

Revision Protocol of Department Assessment Plans

1. Departments should update the internal working version of the unit's assessment plan on an annual basis, especially as templates and evaluation rubric instruments evolve and change. The department should evaluate the assessment plan's effectiveness (i.e., "Is it working well?") annually and adjust it frequently to improve the plan and to integrate its use into department planning and operations.
2. Departments are required to update the unit's assessment plan no less often than every five (5) years and to submit the revision to the Student Assessment and Learning Committee for review and approval. If the Committee deems the revision to meet good practice standards, notice is given to department chairs and deans. Revisions that are deemed not to meet good practice standards must be revised and resubmitted the plan to the Committee, until they are approved.
3. Departments are required to update the unit's assessment plan more frequently and to submit these for peer review with the Student Assessment and Learning Committee when any of the following conditions occur:
 - a. When the department proposes a significant change or revision to its major curriculum. The revision of the assessment plan must accompany the documentation submitted to the Undergraduate Academic Council or Graduate Academic Council. Council chairs will place the curriculum change proposal on the agendas only when the appropriate documentation is submitted with the proposal, including the revised assessment plan.
 - b. When the department proposes a major revision to the assessment plan and/or selects a new major assessment tool or strategy (e.g., changing from portfolios to examinations, etc.).
 - c. When the structure of departments is re-organized (e.g., departments are combined, departments are split, etc.).
 - d. When departments propose new degree programs (i.e., new majors or degree programs not currently associated with a department).
 - e. When programmatic accreditation agencies (e.g., ACBSP, CCNE, CSWE, NASM, NCATE, etc.) release new accreditation standards for professional programs. The focus here is to assure that department exercises due diligence in responding to advancing standards and to assure that the required alignments between student learning outcomes, curriculum, pedagogy, instructional activities and quality improvement and planning processes are in place.

Accreditation agencies often release pre-implementation or draft copies of proposed changes to accreditation standards to solicit public comment and to communicate with member institutions. The local department is to revise and submit the assessment plan within 6-month after the adopted effective implementation date.