

# Getting Everyone Involved

Recruiting and training reviewers from  
across campus for the assessment process

**Lisa Covington** – Director of Assessment and Compliance, Houston Baptist University

**Dr. David Davis** – Associate Professor of History, SACSCOC Academic Assessment Officer, Houston Baptist University

**Dr. Brenda Whaley** – Professor of Biology, SACSCOC Administrative Assessment Officer, Houston Baptist University

## Today's Outcomes

- Introduction to HBU
- Assessment at HBU
- Recruiting Reviewers
- Campus Culture
- Q & A

# Houston Baptist University

- Private, Not-For-Profit
- Level 5 Institution
- 8 Colleges

Engineering	Science & Math	Humanities	Fine Arts
Christian Thought	Nursing & Allied Health	Education & Behavioral Science	Business

- Fall 2018 Enrollment
  - Undergraduate Enrollment – 2,321 Graduate Enrollment -1,111
- Pampell Online Division – Fall 2017

## Reviewers are Key – Assessment at HBU

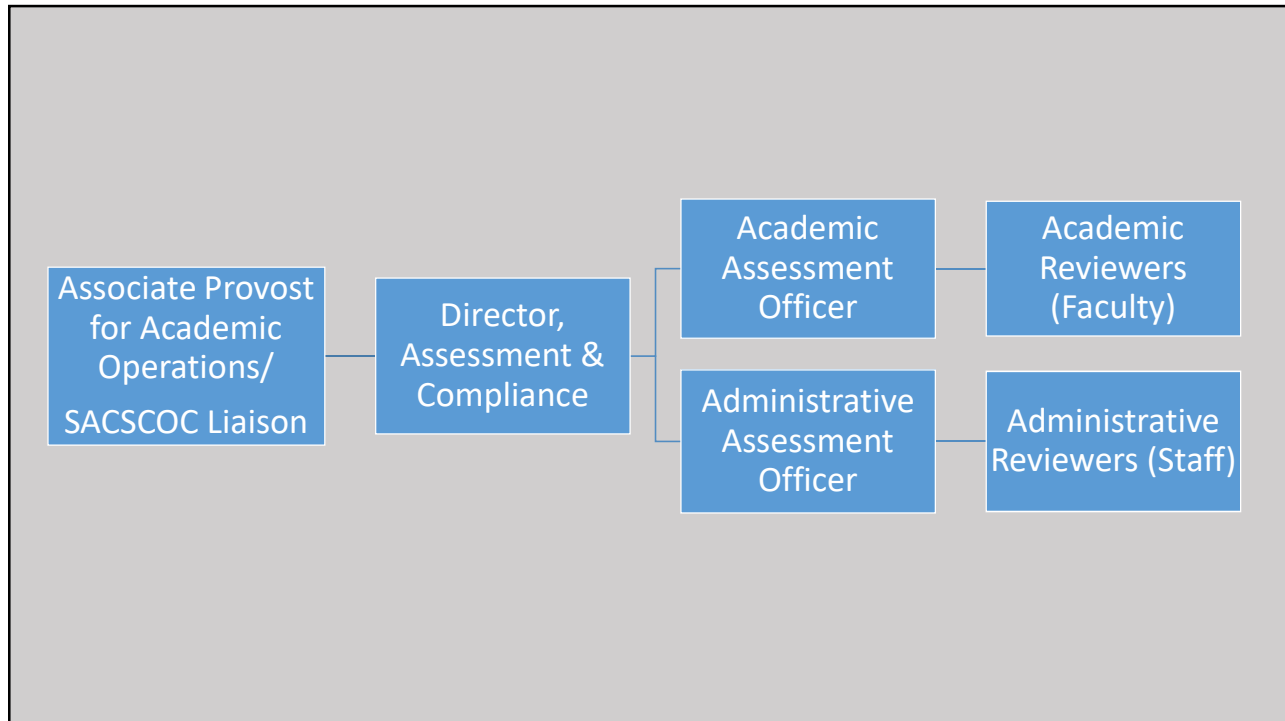
### Administrative Assessment

Administrative support services (7.3)

Academic and student services that support student success (8.2.c)

### Academic Assessment

Student learning outcomes for educational programs (8.2.a)



## Reviewers are Key – Assessment at HBU

- Academic & Assessment Officers
  - Selection Process
  - Unique Factors
    - HBU Faculty Members
    - “Out of Load”
    - SACSCOC meeting attendance required (July and December)
    - 5 Year commitment
  - Service to the University

## Reviewers are Key – Assessment at HBU

### Administrative Assessment

38 assessment documents

Six 1<sup>st</sup> Level Reviewers

Three 2<sup>nd</sup> Level Reviewers

### Academic Assessment

91 assessment documents

Eleven 1<sup>st</sup> Level Reviewers

Five 2<sup>nd</sup> Level Reviewers



## Reviewers are Key – Assessment at HBU

- ✓ Selection Process
  - Past engagement in assessment at HBU
  - Enjoyable to work with/Strong communication skills
  - Representation from across campus
- ✓ Formal request made to Dean or VP
- ✓ Presidentially Appointed Committee
- ✓ Incentives
  - Service to the University
  - Professional development
  - Assignment to other committees is limited

## Reviewers are Key – Assessment at HBU



- ✓ Confirm Dean/VP approval
- ✓ Checks for completion
- ✓ Ensures everything is “assessment appropriate”
- ✓ Fills out rubric, signs off on document
- ✓ Emails writer any feedback/suggested edits
  - ✓ CC’s 2<sup>nd</sup> Level Reviewer on this email

## Reviewers are Key – Assessment at HBU



- ✓ Ensures suggested changes from 1<sup>st</sup> Level Reviewer are implemented
- ✓ Check that all goals are linked to the HBU Vision Statement
- ✓ Offers additional feedback as needed
- ✓ Assigns Improvement Codes when assessment-driven improvements are documented
- ✓ Fills out rubric, signs off on document
- ✓ Emails writer and assessment officer to let them know their review is complete

## Reviewers are Key – Assessment at HBU

### Academic Improvement Codes

- Curricular Changes
- Course Revision
- Pedagogy
- Changed Assessment
- Improve Criteria for Success
- Process Revision
- Budget
- Development or Training
- Other

### Administrative Improvement Codes

- Revised Service
- Process Revision
- New Policy
- Budget
- Changed Assessment
- Improved Criteria for Success
- Hired Consultant
- Created/ Modified Instructions
- Development or Training
- Other

## Reviewers are Key – Assessment at HBU

- ✓ Spring
  - Identify new academic programs and administrative units
  - Identify reviewers for the upcoming academic year
- ✓ Late Summer/Early Fall
  - Identify Assessment Assignments
    - Writers, 1<sup>st</sup> Level Reviewers, 2<sup>nd</sup> Level Reviewers
  - Reviewer Training
    - New Reviewers
    - All Reviewers
- ✓ Fall
  - Annual Assessment Meeting
  - Professional Development Sessions

## Campus Culture

### Advantages

- Representation
  - All Colleges/Schools
  - Majority of Departments
- Assessment knowledge across campus
- Easily document assessment-driven improvements for SACSCOC

### Challenges

- Buy-in
- Differing levels of experience

# Q & A

Questions? Feel free to reach us by email!

Lisa Covington –  
lcovington@hbu.edu

Dr. David Davis –  
ddavis@hbu.edu

Dr. Brenda Whaley –  
bwhaley@hbu.edu