

Anderson University Majors Assessment Committee
**Writing a Plan for Major Assessment or
 an Assessment **Plan** for a Program
 2007-08**

Please use the following format when submitting the major/departmental assessment plan or the program assessment plan. The committee will evaluate plans using the components and criteria on page two. Ten copies are requested: one electronic and the remaining nine are paper. One paper copy needs the original signatures of those who participated in the development process. All reports are to be sent to Pat Griffin (griffinp@anderson.edu), Director of University Assessment.

If the is for a major that is already accredited by an outside agency, the accreditation report may be adapted for the plan and submitted to the committee. Contact the Director of Assessment to discuss.

I. Goals (I, II, III, minimum of three, see back)

A. Objective I, (minimum of one per goal, each includes standard of achievement, see back)

- 1. Discuss the planned methodology to measure the objective**
- 2. Discuss tool(s) to be used for measurement and include tool(s) in Appendix**
- 3. Discuss how data will be presented in final assessment report**
- 4. Discuss how data will be evaluated for final assessment report**

B. Objective II (If Applicable)

The committee uses the following operational definitions:

Goal	A statement about general aims or purposes of education that are broad, long-range intended outcomes.
Objective	A measurable standard used to assess the goal. It includes the desired level of achievement, the individuals that will be evaluated, and the time framework of the evaluation.
Methodology	The actions taken to measure the objective.
Tools	The artifact used for data collection. This could include a test, portfolio, paper, presentation, etc.
Data	The results gathered from the tools.
Evaluation	An analysis of the data and a determination if the goals and objectives were met. The implications of the data should be considered and improvements initiated.

Evaluative Criteria for Major Assessment Plan or Program Plan

Components	Required Elements	Criteria
Goals	<ol style="list-style-type: none"> 1. At least one goal referring to each of the following: <ol style="list-style-type: none"> a. Knowledge of the major or program b. Skills required in the major or program c. Expected values/attitudes of graduates. (This goal should make a connection between the major or program and the Anderson University mission) 2. Other goals may be included as needed. 3. Goals speak to the major or program as whole rather than individual courses within the major. 	Met Partially Met Not Met * see below
Objectives	<ol style="list-style-type: none"> 1. Objective(s) are consistent with the goal(s). 2. Verb(s) are stated in active voice. 3. The objective(s) must include a measurable standard, i.e. 70% of students will have a mean score of 3 (4 being best) on the measure. 	Met Partially Met Not Met * see below
Methodology	<ol style="list-style-type: none"> 1. Methods to be used must be appropriate to the stated objective. 2. Data collection procedures should be completely explained. 3. Group data rather than individual student data is required 4. Numbers of participants should be estimated. 5. Discuss the intended statistics to be reported: typically percentages and means. 6. Locally constructed tools may be used. 7. Face validity of collection tools is assumed. 8. Reliability of an objective measurement tool is assumed. 9. Reliability of a standardized measurement tool should be reported. 10. Reliability of subjective measures should be determined by using more than one rater; a discussion of how inter-rater reliability will be established should be included. 11. A discussion about the control of bias should be included. 12. Measurement tools must be provided in appendices. 13. Name of person(s) likely to perform data collection should be included. 14. An estimated time frame for data collection should be included. 	Met Partially Met Not Met * see below

*Criteria are defined as follows:

Met: All required elements completed with full explanation.

Partially Met Most required elements completed with full and/or partial explanation.

Unmet Few required elements completed with partial and/or incomplete explanation.