

## **HIED 5308 Assessment & Evaluation in Higher Education**

Spring 2020

Texas A&M University-Central Texas

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Morgan Lewing

**Office:** 322L Warrior Hall

**Phone:** 254.519.8030

**Email:** morgan.lewing@tamuct.edu

**Office Hours:** *Office hours are held on campus, over the phone, or through web conferencing software. Due to multiple roles and responsibilities, my schedule fluctuates. Please contact me by email to schedule an appointment, and I will do my best to accommodate as soon as possible.*

### **Mode of instruction and course access:**

This is an 8-week online class. Course activities will occur within Canvas, our Learning Management System (LMS), which are accessed via <https://tamuct.instructure.com/>

### **Student-instructor interaction:**

I will provide a response within 24 hours to student messages received between 6AM on Mondays and 5PM on Thursdays. Emails sent during the weekend may not be responded to within the same timeframe.

### **Warrior Shield:**

Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

### **COURSE INFORMATION**

#### **Course Overview and description:**

This course examines various aspects of assessment and evaluation in higher education such as assessing student outcomes, reviewing program outcomes, and institutional accreditation

#### **Student Learning Outcomes:**

By the conclusion of this course students will have gained the knowledge and skills necessary to:

1. Examine the purpose and role of assessment in higher education.
2. Describe the basic methods and tools used in assessment and evaluation.
3. Construct a mock program review utilizing CAS Standards

#### **Required Reading and Textbook(s):**

Banta, T. W., & Palomba, C. A. (2014). *Assessment essentials: Planning, implementing, and improving*

*assessment in higher education*. Hoboken, NY: John Wiley & Sons.

## COURSE REQUIREMENTS

Course Requirements:

1. **Module Quizzes (15 points/5 points per quiz)**- Students will complete a quiz in modules 1, 2, and 3 over the chapters assigned to each module.
2. **Annotated Bibliography (10 points)**- Students will submit an annotated bibliography of the articles in the course e-reserve ([https://tamuct.libguides.com/er.php?course\\_id=53630](https://tamuct.libguides.com/er.php?course_id=53630)). Students should focus on developing concise summarizations that overview the article purpose, findings/recommendations, and general methods of inquiry. APA formatting is required.
3. **Article Critical Review (10 points)**- Students will critically analyze the Chronicle of Higher Education article *An Insider's Take on Assessment: It May Be Worse Than You Thought* (Gilbert, 2018) which can be accessed at <https://www.chronicle.com/article/An-Insider-s-Take-on/242235/#.WmEcxgi68h0.email>. APA formatting is required. A rubric is provided in Canvas.
4. **Leadership Interview (15 points)**- Students will conduct one 45 to 60-minute recorded interview with an approved individual currently employed at an institution of higher education and submit a reflective essay of at least five pages. You should do more than simply summarize your interview; you should identify themes in the responses and reflect upon their meaning to your practice. It is suggested that the individual hold the title of Director, Chair, or higher. **Interview questions should emphasize (a) the individual's leadership philosophy, (b) the specific questions included below, and (c) questions of professional interest to the student.** Students should notify the instructor of the administrator they intend to interview before the second week of class.

*Content-related questions to use:*

- *Can you describe how you have seen higher education become more data driven during your time as an administrator?*
- *How do you utilize assessment and evaluation as an administrator in higher education?*
- *What is a potential barrier to successfully building a culture of assessment and continuous improvement?*
- *What is the most often misunderstood element of assessment and evaluation?*
- *What have you learned the most in your use of assessment and evaluation?*
- *How do you determine if efforts to assess student learning and development are providing meaningful information that you can actually use?*
- *What types of training and/or resources would be useful for supporting assessment in your department?*
- *What advice regarding assessment and evaluation do you have for an aspiring college or university leader?*

5. **Program Review Case Study Presentation (20 points)**- Students will examine an example program review utilizing the materials provided in Canvas and discuss them with the professor either through a Zoom video call or in-person during office hours. Students should be prepared for a 20-30 minute discussion in which they will be asked to discuss the items below from the case study:

- *Program Mission*
- *Program Goals*
- *Student Learning Outcomes (SLO's)*
- *Assessment Measures*
- *Benchmarks and Standards*
- *Timelines for Data Collection/Analysis*
- *Data Analysis and Key Findings*
- *Use of Results, Action Items and Dissemination*

In addition students should be prepared to discuss the general history/premises of CAS standards in relation to assessment and reflect upon their learning that occurred as a result of the case study.

6. **Final exam (30 points)** - Students will demonstrate their grasp of course content through a comprehensive final exam.

### **Grading Criteria Rubric and Conversion**

90-100 points=A

80-89 points= B

70-79 points= C

Less than 70 points= F

### **Posting of Grades**

All grades will be posted in Canvas.

### **COURSE OUTLINE AND CALENDAR**

Module 1: Weeks 1 and 2

- Read chapters 1-4
- Submit annotated bibliography
- Module Quiz

Module 2: Week 3 and 4

- Read chapters 5-8
- Submit critical article review
- Module Quiz

Module 3: Weeks 5 and 6

- Read chapters 9-12
- Module Quiz
- Submit leadership interview

Module 4: Weeks 7 and 8

- Submit final exam
- Submit Program Review Project

**Important University Dates:**

The TAMUCT academic calendar can be accessed at <https://www.tamuct.edu/registrar/academic-calendar.html>

**TECHNOLOGY REQUIREMENTS AND SUPPORT****Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

**Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

**Other Technology Support**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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**UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES****Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

**Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is

any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel),  
[https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel].  
If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in

becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center.**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOOnline](#). In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

**OPTIONAL POLICY STATEMENTS:****A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

**INSTRUCTOR POLICIES.****Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s).  
Reproduction of course material is prohibited without consent by the author and/or course instructor.  
Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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