

[Document can be found at <http://www.hamline.edu/learning-outcomes/resources-tutorials.html>]

The Program Assessment Review process is designed to capture assessment activity and to support programs in their efforts to improve student learning. The revised process, outlined below, is designed to foster internal peer review and ensure a collaborative relationship between CLOA and individual Hamline programs. Deadlines have been set to encourage summer and/or fall reflection on assessment activity in the prior academic year. If you have questions regarding this process, please contact your unit's CLOA representative(s).

Revised Program Review Process (beginning Fall 2014):

By Thanksgiving:

- All programs submit annual reports for previous academic year. Submissions are made to Administrative Heads in CLA and to Associate Deans in HSB and HSE.

By January 31st:

- Peer review occurs within units (i.e., within schools for Law, HSE and HSB, within administrative units in the CLA, and within the academic affairs unit). Dean/unit leadership is encouraged to be present at the peer review sessions. CLOA will be providing more information to support these peer review sessions and can, if desired, help facilitate.

By February 14th:

- Feedback is incorporated and report is submitted to CLOA, through Administrative Heads and/or Associate Deans. Send reports via email to Tracy Williams in Institutional Research.

By April 15th:

- CLOA reviews documentation for 1/3 of programs, on a rotating basis. CLOA is currently working on a review schedule for all programs.
- CLOA feedback is created by a minimum of one CLOA member inside the school and one outside the school.
- Feedback is given back to report author for confirmation (one week window for comment).

By April 30th:

- All feedback is sent from CLOA to Deans by the end of April.

Report author will share feedback with program faculty/staff as deemed appropriate.

Changes to Learning Outcomes and/or Program Assessment Plans

Please notify Tracy Williams in Institutional Research of any changes to program learning outcomes or your Program Assessment Plan.