Procedure — Interim Assessment of New Programs

Procedure Number: 102.70
Date Adopted: 4/10/08
Last Revision: 10/21/10
References: Three-year Interim Assessment of New Academic Programs Motion (4/10/08);
Board of Regents Policy 303.3; Academic Affairs Program Review Procedures
Approved by: Executive Committee of the Faculty Senate

ECOS conducts an interim assessment of new academic programs, free standing minors, and certificates (level II proposals). If the new program is in a department that is scheduled for review within three years of approval, interim assessment is not necessary. Academic Affairs requests documentation (November) and submits to ECOS when received (Deadline is December 15th).   ECOS will review the materials and determine whether to follow-up with program representatives and/or involve ASCRC or Graduate Council. ECOS will provide feedback to the program and Academic Affairs as necessary.   The Faculty Senate Chair will report the results of the assessment to the Faculty Senate as information. The assessment report is archived on the Faculty Senate website .

Documentation from the program should adhere to the following outline:

1. Overview
   Provide a one-paragraph overview of the program, including all degrees offered.
2. Progress of program development
   a. Describe the status of any new faculty and/or staff hires associated with this program.
   b. Describe the implementation of the program curriculum, including specifics on new courses that have been offered or are under development.
   c. Describe the availability of resources anticipated in the original proposal. Indicate whether any additional resources have been requested.
   d. Outline the plan for continued development (if any) planned for this program.
3. Recruitment of Students
   a. Provide an assessment of the current status of the program's success in recruiting students. Be specific about the current number of majors and minors, and compare this to the goals outlined in the original proposal.
   b. Describe any plans the program has to continue attracting new students.
4. Institutional and System Fit
   a. Describe the connection of this program to any previously existing programs at the institution or in the MUS system (Information from original Level II proposal).
   b. Describe any impact this program has brought to other programs or the institution as a whole.

5. Assessment

   Give a summary of the program's assessment methods described in the original proposal and then give an assessment of the program's success so far.