Educational Effective Review Task Force

Agenda for first fall 2008 meeting on 09/08/08

Part I: Housekeeping

1) New dates: EER due 12/04/09; Team visit on 03/08-09/10

2) Expanding membership: adding additional member from each unit to share workload and communication; discuss other units that might need to be included (library, for example)

3) Revise meeting schedule to include new members and establish length and frequency of meetings

Part II: Workflow

4) Recall work to be done, including past writings from spring ’08 (Schedule and Outline from 03/08, Work to be Done from 04/8 and Update from 05/08) as well as examples of other institutions EERs (Online Reviews from 09/08); all on university portal at: http://my.woodbury.edu/SiteDirectory/WRSC/EER/Shared%20Documents/Forms/AllItems.aspx

5) Review WASC Program Learning Outcomes Rubric from 04/08 (also on portal site)

6) Review, revise and confirm plan below, including general approach, deadlines for each phase and scheduling for the workshops

7) Establish regular meeting format of reporting progress of unit, clarifying questions and struggles, and preparing for subsequent steps
Necessary Steps

1. Assure that all units have regular meetings
   a. Schedule at least monthly
   b. Include adjunct and distance faculty
   c. Set so as to accomplish the plan through the spring semester

2. Revisit and revise outcomes in current catalog
   a. Make one’s professionally required outcomes one’s own
   b. Align selected program learning outcomes to university’s six principles
   c. Create training/suggested models on writing outcomes

3. Create curriculum map
   a. Include basic I-D-M matrix (or other departmentally determined variation)
   b. Allow for additional ideas as well as intensity/level of outcome in a particular courses (see recent Graphic Design Curricular Map on portal)

4. The above to be done by end of fall semester, including (12/15)
   a. Plan a workshop for faculty on outcomes, syllabi and assessment
   b. Create rubric guides based on WASC documentation

5. Align syllabi
   a. Link outcomes explicitly
   b. Clarify relationship between outcomes, assignments, grading and assessment for each program, especially where “C” grade is necessary for progress
   c. Create syllabi templates where learning outcomes and curricular map both inform and are encoded
   d. Post and collect through IQWeb all program syllabi
   e. Create training/suggested models in syllabi writing
   f. Involve Curriculum Committee in process
6. Create assessment plan
   a. Assess outcomes on a multi-year cycle, tied to professional accreditation cycles, if necessary
   b. Connect outcomes to concrete measures and exemplary examples of student work
   c. Develop rubrics or other assessment guides for evaluation
   d. Create a referential loop between rubrics, outcomes, syllabi and grading standards
   e. Create general assessment handbook
   f. Establish a resource liaison in each school to assist with assessment
   g. Create training/models on rubrics, assessment and student work collection
   h. Link to work of EPC and master academic plan

7. The above to be done by middle of spring semester (03/15)

8. Collect samples of student work
   a. Establish permanently-archived departmental sources, either digital and/or physical
   b. Determine effective collection processes, storage and cataloging
   c. Explore possibility of new function for library

9. Produce evidence of assessment work completed
   a. Analyze direct evidence in student work against outcomes from assessment plan
   b. Collect any indirect evidence as necessary
   c. Generate assessment report
   d. All reports collected, organized and published
   e. Linked to regular work of the EPC

10. Provide evidence of continual curricular change
    a. Report on proposed curricular changes to be considered for following year based on assessment work
    b. Coordinate with both Curriculum Committee and EPC as departments propose curricular changes
    c. Create portal space for regular archiving of committee minutes and records

11. The above to be done by end of spring semester (05/15)