Chapter Five Appendix

Enclosure 5.02
Academic Dean Instruction on Annual Academic Assessment Reporting (ACDEANINST 5400.1)

ACDEANINST 5400.1
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ACADEMIC DEAN AND PROVOST INSTRUCTION 5400.1

From: Academic Dean and Provost

Subj: ANNUAL REPORTING OF ASSESSMENT PROGRESS

Ref: (a) AcDean and Provost ltr of 23 Jan 01; Subj: Framework for Assessment
(b) AcDean and Provost ltr of 12 Sep 01; Subj: Toward a Comprehensive Assessment Process: 2001-2002
(c) AcDean and Provost ltr of 9 Oct 02; Subj: Toward a Comprehensive Assessment Process: 2002-2003
(d) AcDean and Provost Email of 30 Nov 03; Subj: Annual Assessment Reports
(e) ACDEANINST 12550.4 series
(f) USNAINST 12430.4 series

1. Purpose. References (a) through (d) laid the foundation for establishing a comprehensive program of academic assessment at the Naval Academy, intended to provide the factual basis for continual measurement and improvement of the Academy's curriculum. This instruction specifies action to be completed annually by Division Directors regarding assessment of the Core Program; by Department Chairs and Program Directors regarding assessment of majors, minors, and tracks; and by the Faculty Senate Assessment Committee regarding the overall status of assessment at the United States Naval Academy.

2. Discussion. The fundamental purpose of Naval Academy academic assessment programs is to support *continuous improvement of USNA academic programs and enhancement of midshipman learning.* In contrast to the program assessment processes described herein, references (e) and (f) provide parallel but separate guidance regarding assessment of personnel in support of promotion and award of merit pay. In its simplest form, the Academy's programs of academic assessment seeks to address the following questions for the core curriculum and for every major, minor or track within a major offered at the Naval Academy:

a. Program Rationale. What is the relationship of the program to the USNA Mission? How does the program as a whole and the specific courses currently offered address the needs expressed by the Fleet and the Corps? What are the major student learning goals of the program and how are they related to the Naval Academy Strategic Plan? What interdependencies exist between the program and other programs in the Division and to the majors, minors, and tracks in other Divisions?

b. Curriculum and Program Outcomes. What are the student learning outcomes (knowledge, skills, and values) of the program? How are the courses and other educational and training experiences organized to foster these outcomes? What are the staffing requirements (number and capabilities) and facilities needed to adequately support the program?

c. Program Assessment. How is the effectiveness of the program in achieving its intended student learning outcomes assessed, both internally and externally, as a whole and in regard to its constituent courses and other educational and training experiences? What has been learned from past assessments?

d. Continuous Program Improvement. What changes are planned or have been made as a result of assessment to enhance student learning and to better align the program with internal and external needs?

3. Policy. Detailed guidance is contained in the following sub-paragraphs.

a. Core Program Assessment by the Divisions. The annual assessment of the core program should involve both within-Division and across-Division interaction. Within Divisions, both the overall effectiveness of the Core Program and the effectiveness of its constituent courses should be reported. In addition, any significant dependencies on the core programs offered by other Divisions should be reported. Division Directors should submit their summary Core Program Assessments to the Faculty Senate Assessment Committee each year at the conclusion of the spring semester, but not later than 15 June each year.

b. Academic Majors, Minors, Tracks within a Major, and Interdisciplinary Programs. The annual assessment of academic majors, minors, tracks within a major, and interdisciplinary programs should be part of an ongoing program of continuous improvement. The assessment process should be integrated with internal and external program review and accreditation, where appropriate, to avoid duplication of effort. Where possible, the Academic Dean, Assessment Committee and Division Directors will ensure that standardized instruments of assessment are employed and data collected in comparable circumstances to facilitate longitudinal assessment of programs across multiple academic years. Assuring this standardization of evidence gathering should be regarded as comparable in priority to meeting the due date for the finished report. Especially important elements of program reports are the improvements in teaching and learning, and in the assessment process itself that have been implemented or are anticipated based on specific assessment results. Department Chairs should submit their Program Assessment reports to the Faculty Senate Assessment Committee, via their respective division director, each year at the end of the spring semester, but not later than 15 June each year.

c. Faculty Senate Assessment Committee. The Faculty Senate Assessment Committee will be responsible for maintaining the continuity and momentum of the Academy's academic assessment processes. In particular:

(1) The Faculty Senate Assessment Committee shall create and monitor an overall framework and timetable for academic assessment at the Naval Academy. The Committee shall report annually to the Senate on the state of academic assessment at the Naval Academy, and provide recommendations for improvements in the academic program. The Senate shall forward the Assessment Committee's report and recommendations, together with any additional comments, analysis and/or proposals arising from the Faculty Senate, to the Academic Dean and Provost during the fall semester of each academic year.

(2) The Faculty Senate Assessment Committee shall review and coordinate departmental and divisional assessment reports and meet with departmental and divisional assessment committees to discuss departmental assessment activities and facilitate the communication and sharing of best practices across the Academy.

(3) The Committee shall establish subcommittees with particular oversight responsibilities with respect to assessment of: (a) the core curriculum; and (b) the stated goals regarding the major academic capabilities and attributes of Naval Academy graduates.

(a) The Core Curriculum Assessment Subcommittee shall review core program assessment reports and meet with divisional assessment committees, as necessary, to discuss assessment results. In conjunction with the academic Divisions, the subcommittee shall promote cross-Division discussion and coordination of the core program and its assessment. The subcommittee shall report annually to the Senate via the parent Faculty Senate Assessment committee on the state of core program assessment at the Academy.

(b) The Goals Assessment Subcommittee shall plan and implement a phased, cyclic examination of the stated goals established for the major academic capabilities and attributes of Naval Academy graduates. The Goals Assessment Subcommittee will ensure that the assessment of goals and attributes is conducted in a standardized manner, to the extent possible supporting comparison of results across multiple years. The Goals Assessment Subcommittee will work with the Academic Dean, to ensure that the conditions under which the cyclic processes of gathering information remain standardized, where possible. The subcommittee will report annually to the Senate via the parent Faculty Senate Assessment committee regarding the Adequacy of goals selected to characterize successful Naval Academy graduates.

d. Wherever possible the Naval Academy will use standardized, widely employed assessment instruments and the Academic Dean will maintain a budget line for centralized funding for use of such instruments.

4. Action. Division Directors, Department Chairs, Program Directors, and the Faculty Senate will ensure that the assessment reports discussed in paragraph 3 of this instruction are prepared and submitted annually.

5. Assistance. The Director of Academic Assessment and the Faculty Senate Assessment Committee are available to provide advice and assistance to departments and divisions as needed.

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