

Appendix C: Inclusion of Academic Assessment into the Program Review Process

Assessment is conducted on an annual basis and maintained in the Academic Unit's Assessment Cycle on the portal (<https://portal.pointloma.edu/web/institutional-effectiveness/assessment>). The Assessment Cycle is a repository for the Academic Unit's assessment evidence. Learning outcomes are established, assessment activities administered and criteria for success determined. The Academic Unit also decides on the schedule for assessing and evaluating each learning outcome. While data are collected on an annual basis they are analyzed on a revolving three-year cycle. The results are used to improve student learning. This assessment process is a continual, formative process over which the faculty, staff, and administration have responsibility.

Formative assessment is utilized to immediately determine whether students have learned what the instructor intended. This type of assessment is intended to help instructors identify material which needs to be clarified or re-taught and should not be used to evaluate or grade students. Results of formative assessment can assist instructors to determine whether curriculum or learning activities need to be modified during a class session or before the next class meets.

Summative assessment is cumulative in nature and is utilized to determine whether students have met the course goals or student learning outcomes at the end of a course or program. The summative process determined how well the group performed on the learning task.

Program review is summative in nature and allows the department to determine whether the processes and resources are adequate for the design of the learning process. This can include the use of external reviewers, who can give additional insight into the adequacy of the design of the program, the processes and the resources.

Assessment and program review are linked and both are designed to improve educational quality. The annual assessment findings are designed to improve student learning, to make corrections as the program is carried out. Program review is designed to revive/refresh alignment of the program direction with the University mission, to improve program effectiveness within resource constraints. Program Review can be the strategic plan for the department or school while assessment may be considered the yearly plans that carry out the strategic plan.

