Current LAE Assessment Plan

A. The reporting of assessment of each course in the Liberal Arts Essentials (LAE) will occur as follows: Assessment results must be provided for courses in the distribution areas once every three years and provided for courses in the core twice every three years.

B. Departments or programs will be charged with identifying both the faculty member and term for which a report will be generated for courses taught in the traditional undergraduate program. Graduate and Continuing Studies (GCS) will be charged with identifying both the faculty member and term for which a report will be generated for courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs.

C. Department chairs and program coordinators will provide a three-year LAE assessment cycle (schedule of who will be assessing what course when) by March 20th, 2011 for courses taught in the traditional undergraduate program. In future cycles, this information will be due March 20th of the last year of the previous cycle (e.g., 2014 for the next cycle). Graduate and Continuing Studies (GCS) will ensure courses in the LAE distribution areas are assessed once every three years for courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs and that courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs in the LAE core are assessed twice every three years.

D. The first three-year cycle will be Fall 2011-Spring 2014. Assessment reports are to be submitted to the Assessment Committee no later than 60 days after the official end of each term (calculated from the date grades are due) or 30 days after the second stream assessment results are returned (whichever is longer).

E. Department chairs and program coordinators are responsible for communicating the goals of each LAE course for which they are responsible to all faculty assigned to teach these courses for courses taught in the traditional undergraduate program. Graduate and Continuing Studies (GCS) is responsible for communicating the goals of each LAE course to all faculty teaching these courses in the Muskingum Adult Program (MAP) and other nontraditional programs.

F. After each three-year cycle, a yearlong reflection and analysis of the data collected will take place at the institutional level.

(Faculty Approved on 10/26/2010)
Proposed changes to the wording for the LAE Assessment Plan

A. **Assessment Cycle Reporting Requirement:** An assessment report for each course in the Liberal Arts Essentials (LAE) distribution area must be generated once every three years. An assessment report for courses in the LAE core must be generated twice every three years.

B. The Vice Presidents of Academic Affairs and Graduate and Continuing Studies are responsible for ensuring that LAE courses offered during the terms of which they have oversight are assessed according to the reporting requirement.

C. For the traditional undergraduate program, the Vice President of Academic Affairs and the Division Coordinators will approve three-year LAE assessment cycles from department chairs and program coordinators that identify the faculty members and terms in which reports will be generated. This information will be due March 20th of the last year of the previous cycle. For courses in the Muskingum Adult Program (MAP) and summer term, the Vice President of Graduate and Continuing Studies and the Division Coordinators will approve an assessment cycle from the Graduate and Continuing Studies Faculty Coordinator, as schedules become available. The MAP assessment cycle will meet the reporting requirement detailed in (A).

D. The next three-year cycle will be Fall 2011-Spring 2014. Assessment reports are to be submitted to the Assessment Committee no later than 60 days after the end of each term (calculated from the date grades are due) or 30 days after the second stream assessment results are returned (whichever is longer).

E. Division Coordinators and Department Chairs are responsible for communicating the LAE course goals and assessment plans to faculty in their units who teach LAE courses in the traditional undergraduate program. The Graduate and Continuing Studies Faculty Coordinator is responsible for communicating the LAE course goals and assessment plans to faculty who teach LAE courses in MAP and summer term.

F. The Assessment Committee will submit an annual report summarizing results and any changes undertaken as a result of assessment. This report will be submitted to the Vice President of Academic Affairs, the Vice President for Graduate and Continuing Studies, and the Division Coordinators. Concurrent with the first year of each new three-year assessment cycle, an ad hoc reflection and analysis committee will be appointed by the Vice Presidents of Academic Affairs and Graduate and Continuing Studies. The committee will use the LAE assessment results to evaluate the effectiveness of the assessment process, to evaluate the effectiveness of the LAE, and, when warranted, to make recommendations for improvements.