assessment
6. Syllabi requirements http://www.albany.edu/gened/syllabi.shtml
7. Forms: http://www.albany.edu/assessment/gen_ed_assess.html
8. Sample Student Perceptions of General Education Program Course Survey (Oral Discourse)
9. Triennial Report 2008
10. Internal Assessment Review (9/04/03)
11. Appendix A - Syllabus Analysis
12. Appendix B – Assessing Assessment Methods
13. UHS: http://www.albany.edu/uhsp/Pages/UHS_Program_Contacts.html
14. University Senate Resolution on Establishing a General Education Task Force
15. Draft, Proposed UAlbany General Education Plan, April 2010
16. SUNY Gen Ed Learning Objectives
17. Brainstorming incentivizing assessment planning
18. Draft of Gen Ed Review Process Checklist


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**Summary of UAlbany's General Education Assessment Process Background:**

Part 3
• Gen Ed Assessment Plan developed by General Education Committee of UAC during 2001-2002 academic year
• Plan was passed by UAC and University Senate in Spring 2002
• SUNY's General Education Assessment Review (GEAR) Committee reviewed the plan in spring 2003 and approved it.
The Current UAlbany General Education Assessment Plan
http://www.albany.edu/assessment/UAlbany_gen_ed_plan(June2003).doc
Part I: Assessment
1. ongoing procedures for approving and reviewing General Education courses
2. 3 year cycle of Student Perceptions of General Education Program Course Survey
3. 3 year rolling cycle of the assessment of learning outcomes specific to General Education
• Most recent assessments, Spring 2010, now being summarized for review by Gen Ed Assessment Committee and Associate Dean for Undergraduate Education.
i. Current year, Spring 2011: Mathematics and Oral Discourse.
• Assessment follows a 3-part process, as approved by campus and SUNY.
i. Form 1, due February 25/ describe assessment measures
ii. Form 2, due May 20/ report on number of students Exceeding, Meeting, Approaching and Not Meeting the learning objectives.
a. Faculty asked to include sample exams, questions, or exercises used to evaluate student performance on GE learning objectives.
b. Student performance results are aggregated and shared, along with individual forms

for each class, with the General Education Assessment Committee and Associate Dean for Undergraduate Education.

iii. Student Perceptions of General Education Program Course Survey, administered in-class, near end of semester by Director of Program Review and Assessment. Results aggregated by course level and shared with General Education Assessment Committee and Associate Dean for Undergraduate Education.

Part II: Internal Review

4. Internal Assessment Review by the General Education Assessment Committee (GEAC)

Purposes:

i. Review assessment process of the General Education program

ii. Enlarge conversation around implementation and assessment to engage more faculty in the development, implementation, and assessment of General Education on campus.

5. Report and recommendations by Director of Program Review and Assessment

i. Report and recommendations shared with Council on Academic Assessment (CAA) and the GEAC, and administration.

ii. Findings are shared with participating faculty during the General Education Assessment Debriefing Session held during fall semester following the assessment (to be scheduled soon).

iii. Executive Summary of reports are posted on

http://www.albany.edu/assessment/gen_ed_assess.html