Getting Everyone Involved

Recruiting and training reviewers from across campus for the assessment process

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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

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- 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 1st Level Reviewers
- Three 2nd Level Reviewers

Academic Assessment
91 assessment documents

- Eleven 1st Level Reviewers
- Five 2nd Level Reviewers

- Writer
- Dean
- 1st Level Reviewer
- 2nd Level Reviewer

- Writer
- Vice President
- 1st Level Reviewer
- 2nd Level Reviewer

- September 18th
- October 5th
- October 18th
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

1st Level Reviewer

☐ 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 2nd Level Reviewer on this email
Reviewers are Key – Assessment at HBU

- Ensures suggested changes from 1st 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

2nd Level Reviewer

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, 1st Level Reviewers, 2nd 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!

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