



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

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Brockport, New York 14420
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senate@brockport.edu
brockport.edu/collegesenate

Resolution **2017-18 #20EC**
College Senate

Supersedes Res #: _____



TO: Dr. Heidi Macpherson, College President

FROM: The College Senate:

RE: → I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **ISLO Implementation, Assessment and Review - Curricular Assessment at the College** (#22_17-18EC)

Implementation Effective Date**: August 20, 2018

Signed:  Date: 02/14/18
(Sandeep Singh, 2017-18 College Senate President)

Signed:  Date: 2/14/18
(Dr. Eileen Daniel, Vice Provost, The College at Brockport)

****Implementation of resolution requires final approval from SUNY- State Education Department.**
___ YES NO

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Sandeep Singh, College Senate President

FROM: Dr. Heidi Macpherson, College President

RE: → I. Decision and Action Taken on Formal Resolution (circle choice)
a. Accepted
b. Deferred for discussion with the Faculty Senate on ___/___/___
c. Unacceptable for the reasons contained in the attached explanation.
d. Comments:

Signed:  Date: 2/16/18
(Dr. Heidi Macpherson, President, The College at Brockport)

DISTRIBUTION:
The College Senate will forward the resolution signed by the College Senate President to the Vice Provost for determination as to whether the implementation of the resolution requires final approval from SUNY-State Education Dept. The Vice Provost will then forward the resolution with that designation to the College President. Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff and to the College Senate. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

R20

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE
DEADLINE FOR SUBMISSIONS: January 31, 2018**

Incomplete proposals will be returned and proposals received after the deadline may not allow sufficient time for review, any necessary revision, and vote prior to the end of the 2017-2018 academic year.

Routing Number <i>Routing # assigned by Senate Office</i> 2017-2018	22_17-18EC <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	

INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format or PDF**: include this proposal cover page, the detailed proposal, and any relevant supporting data or documentation, including letters of support from your department chair and dean, if applicable, as well as letters of support or dissent (or evidence that such letters were sought) from all affected programs, departments, or units at the College.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to kgay@brockport.edu in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, i.e. *Use a course number and/or title, indicate if for GED code, etc.*

ISLO IMPLEMENTATION, ASSESSMENT, AND REVIEW: CURRICULAR ASSESSMENT AT THE COLLEGE

2. **BRIEF DESCRIPTION OF PROPOSAL:**

The purpose of this proposal is streamline the policies and procedures pertaining to curricular assessment at the College

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? X NO YES**
EXPLAIN YES:

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

N/A

5. **HOW WILL THIS AFFECT TRANSFER STUDENTS:** N/A

6. **ANTICIPATED EFFECTIVE DATE:** 08/15/2018

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
01/22/18			

8. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
<i>James Zollweg</i>	<i>Gen. Ed. Committee Chairperson</i>	<i>2352</i>	<i>jzollweg@brockport.edu</i>
<i>Sandeep Singh</i>	<i>College Senate</i>	<i>5828</i>	<i>ssingh@brockport.edu</i>

9. **COMMITTEES: (Senate office use only)**

Standing Committee	Forwarded To	Dates Forwarded
<input checked="" type="checkbox"/> Executive Committee	Standing Committee	
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	1/22/2018
<input type="checkbox"/> Faculty & Professional Staff Policies	Senate	1/29/2018, 1/21/2018
<input type="checkbox"/> General Education & Curriculum Policies	Vice Provost	2/14/2018
<input type="checkbox"/> Graduate Curriculum & Policies	College Senate President	2/14/2018
<input type="checkbox"/> Student Policies	College President	2/16/2018
<input type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	

NOTES:

Resolution on **ISLO IMPLEMENTATION, ASSESSMENT, AND REVIEW: CURRICULAR ASSESSMENT AT THE COLLEGE**

WHEREAS the College Senate leadership (CS) has been engaged with the Division of Academic Affairs (AA) in the effort to streamline policies and procedures pertaining to curricular assessment at the College; and

WHEREAS the College Senate has appointed the Ad hoc Committee on Assessment and the said committee has submitted the Report of the Ad hoc Committee on Assessment (from here referred to as the Report); and

WHEREAS the College Senate leadership and has also actively collaborated with the AA, especially the Office of Accountability and Assessment (OAA) in the review and analysis of the Report; and

WHEREAS the Report has been developed through an intentionally inclusive process, involving critical self-study, creativity, flexibility, and deliberation extended over the course of two academic years; and

WHEREAS the recommendation on the structure of curricular assessment at the College is described in detail within Appendix III of the Report,

WHEREAS the contents of Appendix III appearing in this Resolution representing the structure of curricular assessment at the College has been further modified through collaboration between CS, AA and OAA;

Therefore, **BE IT RESOLVED** that the ISLOs adopted via Senate Resolution 2017-18_#11 shall be implemented starting fall 2018, provided College-wide policy, plan, and procedures for curricular assessment, ISLO implementation, and review are determined, respecting the following shared governance processes and provisos, by the end of the spring 2018 semester:

1. **Curriculum assessment policy** shall be developed through a collaborative effort of the *College Senate, Academic and Co-curricular Administration, and Office of Assessment and Accountability*, resulting in proposals submitted to the College Senate, for final approval by the Senate and the College President.
2. **Assessment plans and procedures** shall be developed by the *Office of Assessment and Accountability* in collaboration with appropriate *Administration (Provost and Vice-Provost)* for curricular assessment of ISLOs and *VP of EMSA* for co-curricular assessment of ISLOs) and with consultation of the *Faculty* represented by the *College Senate*.
3. **Coordination and implementation of curricular and ISLO assessment** shall continue to be the responsibility of the *Office of Assessment and Accountability* in collaboration

with those designated by the plan (*Provost/Vice Provost – Deans – Chairs/Directors, VP of EMSA - Directors*, or any ISLO committee that may be formed if deemed necessary).

4. **Oversight and reporting out of ISLO, GESLO, PPR, and other curricular assessment** for accreditation and other purposes shall remain the responsibility of the *Office of Assessment and Accountability*.
5. **Closing the loop for curricular assessment** will be the responsibility of appropriate *Administration (Cabinet/JPB* for the allocation of necessary resources, *Provost/Vice Provost – Deans – Chairs/Directors* for revision or realignment of programs and curriculum, *VP of EMSA – Directors* for revision or realignment of co-curricular programs that contribute to achieving ISLOs) and the *College Senate* (for review and approval of changes to curricular and co-curricular programs) informed by the data and recommendations of the *Office of Assessment and Accountability*. The *OAA* will submit copies of any ISLO assessment reports to the *Joint Planning and Budget Committee* and to the *College Senate* in order that decisions within those Institution-wide bodies regarding revision and allocation of resources for programs and curriculum, progress to greater “excellence” and “engagement”, and fulfillment of the College’s educational mission may be informed by that data.
6. **Communication:** The *Office of Assessment and Accountability* shall be responsible for communicating assessment policies, plans and procedures (once developed through a collaborative and consultative process, reviewed by the College Senate, and approved by the President) to Administration and Faculty. The *OAA* shall be the primary resource and authority on campus for inquiries regarding any aspect of assessment and accreditation. The *College Senate* shall assist the *OAA* in ensuring effective communication to and from the Faculty regarding ISLOs. This may include opportunities for the *OAA* to present information to and field questions by the Faculty at a College Senate meeting, Senate engagement of Faculty through the deliberation and passage of resolutions related to ISLOs, conveying Faculty concerns to *OAA*, etc.
7. **Review and revision of curricular assessment policy and ISLOs** shall be the responsibility of the *College Senate* in consultation with *Academic and Co-curricular Administration* and *Office of Assessment and Accountability*.

Appendix III (rev. 1/20/18)
Academic Affairs,
The Recommended Curricular Assessment Process

Step 1 Dissemination of Academic Affairs Policies, Plans and Procedures Related to Assessment

A. Current College-Wide Assessment Policies

1. College-wide curricular assessment policies.

B. Current College-Wide Assessment Plans and Procedures

1. Course SLO Assessment Plans in relation to Periodic Program Review (PPR)
2. PPR: Guidelines, Instructions & Forms
3. General Education Assessment Guidelines, Instruction & Forms (Rubrics).

Responsible Party: Office of Assessment & Accountability (OAA) in collaboration with departments/programs and GEAC to Provost, Deans, Chairs, and faculty through the College Senate (CS).

Policies to be communicated via various modes especially the College's Policies web site and OAA web page.

Step 2 Review of Academic Affairs Policies, Plans and Procedures Related to Assessment

This step is implemented when proposed policy and procedural changes regarding curricular assessment might impact curriculum or any other core aspect of the educational mission of the College which lies within the purview of the College Senate, as defined in the Bylaws of the Faculty of The College at Brockport.

Responsible Parties: OAA develops policies, plans and procedures in consultation with Academic Affairs (Provost, Vice Provost, Deans' offices).

OAA provides proposed policy changes to CS Executive Committee (CSEC). CSEC reviews, reaches consensus on revisions (if needed) with the OAA Director, and formalizes agreed changes through Resolution(s).

Step 3 Formulation of Program SLOs and Assessments

1. Within instructional units, each academic department/program academic department or program develops SLOs, SLO assessment plans, PPR, and accreditation plans (including completion of curriculum maps)
2. The CS through the College Senate Standing Committee on General Education Curriculum and Policy (CS GECC) develops and reviews any proposals for revision of the General Education Program, including SLOs. The General Education Assessment Committee (GEAC) devises the plan, rubrics, and procedures for assessing the effectiveness of the General Education Program, in consultation with the CS GECC. This consultation is facilitated by appointing the Chair of GECC to active membership in GEAC
3. SUNY provides SLOs for designated areas.

Responsible Parties: SUNY/Academic Departments/CS GECC & GEAC.

Step 4 Annual Implementation of Assessment Plans

Responsible Parties:

1. Departments and programs implement annual SLO, PPR and accreditation assessment plans
2. Dean's Office or Vice Provost's Office (for programs not embedded within a School) monitor adherence to assessment plan timelines for

- SLO, PPR and accreditation plans across all Departments
3. GEAC coordinates the reviews of GEP SLOs annually
 4. OAA guides process.
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Step 5 Annual PPR and GEP Assessment Documents Provided to OAA

Responsible Parties:

1. PPRs and related SLO assessment from academic units.
 2. GEP SLO from GEAC (in consultation with CS GECC; this consultation should be facilitated by appointing the Chair of GECC to active membership in the GEAC.)
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Step 6 Closing the Loop Activities

Responsible Parties:

1. Instructional Units: Academic departments/programs, Deans and Vice Provost
 2. General Education matters: GEAC and GECC working jointly to devise any proposed changes to the GEP, GE SLOs or GE Assessment Plan, for review by the College Senate and (in the case of Assessment Plans) also OAA
 3. College Senate: Review and approval of Curricular changes (new or significantly revised programs) necessitated by PPR and accreditation plans
 4. OAA: Oversight and coordination.
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Step 7 Present Annual Assessment Report to Senate and JPB. Communicate Feedback to Appropriate Internal & External Unit (s) / Office(s) (SUNY, Middle States & other Accrediting Agencies)

Responsible Party: OAA.

