

Mission

The assessment commission will foster a community of learning and teaching excellence at Oregon Tech using assessment data to make continuous process improvements. As part of the university's continual monitoring of student and graduate success, the commission will promote assessment skills and knowledge in all faculty through implementation of an Institutional Assessment Plan and the preparation of an Annual Report on institutional progress.

Charter

Assessment Commission Membership

The Assessment Commission is composed of the Chair of the Assessment Commission, the Director of Academic Excellence, at least one faculty member from each college, and from each campus, and at least one representative from Online Learning. Representatives from GEAC, CCT, and University Accreditation Commission will ensure balance between foundational general education faculty and non-general education faculty in the membership of the Executive Committee.

ISLO Committee Membership

Three committees exist for each of the years of the assessment cycle. Membership should include a subject matter expert, a representative to assessment executive committee, and a faculty member that teaches in general education.

Terms of Service

The Chair of the Assessment Commission serves a three-year term and may be reappointed.

Faculty members shall serve on the Assessment Executive Committee for terms of three years and may be reappointed.

Authority

The Assessment Commission, the Chair of the Assessment Commission, and the Director of Academic Excellence have responsibility and authority to guide assessment activities on the campus. The provost supports the work of the commission and ensures accountability for assessment activities across the institution.

To ensure the efficiency and quality of the Assessment Commission's work, the Commission is granted a degree of autonomy over its own operations.

The specific responsibilities of the Assessment Commission are to:

- Develop, review, and implement the institutional assessment plan.
- Recommend processes for programmatic evaluation of mission statements, objectives, and student learning outcomes and action plans.
- Recommend specific improvements and allocation of resources based on assessment findings to the Provost.
- Report annual assessment data to the Provost and faculty community.
- Coordinate with Director of IR and recommend changes in institutional research and assessment tools.
- Coordinate with General Education, Distance Education, and CCT to provide oversight and support for faculty assessment processes.
- Determine meaningful indicators that assess the quality of institutional assessment processes.
- Work with programs, ISLO committees, and GEAC to ensure that ISLO assessment data is collected within programmatic courses and general education courses.
- Work with DICE to continuously improve processes for assessing and addressing equity gaps on campus.

The specific responsibilities of the Chair of the Assessment Commission are to:

- Provide broad leadership for assessment activities,
- Promote a culture of assessment among all faculty
- Chair meetings of the Assessment Commission.
- Ensure appropriate communication is occurring between all interested parties.

The specific responsibilities of The Director of Academic Excellence are to:

- Be responsible for overall planning, budgeting, organizing, and coordinating of assessment activities for the Office of Academic Excellence.
- Work with CCT and DICE to promote faculty development in teaching and assessment knowledge and practices.
- Provide regular and systematic feedback to both the assessment commission and the academic community on campus leading to documented program improvements.
- Ensure that faculty have appropriate tools and resources for assessment and teaching.
- Ensure that assessment data is being collected and assessed at all levels of the University.
- Represent the Assessment Commission at the Provost's Council, the Curriculum Planning Commission, and any other council where representation of assessment perspective is needed.
- Facilitate the accreditation process with the Northwest Accreditation Commission on Colleges and Universities by writing expected accreditation reports and coordinating campus visits.

The specific responsibilities of the ISLO Sub committees are to:

- In conjunction with recommendations from the Assessment Commission, planning for assessment of their assigned outcomes.
- Analyzing the data collected on their particular outcomes.
- Writing summary reports about their outcomes to be shared with the Assessment Commission and faculty.
- Facilitating university-wide actions related to their outcomes.

Meetings

The Assessment Commission will meet at least once per term throughout the academic year. During convocation, the commission will host a session for all faculty reporting assessment findings and providing training on improved assessment processes.

Information

The Assessment Commission gathers, analyzes, and disseminates assessment information relevant to the institution. The Assessment Commission gathers information from:

- Program Assessment Reports
- Course Learning Outcomes Worksheets
- Equity Gaps and Institutional Outcomes Dashboards put forth by the Office of Institutional Research
- ISLO committee summary reports
- Student Exit Surveys
- IDEA End of Course Surveys
- Ad-hoc surveys, addendums, or requests
- Direct communication through Teams email or meeting feedback
- Published external data

The Assessment Commission analyzes information and data through statistical summaries, compilation of written materials, or other established methods. Analyses may provide the University with information pertinent to specific issues, or it may substantiate recommendations for administrative actions and requests for resource allocation.

The Assessment Commission disseminates information by means of:

- Publication of Programmatic Assessment Reports, ISLO Committee summary reports, and the annual Assessment Commission report. Maintaining an assessment web site, containing information on general assessment procedures and student learning outcomes.
- Formal presentations to the academic community
- Responses or reports to departments, activities, or committees based upon requests for information.
- Needs Request Report sent to University Accreditation Commission.

Annual Reports

The Assessment Commission will prepare the following annual reports summarizing its activities for the most recent academic year:

- The Assessment Commission prepares and approves the Annual Assessment Plan
- The Assessment Commission prepares and approves the Annual Assessment Report
- The ISLO committees report on ISLO assessment activities.

These reports are kept in the office of the Director of Academic Excellence and posted on the Oregon Tech web site at www.oit.edu/assessment.

Amending the Charter

The Assessment Commission may modify its charter in consultation with the Provost. Proposals for changes to the commission charter go to the Chair, who negotiates suggested changes with the Executive Committee and any affected administrative bodies. The Chair forwards consensus requests to the Provost for approval. In case of lack of consensus, the Chair forwards competing proposals to the Provost for consideration.

12/1/22 Mission and Charter revised to align with current Institutional assessment process and responsibilities. Charter amended to emphasis collaboration with other institutional committees and close the loop activities as written in 2019 accreditation response.

9/18/08 Charter revised to remove references to “Associate Provost,” a position that was eliminated during academic restructuring in 2007-08.

10/5/09 Charter revised to remove reference to the Director of Academic Excellence providing verbal reports to the President’s Cabinet. The Director is no longer a member of this group. The Director now provides these verbal reports to the Provost.

10/18/10 Charter revised to replace “Academic Council” with “Provost’s Council.” The Chair is no longer a member of the Academic Council; the Provost’s Council is the new committee to replace the former “full” Academic Council.

10/3/11 Charter revised to remove the Provost from membership in the Assessment Commission and the Executive Committee. In addition, the Chair is no longer designated as a member of the Curriculum Planning Commission, Provost’s Council, and the General Education Advisory Council.

10/25/14 Charter revised to add the Chair of the Commission on College Teaching as a member of the Executive Committee to better align professional development activities.

10/14/15 Charter underwent major revisions based on new ESLO structure and coordination. Efforts of the three committees (Assessment Commission, CCT, and GEAC) were addressed, and this included not having the Chair of CCT on the Executive Committee of the Assessment Commission.

6/7/17 The charter was updated with the change from ESLO committees to faculty learning communities.

11/15/22 The charter was extensively revised to address the need promote a community of learning and teaching excellence through the inclusion of all faculty in the assessment processes. Specific responsibilities of the Assessment Commission, the chair of the commission, the Director of Academic Excellence, and the ISLO sub

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committees have been improved to better support the Oregon Tech Strategic Plan and the Academic Master Plan.