



Academic Policy

Academic Program Assessment

Approved by: Faculty and President

Date Approved: September 5, 2018

1. **Summary:** This policy establishes guidelines and responsibilities for the assessment of Academic Program Student Learning Outcomes at Criswell College.
2. **Rationale:** This policy is necessary to ensure that academic program student learning outcomes of the college are regularly assessed in accordance with accreditation requirements.
3. **Entities Affected:** faculty, staff

4. **Definitions:**

Academic Program: an integrated course of study that culminates in the awarding of a specific degree.

Student Learning Outcomes: statements that express the knowledge, skills, or abilities that students will possess after completing an Academic Program.

5. **Policy:** Criswell College recognizes that the quality of its Academic Programs results from collaborative and ongoing assessment by the college's faculty and from appropriate stewardship by college administrators. Accordingly, the college will engage in regular Academic Program student learning outcome assessment according to the following guidelines.

Assessments of Student Learning Outcomes

Assessments of Student Learning Outcomes will be conducted at least once every two years. Assessments will be initiated by the Department of Institutional Effectiveness and Research and will be conducted under the leadership of program directors by faculty members who teach courses within their programs. Assessments will include the evaluation of Student Learning Outcome data to determine strengths and weaknesses, and to establish plans for improvement.

Program directors will compile assessment reports providing evaluations of strengths and weaknesses and plans for improvement. The reports will be made available to the faculty.

Responsibilities

Academic assessment efforts will be coordinated by the Department of Institutional Effectiveness and Research. The Vice President of Academic Affairs and Program Directors will bear primary responsibility for implementing academic assessment but will do so through collaboration with faculty members who contribute to their respective programs. Academic program directors will be responsible for regularly reviewing academic assessment processes and suggesting improvements.

6. Procedure:

- a. Implementation:** The Academic Affairs Office and Program Directors will implement procedures that follow this policy.
- b. Responsibility for Compliance:** Vice President of Academic Affairs
- c. Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Faculty Handbook*.
- d. Policy Review:** This policy will be regularly reviewed according to the college’s policy review procedure.

For the Office of Institutional Effectiveness and Research only:

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| Policy version: 3.0 | Policy number: 3.008 |
| Related policies: | |

Policy History

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| Version 1.0 | September 9, 2015 |
| Version 2.0 | October 12, 2017 |
| Version 3.0 | September 5, 2018 |