

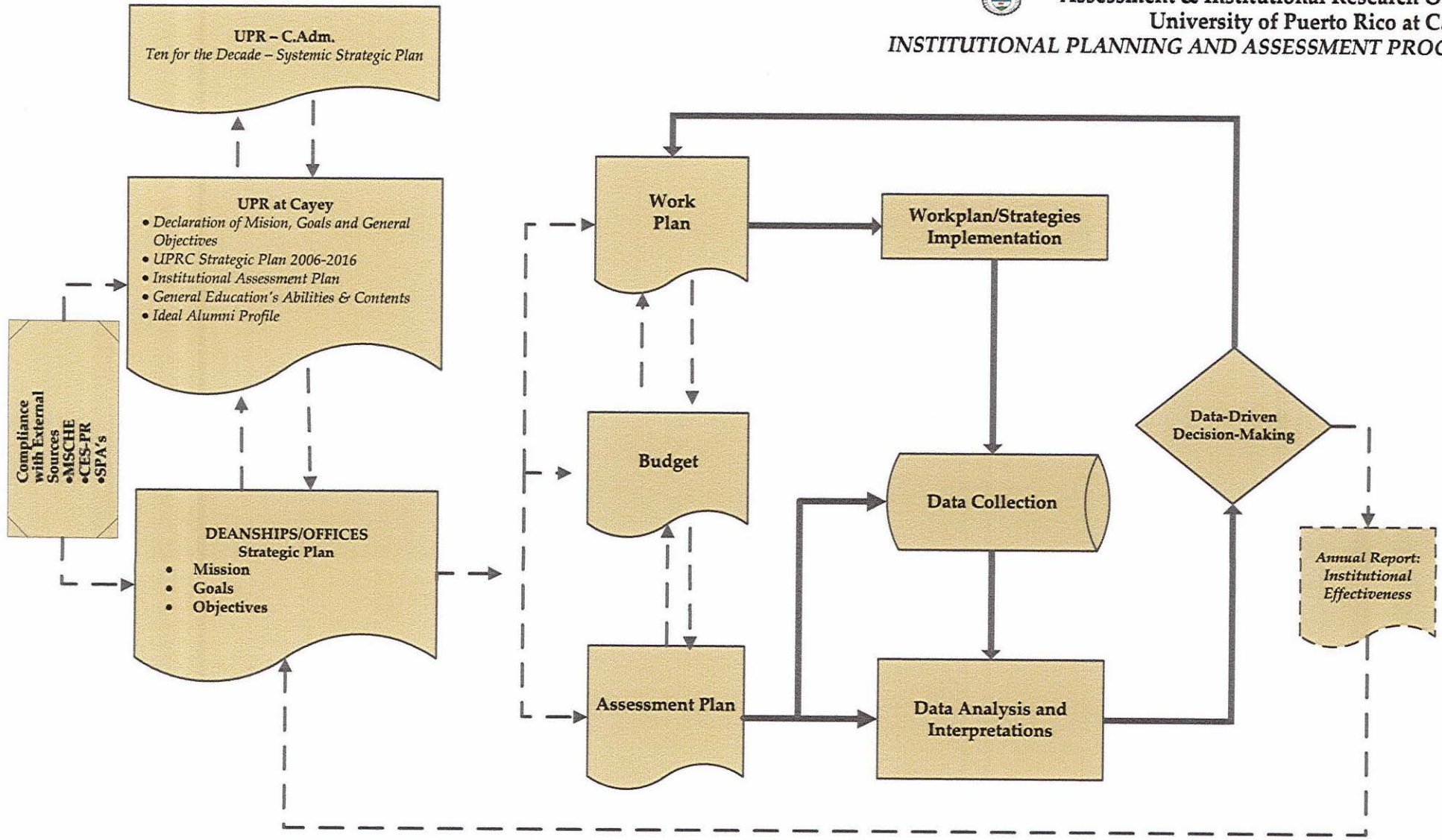


Institutional Assessment Roadmap: Graphical Guides for Implementing Institutional and Student Learning Assessment

**Prof. Irmannette Torres-Lugo
Assessment & Institutional Research Office (AIRO)
December 2010**

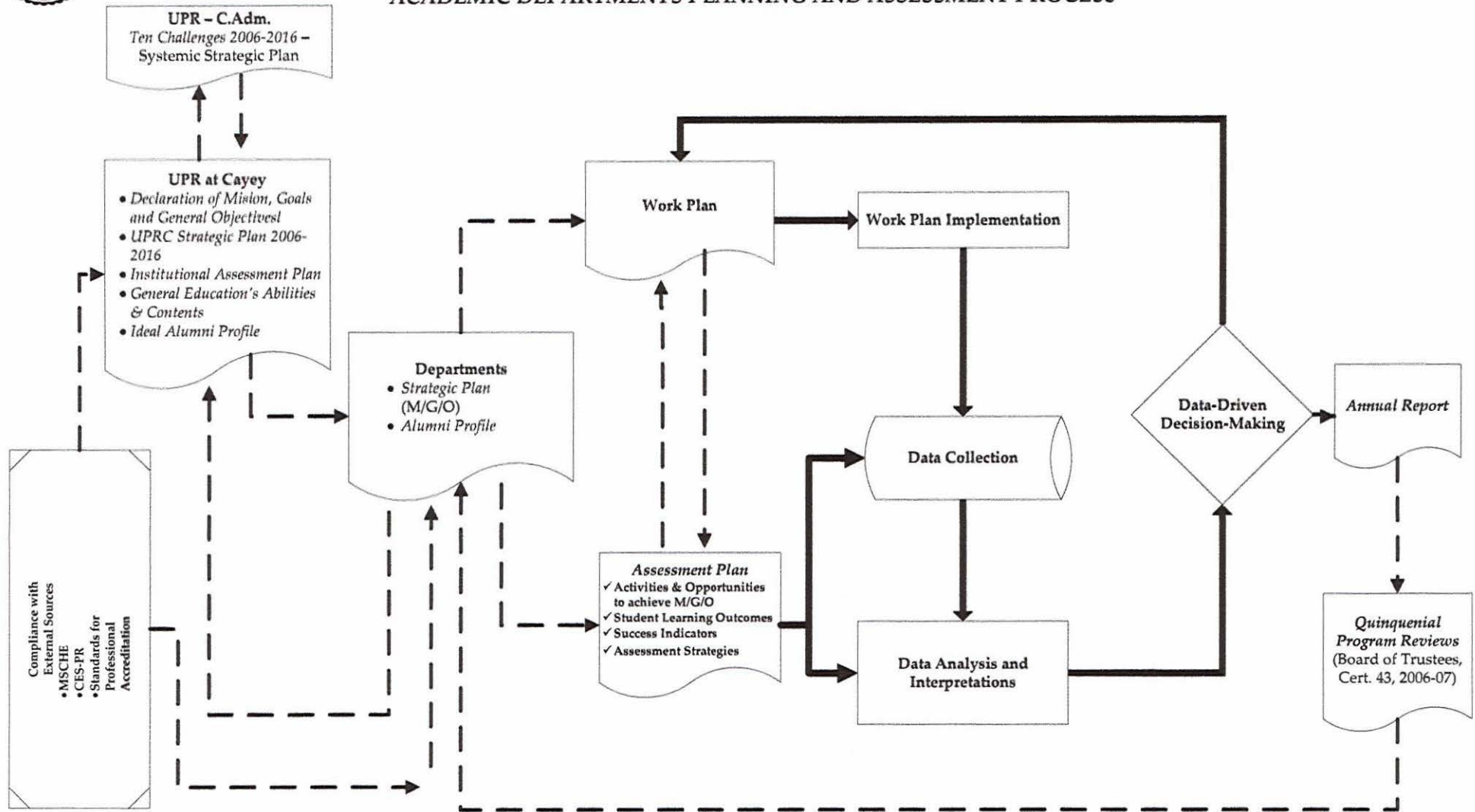


Assessment & Institutional Research Office
University of Puerto Rico at Cayey
INSTITUTIONAL PLANNING AND ASSESSMENT PROCESS



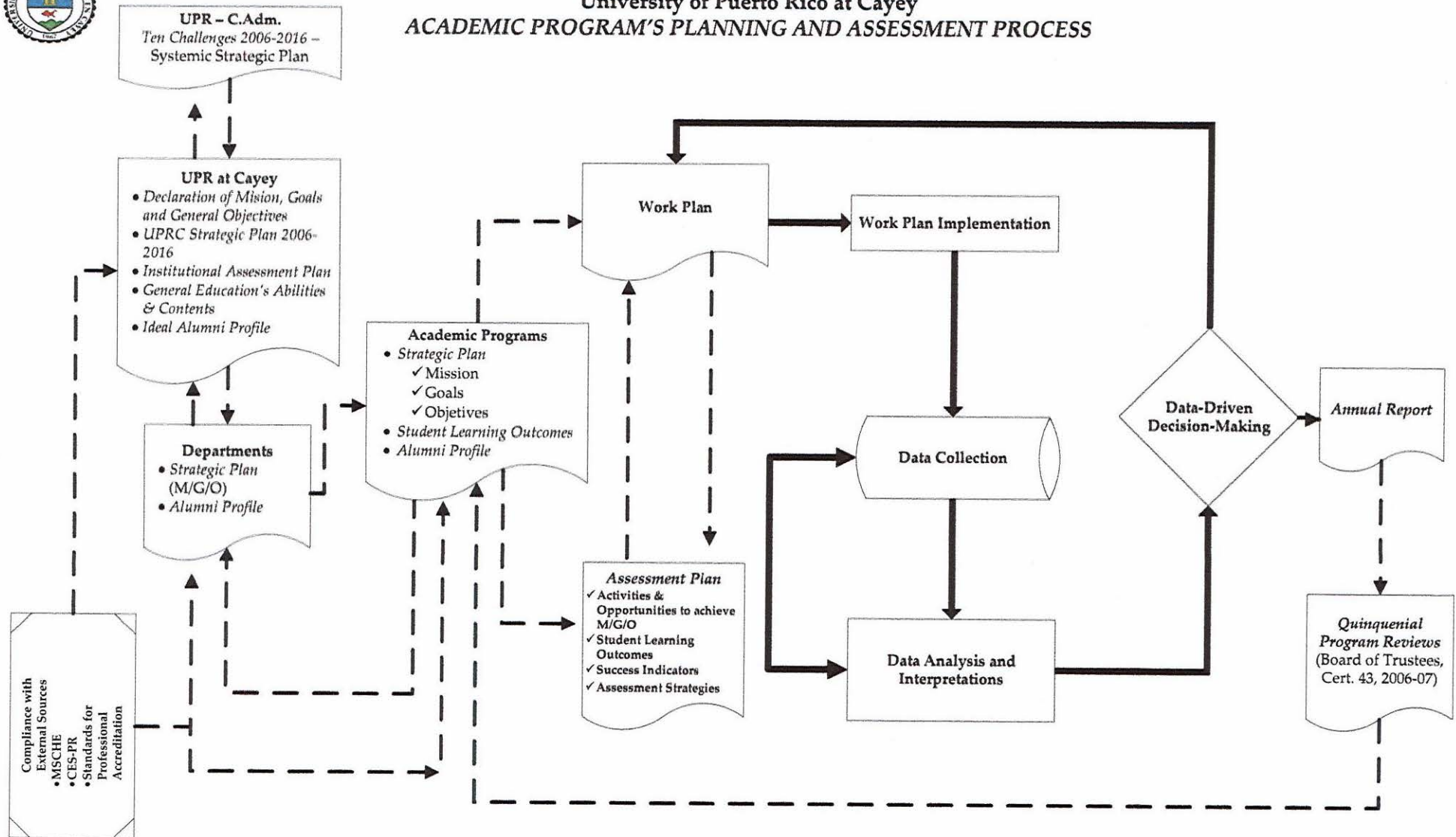


Assessment & Institutional Research Office
University of Puerto Rico at Cayey
ACADEMIC DEPARTMENTS PLANNING AND ASSESSMENT PROCESS





Assessment & Institutional Research Office
University of Puerto Rico at Cayey
ACADEMIC PROGRAM'S PLANNING AND ASSESSMENT PROCESS





Assessment & Institutional Research Office
University of Puerto Rico at Cayey

KEY ASSESSMENT AREAS AND INDICATORS FOR PROGRAM REVIEWS
IN ACCORDANCE WITH UPR BOARD OF TRUSTEES' *Guide for the Assessment of Academic Programs in the UPR*
(CERTIFICATION 43; 2006-2007)

KEY AREAS	KEY INDICATORS
Mission, Goals, and Objectives (MGO)	Alignment with Institutional MGO Focus on Student Learning Outcomes Evidence on Meeting the MGO MGO revisions
Program Validation	Evidence documenting the country's need for the program Needs and expectations that warrant program continuity
Program Relevance	Program benchmarking against institutions within and outside the System Program's impact on other programs and departments Freshmen applicant and occupant trends
Curriculum	Compliance with MGO Adequacy of the number of credits required for program completion Evidence that syllabi are current Curricular revisions
Assessment of Program's Effectiveness	Student Learning Outcomes Assessment processes and strategies Relationship between Program's Assessment Plan and the IAP Data/Assessment driven decision making
Students	Recruitment strategies Admissions and retention Enrollment trends and projections Degrees awarded Grades analysis: Concentration, General Education, and Elective Courses Alumni Achievement
Faculty	Academic Profile (status, rank, degrees, experience, etc.) Faculty FTE to Student FTE Contribution to achieving MGO Research, creative work and community service trends Use of formative course-embedded assessment strategies Use of faculty evaluation results for improvement and development Recruitment strategies/profile
Student Support Services	Administrative personnel Adequacy of services

KEY AREAS	KEY INDICATORS
Learning and Information Resources	Adequacy of learning and information resources for meeting MGO Integration of learning and information resources to the curriculum
Community Relations	Integration topics related to the community's needs to teaching, research and community service projects Currency of Course Catalog and availability to the community Incorporation of students and staff in community service projects and internships
Program Operations and Effectiveness	Administrative profile and its adequacy towards meeting the MGO Adequacy of operational coordination Staff professional development plans Degree of staff participation in the decision making process
Fiscal Aspects	Linked budget, planning and assessment process Adequacy of allocated budget for meeting MGO External resources obtained for program enhancement
Infrastructure	Adequacy of infrastructure (classrooms, labs, equipment) for achieving MGO
Challenges and Opportunities	Derived from the Program Review Process.
Development Plans	Prioritized areas Activities and time-line Resources Achievement indicators.



University of Puerto Rico at Cayey
 Periodic Program Review Reports: Compliance Itinerary (Board of Trustees: 43, 2006-2007)

Degree Awarded	2000 CIP Code	UPR Information System Code	Created	Determined Periodic Review Report Date Academic Year	Comments	Submission to Program Faculty Date	Submission to Dean Academic Affairs' Date	Submission to Academic Senate Date	Submission to Administrative Board Date	Submission to University Board Date
Bachelor's of Arts in Psychology	42.0101	1605	1978-1979	2007-08	Completed	30-Apr-08	1-Dec-08	15-Jan-09	15-Mar-10	30-Mar-09
Bachelor's of Arts in Community Psychology and Mental Health	42.9999	1613	1979-1980	2007-08	Completed	30-Apr-08	1-Dec-08	15-Jan-09	15-Mar-10	30-Mar-09
Associate's Degree in Technology and Office Administration	52.0408	2115	1981-1982	2007-08	Moratorium					
Bachelor's of Arts in Economy	45.0601	1603	1985-1986	2007-08	Moratorium					
Bachelor's of Arts in Elementary Education - Social Studies	13.1318	422	1970-1971	2007-08	Moratorium					
Bachelor's of Arts in Secondary Education - Social Sciences	13.1317	406	1973-1974	2007-08	Moratorium					
Bachelor's of Science in Chemistry	40.0501	1204	1969-1970	2007-08	Candidacy for Recognition by ACS Fall 2010					
Bachelor's of Arts in Secondary Education - Physical Education	13.1314	409	1969-1970	2007-08	NCATE Accreditation SPA 2009 Visit 2010					
Bachelor's of Science in Biology	26.0101	1202	1969-1970	2008-09	Completed	30-Apr-09	1-Dec-09	15-Jan-10	15-Mar-10	30-Mar-10
Bachelor's of Science in Mathematics	27.0101	1205	1969-1970	2008-09	In Progress	30-Apr-09	1-Dec-09	15-Jan-10	15-Mar-10	30-Mar-10



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Bachelor's of Arts in Hispanic Studies	16.0905	909	1969-1970	2008-09	Completed	30-Apr-09	1-Dec-09	15-Jan-10	15-Mar-10	30-Mar-10
Bachelor's of Technology and Office Administration - Office Administration	52.0401	321	1998-1999	2008-09	Accreditation ACBSP Self Study Fall 2010					
Bachelor's of Technology and Office Administration - Office Systems	52.0401	322	1998-1999	2008-09	Accreditation ACBSP Self Study Fall 2010					
Bachelor's of Arts in Elementary Education - Spanish	13.133	426	1970-1971	2008-09	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Elementary Education - Math	13.1311	424	1970-1971	2008-09	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Secondary - Spanish	13.133	415	1973-1974	2008-09	NCATE Accreditation Visit & Cert. 43 Report Submitted Spring 2010					
Bachelor's of Arts in Secondary Education - Math	13.1311	404	1982-1983	2008-09	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Sociology	45.1101	1606	1978-1979	2009-10	Not Initiated	30-Apr-10	1-Dec-10	15-Jan-11	15-Mar-11	30-Mar-11
Bachelor's of Arts in History	54.0101	906	1985-1986	2009-10	In Progress	30-Apr-10	1-Dec-10	15-Jan-11	15-Mar-11	30-Mar-11



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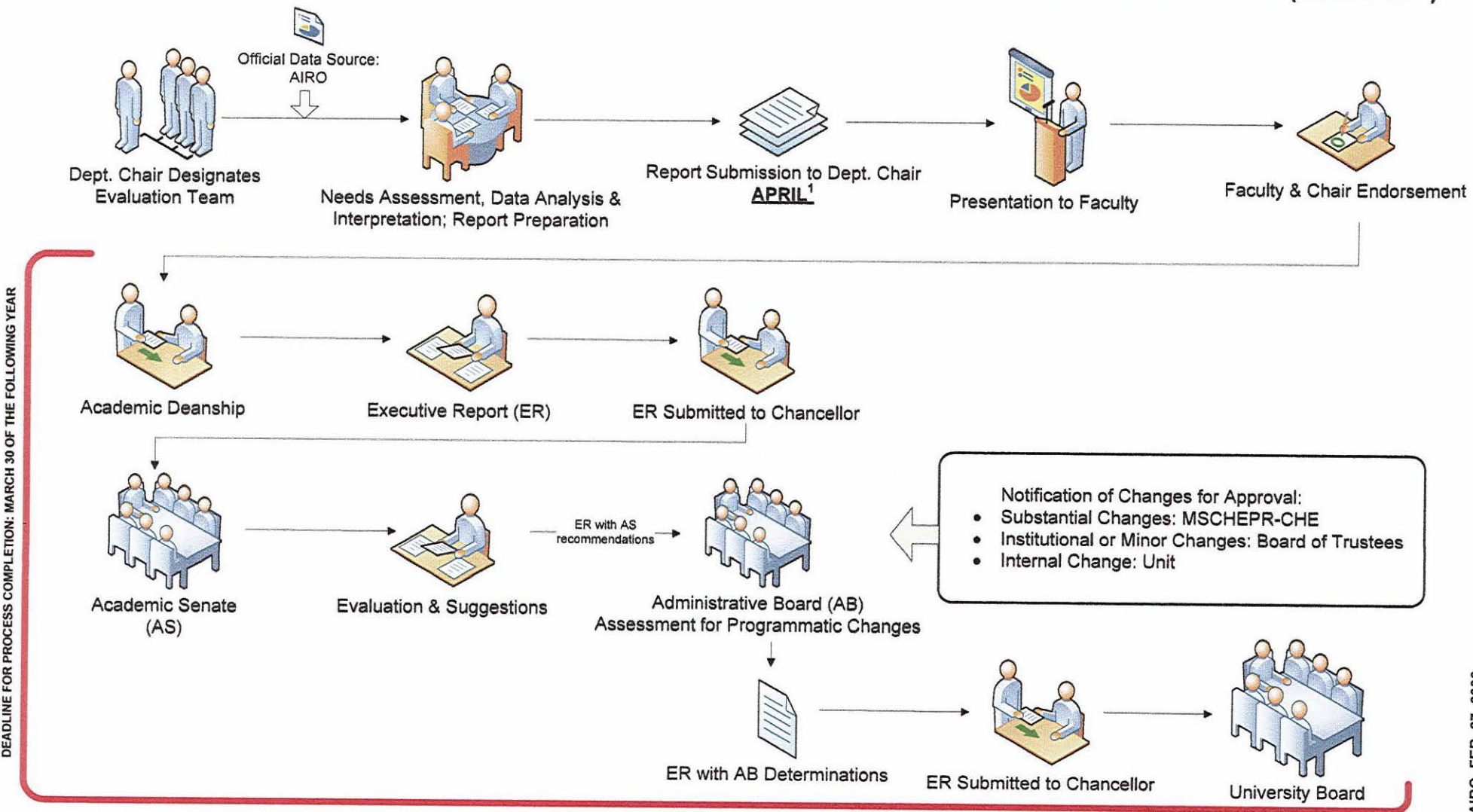
Degree Awarded	2000 CIP Code	UPR Information System Code	Created	Determined Periodic Review Report Date Academic Year	Comments	Submission to Program Faculty Date	Submission to Dean Academic Affairs' Date	Submission to Academic Senate Date	Submission to Administrative Board Date	Submission to University Board Date
Bachelor's of Arts in English	23.0101	907	1969-1970	2009-10	In Progress	30-Apr-10	1-Dec-10	15-Jan-11	15-Mar-11	30-Mar-11
Bachelor's of Busines Administration in Management	52.0299	305	1982-1983	2009-10	Accreditation ACBSP Self Study Fall 2010					
Bachelor's of Arts in Elementary Education - Special Education	13.1001	446	1970-1971	2009-10	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Elementary Education - English	13.1305	420	1970-1971	2009-10	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Secondary Education - English	13.1305	414	1978-1979	2009-10	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Secondary Education - History	13.1328	413	1985-1986	2009-10	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Science in Natural Sciences	30.1801	1201	1969-1970	2010-11	In Progress	30-Apr-11	1-Dec-11	15-Jan-12	15-Mar-12	30-Mar-12
Bachelor's of Arts in Social Sciences	45.0101	1602	1969-1970	2010-11	Not Initiated	30-Apr-11	1-Dec-11	15-Jan-12	15-Mar-12	30-Mar-12
Bachelor's of Arts in Secondary Education - Natural Sciences	13.1316	401	1970-1971	2010-11	NCATE Accreditation SPA Fall 2009 Visit Spring 2010					
Bachelor's of Arts in Humanities	24.0103	902	1969-1970	2010-11	In Progress	30-Apr-11	1-Dec-11	15-Jan-12	15-Mar-12	30-Mar-12



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Degree Awarded	2000 CIP Code	UPR Information System Code	Created	Determined Periodic Review Report Date Academic Year	Comments	Submission to Program Faculty Date	Submission to Dean Academic Affairs' Date	Submission to Academic Senate Date	Submission to Administrative Board Date	Submission to University Board Date
Bachelor's of Busines Administration in Accounting	52.0301	302	1982-1983	2010-11						Accreditation ACBSP Self Study Fall 2010
Bachelor's of Busines Administration - General Program	52.0101	301	1978-1979	2010-11						Accreditation ACBSP Self Study Fall 2010
Bachelor's of Arts in Elementary Education - Natural Sciences	13.1316	423	1970-1971	2010-11						NCATE Accreditation SPA Fall 2009 Visit Spring 2010

Quinquennial Programmatic Review Transmittal Process – Board of Trustees’ Certification 43 (2006-2007)



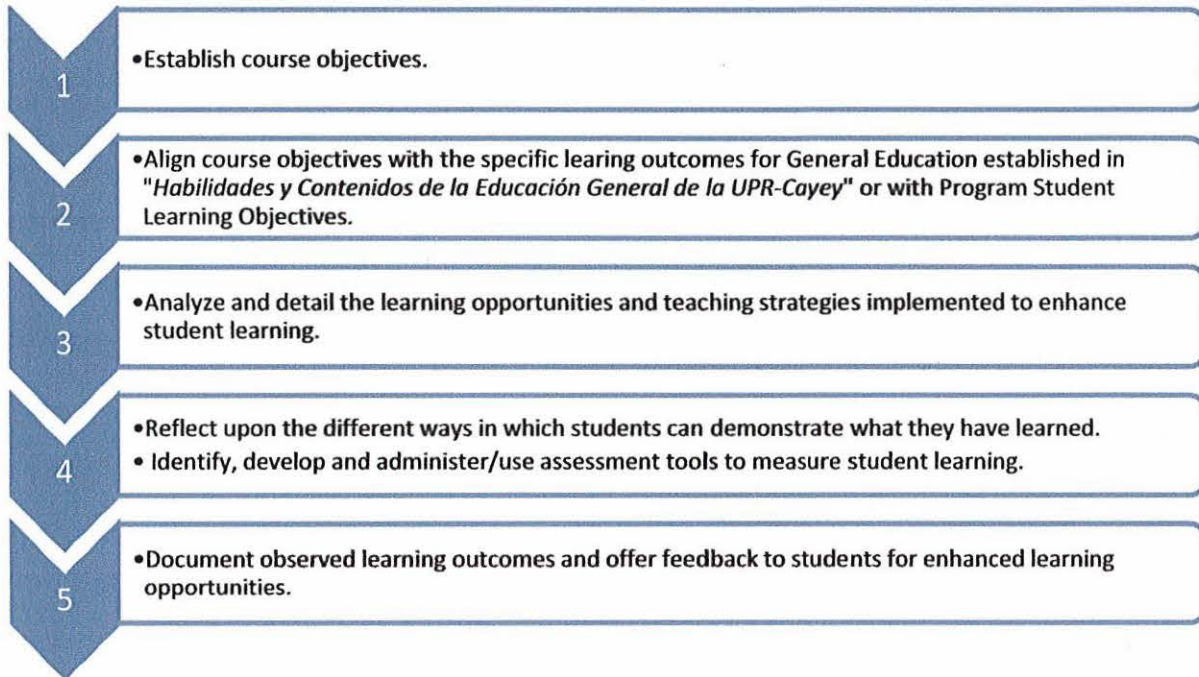
1. Report to be submitted in April of the Academic Year in which the program is to complete their Program Review in accordance with the Decennial Evaluation Calendar.



Assessment and Institutional Research Office
University of Puerto Rico at Cayey

General Guidelines for Student Learning and Course Assessment for Curricular Renewal

Phase I – Course Embedded Student Learning Assessment





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Phase II – Course Assessment for Curricular Renewal

- 1 • Reflect upon what where the possible underlying factors impacting student learning (i.e., HYPOTHESIS).
- 2 • Reflect upon the strengths and areas for improvement of the implemented instructional strategies.
- 3 • Reflect upon the achievements and areas for improvement in student learning.
- 4 • Reflect upon changes and strategies to be implemented the next time the course is offered.
- 5 • Identify actions to be taken at the programmatic and departmental level in order to address the challenges students present upon course completion.
- 6 • Implement decisions.