



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3025: Assessment of Student Learning
Origination: 02-04-2019
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Effective: 02-15-2019
Reviewed:
Last Updated:

Subject: Assessment of Student Learning

1. PURPOSE

This policy statement provides guidelines for assessment of student learning for credit-bearing programs for which an Associate of Arts, Associate of Science, Associate of Applied Science, or Certificate may be granted to a student by Northern Pennsylvania Regional College upon successful program completion.

2. SCOPE AND APPLICABILITY

This policy is applicable to all credit-bearing degree and certificate programs at Northern Pennsylvania Regional College and all personnel responsible for administration of those programs.

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 NPRC-3015 General Education Philosophy and Goals

3.3 NPRC-3030 Academic Program Review

3.4 NPRC-3035 Course Syllabus Adoption and Use

3.5 Suskie, Linda. Assessing Student Learning: A Common Sense Guide, 3rd Edition, 2018, via https://www.ccac.edu/Assessment_of_Student_Learning.aspx

3.6 Middle States Commission on Higher Education (MSCHE), Standards for Accreditation and Requirements for Affiliation, 13th edition, Standard III Design and Delivery of the Student Learning Experience, https://www.msche.org/standards/#standard_3, and Standard V Educational Effectiveness Assessment, https://www.msche.org/standards/#standard_5.

4. DEFINITIONS

- 4.1 Assessment is an ongoing process through which the College seeks to evaluate and improve student learning. The assessment process seeks to establish measurable learning goals; promote mechanisms to support student achievement of the goals; systematically collect, analyze, and interpret supporting evidence of student learning related to the learning goal; and use the results to improve student learning.
- 4.2 Academic program of study refers to a credit-bearing program whose curriculum is composed of required coursework and whose successful completion leads to an Associate of Arts, Associate of Science, Associate of Applied Science, or a Certificate.
- 4.3 The Assessment Committee is a subset of College employees formed from academic administrators, student services unit, support staff, full-time faculty, and/or part-time faculty, appointed and led by an academic administrator or faculty member designated by the Vice President for Academic and Student Affairs. The Assessment Committee is charged with oversight of the assessment of student learning including primary authorship of the Annual General Education Assessment Report.
- 4.4 The Annual General Education Assessment Report provides information concerning the assessment of student learning in relationship to the College's general education goals.
- 4.5 The Annual Program Assessment Report provides information concerning the assessment of student learning in relationship to program goals for each academic program.
- 4.6 The Annual Assessment Plan outlines the scope and activities planned for assessing program specific and general education goals for an academic year.

5. POLICY

- 5.1 In accordance with Middle States Commission on Higher Education expectations for accredited institutions, per Standard V-Educational Effectiveness Assessment, "Assessment of student learning and achievement demonstrates that the institution's students have accomplished educational goals consistent with their program of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education." NPRC's academic programs and assessment processes for student learning shall possess
 - 5.1.1 Clearly stated educational goals at the institutional, program, and course level which are interrelated with one another, correspond to relevant educational

experiences, and are consistent with the College's mission for all academic programs of study leading to the attainment of an Associate degree;

- 5.1.2 A documented, organized, and sustained assessment process conducted by faculty and/or other appropriate professionals to evaluate the extent of and improve student learning as related to established institutional, program, and course level goals;
 - 5.1.3 Evidence of consideration and use of assessment results for the improvement of educational effectiveness, including evidence of sharing and discussion of information about student learning assessment with appropriate stakeholders and use of assessment results to improve teaching and learning through evidence-based decision-making;
 - 5.1.4 Evidence of the use of student learning assessment as part of institutional assessment; and
 - 5.1.5 Periodic assessment of the effectiveness of assessment processes employed by the institution for the improvement of educational effectiveness.
- 5.2 All full-time and part-time faculty are required to participate in the assessment process. Faculty involvement may include the following:
- 5.2.1 Guiding assessment processes;
 - 5.2.2 Identifying courses in which program and general education goals are addressed and assessed;
 - 5.2.3 Assessing the efficacy of assessment processes;
 - 5.2.4 Writing assessment reports;
 - 5.2.5 Developing and using rubrics;
 - 5.2.6 Providing and/or collecting student work samples;
 - 5.2.7 Scoring student work samples;
 - 5.2.8 Developing and/or administering common assessment instruments;
 - 5.2.9 Selecting and/or administering applicable industry-recognized and/or nationally normed assessment instruments, such as National Institute of Metalworking Skills (NIMS) certification tests, SkillsUSA instruments,

National Occupational Competency Testing Institute (NOCTI) assessments;
and/or

- 5.2.10 Serving on the Assessment Committee.
- 5.3 Faculty may be appointed by the Vice President for Academics and Student Affairs or designee with Presidential approval to a leadership role involving programmatic or general education assessment.
- 5.4 The Annual Assessment Plan must include plans for the assessment of at least one program goal for each program and at least two general education goals annually. All program specific and general education goals must be assessed at least once within every five academic years.
- 5.5 The Annual Assessment Plan, Annual Program Assessment Report, and Annual General Education Assessment Report are subject to the criteria of this policy statement and NPRC-3015 General Education Philosophy and Goals.
- 5.6 The Annual Assessment Plan must identify the goal to be assessed and a minimum of two measures, one of which must be directly measurable, and both of which must outline the mechanism or instrument to be used in assessing the goal.
- 5.7 Failure to provide documentation requested for the purposes of assessing student learning or executing the terms of the Annual Assessment Plan may result in disciplinary action.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The assessment of student learning is primarily a responsibility of the faculty. Adherence to all established deadlines for submission of requested documentation for the assessment of student learning including, but not limited to, deadlines associated with writing Annual Program Assessment Reports and the Annual General Education Assessment Report is expected.
- 6.2 The Assessment Committee is responsible for oversight, production, and implementation of the Annual Assessment Plan; Annual Assessment Report; and evaluation of efficacy of the assessment processes. Additionally, the Assessment Committee is responsible for recommending changes in assessment processes or curriculum stemming from the Committee's work.

6.3 Responsibilities and timelines for the Annual Assessment Plan follow.

- 6.3.1 The Dean of Curriculum and Instruction or faculty designee is responsible for submitting the plan(s) for program assessment for the upcoming academic year, including assessment of program goal(s) for each program and other assessment instruments employed, to the Assessment Committee prior to the due date for submission of midterm grades published on the Academic Calendar for the spring term preceding the academic year for implementation.
- 6.3.2 The Assessment Committee is responsible for developing the plan(s) for general education assessment prior to the due date for submission of midterm grades published on the Academic Calendar for the spring term preceding the academic year for implementation.
- 6.3.3 The Chair of the Assessment Committee is responsible for compiling plans for assessment of both program and general education goals and submitting the resulting Annual Assessment Plan to the Dean of Curriculum and Instruction prior to the last date for course withdrawal published on the Academic Calendar for the spring term preceding the academic year for implementation.
- 6.3.4 The Dean of Curriculum and Instruction is responsible for review, approval, and submission of the Annual Assessment Plan to the Vice President of Academic and Student Affairs prior to the due date for submission of final grades published on the Academic Calendar for the spring term preceding the academic year for implementation.

6.4 Responsibilities and timelines for the Annual Assessment Report follow.

- 6.4.1 The Dean of Curriculum and Instruction or faculty designee assigned to program oversight is responsible for submitting the Annual Program Assessment Report for the previous academic year to the Assessment Committee prior to the first day of the summer term as published on the Academic Calendar.
- 6.4.2 The Assessment Committee is responsible for fulfilling the obligations outlined by the Annual Assessment Plan for general education assessment for the previous academic year prior to the first day of the summer term as published on the Academic Calendar.
- 6.4.3 The Chair of the Assessment Committee is responsible for compiling information about both program and general education goals assessments and submitting the resulting Annual Assessment Report to the Dean of Curriculum

and Instruction for the previous academic year prior to the last date for withdrawal from summer term as published on the Academic Calendar.

- 6.4.4 The Dean of Curriculum and Instruction is responsible for review, approval, and submission of the Annual Assessment Report to the Vice President of Academic and Student Affairs prior to the start date of the subsequent academic year.
 - 6.4.5 The Vice President for Academic and Student Affairs or designee is responsible for final review, approval, and dissemination of the Annual Assessment Report to all internal constituencies prior to conclusion of the last date by which students may add or drop a course as published on the Academic Calendar for the first term in the subsequent academic year.
 - 6.4.6 The President or designee is responsible for sharing the Annual Assessment Report with the Board of Trustees at the next regular meeting following the dissemination of the report to internal constituencies.
- 6.5 Students and staff are expected to respond in a timely manner to requests for information associated with the assessment process.
- 6.6 The Chief of Staff or designee is responsible for the public posting of the Annual Assessment Report on the College's website Annual Assessment prior to the deadline for the submission of grades during the fall term following the academic year for which the report was written.
- 6.7 The Dean of Curriculum and Instruction or designee shall be responsible for identifying which general education and program goals are addressed in each of the credit-bearing courses offered by the College and ensuring the syllabi of all sections of those courses list the common general education, program, and course goals addressed, embedded, and assessed in the course.
- 6.8 The Dean of Curriculum and Instruction shall be responsible for ensuring that all general education goals and program goals are addressed, embedded, and assessed in the curriculum of every degree and certificate program.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a

request, a complete review of the policy will be conducted within three months. Upon review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination