



December 16, 2019

To: Faculty

From: Jay D. Gatrell, Provost & VPAA

CC: Deans  
Chairpersons  
Karla Sanders, Academic Success Center

**RE: Program Assessment for Undergraduate Majors**

As you know, a memorandum on program assessment was issued in April 2019 and the reporting cycle for 2018-2019 was suspended. During Fall 2019, a taskforce comprised of faculty, administrators, and other stakeholders reviewed the current structure, timeline, and approach towards the assessment of undergraduate programs across campus. In October 2019, this group submitted their recommendations for revitalizing and reconfiguring campus assessment processes to my office.

Based on the work of the taskforce, the Office of Academic Affairs developed revised processes for both accredited and non-accredited programs. In addition to academic majors, an initial framework for the assessment of general education was proposed. The revised framework for assessment is intended to enhance faculty engagement in assessment and promote meaningful curricular discussions at the department-level. Additionally, the new processes have intentionally integrated dean-level review and acknowledge the on-going efforts associated with accreditation, as well as IBHE program reviews.

The attached templates have been collaboratively developed based on feedback from chairs, deans, taskforce members, the General Education Sub-Committee, and CAA. As you will see, the templates include a revised reporting cycle and submission timeline. The new reporting cycle is intended to provide faculty and departments an opportunity to review and reflect on prior year data. As in prior years, the program assessment process will be coordinated and archived in the assessment office by the Executive Director of the Academic Success Center, Dr. Karla Sanders.

In terms of next steps, I will be asking that the deans work with Dr. Sanders to develop a biennial reporting cycle for all academic programs in their colleges by CIP code<sup>1</sup> that begins with initial reporting in October 2020. This reporting cycle (even & odd years) will be published online at <https://www.eiu.edu/assess/> no later than February 7, 2020.

In closing, I thank you for your time and would encourage you to contact me should you have any questions.

---

<sup>1</sup>A degree program is defined by CIP code. When and where more than one degree option reports to the same code, the options (and any varying learning outcomes) should be referenced in the single report. On the question of modality, the learning outcomes should be the same and only one report is required.