# ACADEMIC SENATE PROPOSAL TRACKING SHEET
## (Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

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|---|---|
| **Proposal #**     **11-38** | **Title: Student Learning Assessment Plan Format and Procedures** |

(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

**All proposals MUST have their originating college faculty body** (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) **approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.**

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**

2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.

3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.

4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.

5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.

7. The Chancellor approves or disapproves the proposal.

8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

    **Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- http://www.msun.edu/admin/provost/senate/proposals.htm**
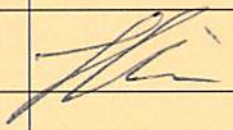
    **Documentation and forms for the curriculum process is also available on the web page:**
**http://www.msun.edu/admin/provost/forms.htm**

*****(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.**

**See back for tracking form**

|  | Date | Action Taken | Signature | Date | Comments/Reason for Disapproval | Sent to | Date | Transmittal E-mail sent |
|---|---|---|---|---|---|---|---|---|
| *Abstract received by Senate Secretary | 9-4-12 | Copy to Senate President. Forward to Provost. |  |  |  |  |  |  |
| *Provost |  | ☐ Abstract Approved<br>☐ Disapproved |  |  |  |  |  |  |
| Received by Senate Secretary |  | Tracking form initiated |  |  |  |  |  |  |
| General Education Committee (if applicable) |  | ☐ Approved<br>☐ Disapproved |  |  |  |  |  |  |
| Curriculum Committee (if applicable) |  | ☐ Approved<br>☐ Disapproved |  |  |  |  |  |  |
| Academic Senate | 4/19/12 | ☑ Approved<br>☐ Disapproved | _(signature)_ | 4-19-12 |  | Provost | 4-2012 |  |
| Full Faculty (if necessary) |  | ☐ Approved<br>☐ Disapproved |  |  |  |  |  |  |
| Provost | 4-20-12 | ☑ Approved<br>☐ Disapproved | Rosalyn Christi Templeton | 4-23-12 |  | Chancellor | 4-23-12 | ✓KB |
| Chancellor |  | ☑ Approved<br>☐ Disapproved | _(signature)_ | 4-23-12 |  | Provost | 4-23-12 | ✓KB |
|  |  |  |  |  |  |  |  |  |
| MSU |  | ☐ Approved<br>☐ Disapproved |  |  |  |  |  |  |
| BOR |  | ☐ Approved<br>☐ Disapproved |  |  |  |  |  |  |
| NWCCU |  | ☐ Approved<br>☐ Disapproved |  |  |  |  |  |  |
| Provost |  | Advise originating college and Academic Senate of status. Update Web page. |  |  |  |  |  |  |
| Registrar |  | Catalog/Policy Manual Update |  |  |  |  |  |  |

**NOTE:** The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.          **\*Abstract and pre-approval required for new programs ONLY.**

Academic Senate Form 1  (Revised 3/21/2012)

Senate Proposal

March 27, 2012

Student Learning Assessment Plans.

Re: NWCCU Eligibility Requirement #22:

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STUDENT ACHIEVEMENT

The institution identifies and publishes the expected learning outcomes for each of
its degree and certificate programs. The institution engages in regular and
ongoing assessment to validate student achievement of these learning outcomes.

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In ER# 22, the institution "engages in regular and ongoing assessment to validate student achievement
of" the learning outcomes.

Attached for senate review and action is a proposed Student Learning Assessment Plan that will become
a section of the Institutional Assessment Plan upon approval.

Jay Howland, Director of Institutional Assessment.

**Purpose**

Montana State University Northern, in its efforts for continuous improvement of academic programs, has established this **Student Learning Assessment Institutional Assessment Plan** as a subset of the **Institutional Assessment Plan**. This plan will apply to all academic programs (Program) identified by the *Accreditation Assessment Committee*.

**Student Learning Assessment Plan**

Each Program identified will utilize the **NWFPlan** database to create a **Student Learning Assessment Plan** in which the program will establish Student Learning Goals and Student Learning Outcomes aimed at continuous improvement of the program. The SLA Plan will be in effect for one year, **July 1** through **June 30**, and be identified as the Academic Year plan for the program.

Each plan will consist of the following steps:

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### Student Learning Assessment Plan Steps

A. State Your Expected Learning Goal.

B. Identify Institutional Core Themes supported by this Student Learning Goal.

C. Identify Student Learning Outcomes that address the Learning Goal.

D. Identify where expected outcomes are addressed.

E. Determine methods and criteria to assess outcomes.

F. Establish your level of expected performance.

G. Identify Baseline information.

H. Determine who you will assess.

I. Establish a schedule for assessment.

J. Determine who will do this assessment.

K. Determine who will review and interpret results.

L. Describe how results will inform teaching, learning and decision making.

M. Determine how and with whom you will share results.

N. Determine who will keep assessment records.

O. Determine who will make decisions about courses, programs, etc. as a result of assessment.

P. Decide how your program will document recommendations and follow up on actions taken.

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**SLA Plan Modifications**

At the beginning of each academic year, the prior year's SLA Plan will be rolled over into the new academic year. Each program may make modifications to their SLA Plan. Modifications must be completed by **October 15** of the SLA Plan's academic year at which time no more modifications will be allowed in the database.

**SLA Plan Review**

The *Accreditation Assessment Committee* will review each SLA Plan by **November 15**. Any recommendations that come from the committee will be forwarded to the SLA Plan author for consideration and if accepted, modifications to the current SLA Plan will be allowed until **December 15**.

## Student Learning Assessment Plan Timeline

| July | August | Last Year Report Due 30th September | Current Year Modifications Due 15th October | Committee Review 15th November | Changes 15th December | January | February | March | April | May | June |
|------|--------|-------------------------------------|---------------------------------------------|--------------------------------|-----------------------|---------|----------|-------|-------|-----|------|

Sept 30: Report on prior year's assessment activities due.

Oct 15: Modifications to the assessment plan for the current year due.

Nov 15: Review of current year plan by Assessment Committee

Dec 15: Current year plan finalized.