

Academic Program Assessment Policy September 2016

Background:

As part of Marymount's commitment to providing students with effective and timely academic programs, the University has two primary mechanisms of assessment and review.

1. Student Learning Outcomes Assessment – An annual (or biennial with approval of the University Assessment Committee (UAC)) assessment of student achievement of program's learning outcomes. The report is reviewed by the UAC, which oversees assessment reporting for all departments involved in student learning across the university, and feedback is provided to the department submitting the report.
2. Program Review – A comprehensive six-year review of the program's achievement of administrative outcomes. The timing of program reviews may be moved back or forward one year to accommodate other reporting schedules. The report is reviewed by Academic Policy, Budgeting and Planning (APBP) and the Dean of the program's school compiles the response in a memo to the department. A one year follow up report is submitted to ensure the program is moving on its goals.

Definition of Academic Programs:

An academic program is a collection of courses that results in an official award (degree or certificate) from Marymount University. Marymount has three types of academic programs.

1. Degree programs – Those academic programs leading to an official, recognized degree (e.g., Bachelor of Science, Master of Arts, Doctor of Physical Therapy).
2. Embedded certificate – Those academic programs leading to an official certificate that requires concurrent enrollment in a specified degree program and award with that degree program.
3. Stand-alone certificate – Those academic programs leading to an official certificate that does not require concurrent enrollment in a degree program and can be awarded to students regardless of earning a degree. Students in stand-alone certificate programs may be permitted to enroll in a degree program. Status as a "Gainful Employment" program is unrelated to assessment of student learning.

Assessment Requirements

- The first student learning assessment report is submitted in the year the program produces its first graduate. (See Marymount Student Learning Outcomes Assessment Handbook for report guidelines.)
- The first program review is conducted in lieu of assessment reporting. The date of the program review may be moved with approval of the Dean and Provost. A follow up on the program review is submitted one year after its completion with the program assessment report. (See Program Review Guide for report guidelines.)
- Degree programs and stand-alone certificates publish their student learning outcomes in the Marymount Course Catalog.
- Learning assessments are submitted annually. Programs which have had assessment reports accepted by the University Assessment Committee in two consecutive years may request to move to a biennial reporting cycle.
- Upon acceptance by the University Assessment Committee, each program's report is posted to the Office of Planning and Institutional Effectiveness' Assessment website in compliance with

Higher Education Opportunity Act (HEOA) requirements to show public evidence of program improvement.

- The University Assessment Committee submits an annual report on assessment of student learning to the president.

Special Issues for Certificates:

- Assessment of certificate program students and programs is unrelated to its designation as a “gainful employment” program with the US Department of Education.
- Academic departments with embedded certificates may include the assessment of these programs in their reports on the relevant degree program. Data on students in the certificate programs need to be differentiated from those in the degree program alone.
- Academic departments with stand-alone certificate programs need to submit separate assessment reports and program reviews.

Revised November 2, 2016

Approved November 2, 2016 (Rita Wong, Interim Provost and Vice President for Academic Affairs and Enrollment Management)