

# **EDUCATIONAL PROGRAM ASSESSMENT OVERVIEW**

La Trice Small, Director of Institutional Assessment  
Office of Institutional Research, Assessment and Analytics (OIRAA)



# WHY DO WE ASSESS EDUCATIONAL PROGRAMS?

- We care about our students and their learning.
- Assessment aids in improving curricula.
- Academic program assessment is a University priority and policy.
- Assessment is required to maintain the University's SACSCOC accreditation.



# WHICH EDUCATIONAL PROGRAMS ARE ASSESSED?



- Undergraduate degrees
- Graduate degrees
- Stand-alone certificate programs
- Online degrees
- General Education (Carolina Core)



# HOW DO YOU ASSESS AN EDUCATIONAL PROGRAM?

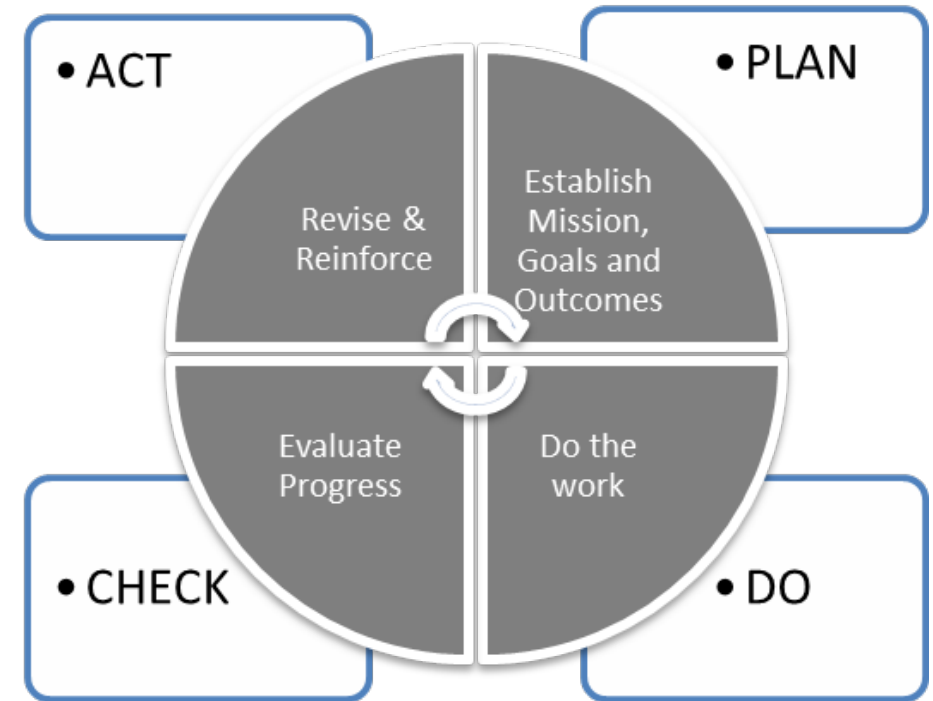
Follow the Plan-Do-Check-Act (PDCA) model

**Step 1: Plan** - What are we going to do?

**Step 2: Do** - Let's do what we said

**Step 3: Check** – Have we met our expectations?

**Step 4: Act** – Do we need any changes?  
Where do we go from here?

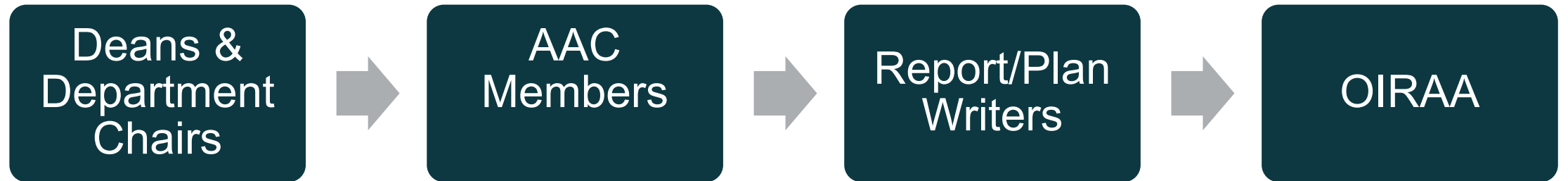


# OIRAA'S ROLE

- Facilitate a systematic assessment process that guides decision making, strategic planning, program evaluation and improvement for all educational programs.
- Review all the academic program assessment reports in accordance with SACSCOC standards.
- Provide feedback on assessment reports.
- Prepare data summaries of student performance on program learning outcomes.
- Approve educational program learning outcomes for the academic bulletins.



# USC'S EDUCATIONAL PROGRAM ASSESSMENT WORKFLOW



# CAROLINA CORE ASSESSMENT SCHEDULE

When will my department assess its  
CORE classes?



Departments will assess all the CORE courses offered by the department according to the following schedule.

| <u>Spring 2023</u>  | <u>Fall 2023</u>   | <u>Spring 2024</u>  | <u>Fall 2024</u>  |
|---|--|---|---|
| <ul style="list-style-type: none"> <li>• Chemistry and Biochemistry</li> <li>• School of Earth, Ocean, and Environment</li> <li>• Physics</li> <li>• School of Music</li> <li>• School of Visual Art and Design</li> <li>• Theatre and Dance</li> </ul> | <ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Biological Sciences (contd.)</li> <li>• Interdisciplinary Studies (CAS)               <ul style="list-style-type: none"> <li>○ Jewish Studies</li> <li>○ African American Studies</li> <li>○ Film &amp; Media Studies</li> <li>○ Latin American Studies</li> <li>○ Southern Studies</li> <li>○ Women and Gender Studies</li> <li>○ College of Liberal Arts</li> </ul> </li> <li>• Philosophy</li> <li>• Psychology</li> <li>• Religious Studies</li> <li>• Sociology</li> </ul> | <ul style="list-style-type: none"> <li>• Astronomy</li> <li>• Computer Science and Engineering</li> <li>• Educational Studies</li> <li>• English Language and Literature</li> <li>• Geography</li> <li>• History</li> <li>• Languages, Literatures and Cultures</li> <li>• Linguistics</li> <li>• Mathematics</li> <li>• School of Information Science</li> </ul> | <ul style="list-style-type: none"> <li>• Criminology and Criminal Justice</li> <li>• Hotel, Restaurant and Tourism Management</li> <li>• Instruction and Teacher Education</li> <li>• Political Science</li> <li>• Social Advocacy &amp; Ethical Life</li> <li>• Social Work</li> <li>• Speech</li> <li>• Sport and Entertainment Management</li> <li>• Statistics</li> </ul> <p style="text-align: center;"><b>*Other Departments TBD*</b></p> |

# WHEN ARE ASSESSMENT REPORTS DUE?

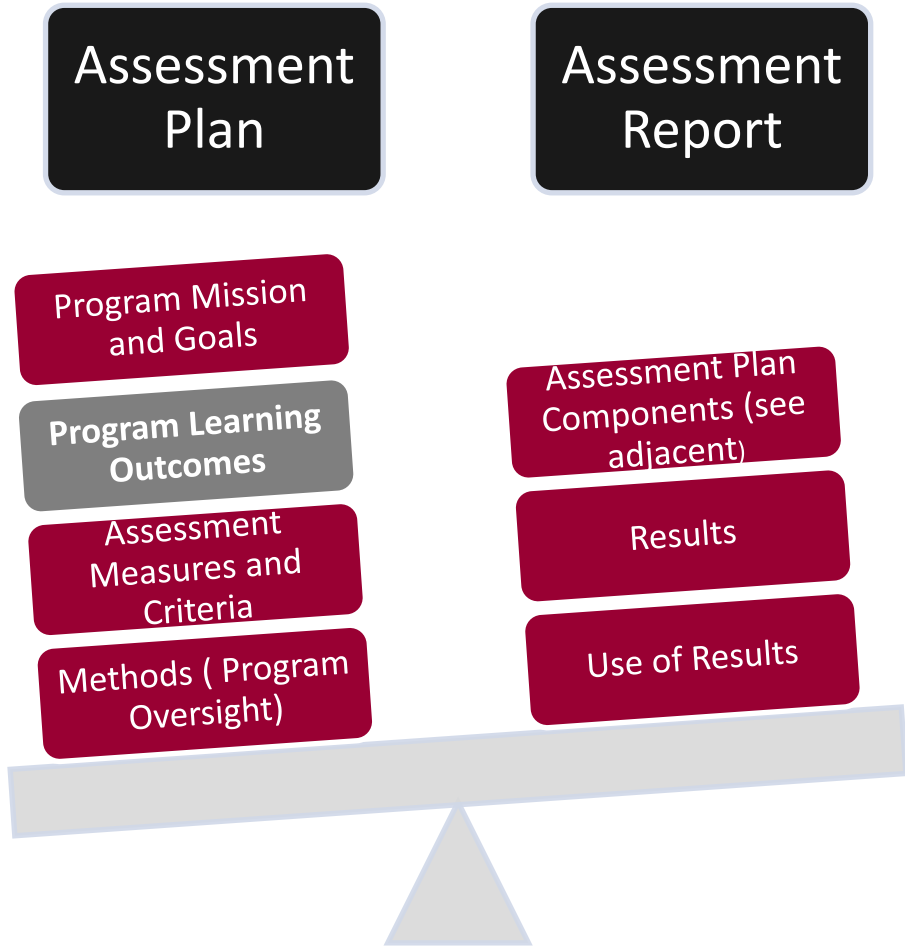
| Group   | Future Reporting Dates       |
|---------|------------------------------|
| Group 1 | Fall Odd Numbered Years      |
| Group 2 | Spring Even Numbered Years   |
| Group 3 | Fall of Even Numbered Years  |
| Group 4 | Spring of Odd Numbered Years |

- 2-year reporting timeframe (6 academic terms)
- Summer assessment is optional
- Fall reports are due on December 1<sup>st</sup>.
- Spring reports are due May 1<sup>st</sup>.





# ASSESSMENT PLAN & REPORT COMPONENTS




1. Programs draft an assessment plan.
2. Implement the assessment plan and document results each semester.
3. Submit a final assessment report to OIRAA for review.



# WHERE ARE ASSESSMENT ACTIVITIES REPORTED?

## Assessment Plan Composer (APC)

- Developed in 2007
- Home-grown application
- Website that can be accessed by authorized plan writers to document assessment activities.
- Procurement effort to replace APC.



University of South Carolina  
South Carolina's Flagship University

ACADEMIC PROGRAM  
ASSESSMENT PLAN COMPOSER

Login

WELCOME TO THE ASSESSMENT PLAN COMPOSER FOR ACADEMIC UNITS.

This Website is brought to you by the Office of Institutional Research and Assessment. Use this website to create and submit your assessment plan electronically. To start, please login and follow the instructions.

If you have any questions about this system please contact us at 777-2814.

USC LINKS: [DIRECTORY](#) [MAP](#) [EVENTS](#) [VIP](#) [SITE INFORMATION](#)

Columbia, SC 29208 • 803.777.2814 • [Contact IAC](#)

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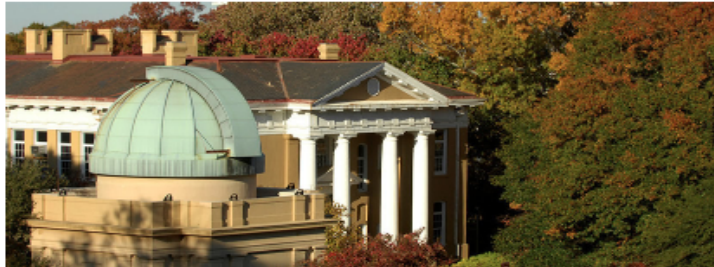
# **PARTNERSHIPS**



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Office of the Provost

- Office of the Provost
- About the Office
- Academic Leadership Recruitment & Review
- News and Events
- Our Offices
- Our Services
- Our Partners
- Policies & Procedures
- Planning & Assessment**
  - Academic Programs
  - ACM (Academic Common Market)
  - APPS (Proposal System)
  - Program Actions
  - Course Actions
  - Centers and Institutes
  - State Authorization
  - Faculty Toolbox
  - Calendar/Approval Timelines
  - Our Staff
  - Assessment and Accreditation
  - Beyond The Classroom Matters
  - Calendar and Space Reservation System
  - Strategic Planning & Blueprints
  - Sustainability



PLANNING AND ASSESSMENT

**Academic Programs**

The Office of Academic Programs coordinates development, revision, and termination of degree programs for the USC system and courses for USC Columbia. Working with the Academic Program Liaison Committee, the office manages curriculum approval flow through faculty governance, the Provost's and President's offices, the Board of Trustees, the SC Commission on Higher Education (CHE) and the Southern Association of Colleges and Schools/Commission on Colleges (SACSCOC).

The Office of Academic Programs is also responsible for monitoring program accreditation, review, and reporting to CHE and SACS on program holdings, delivery methods, and offering sites. The Office also directs the institution's nationwide [State Authorization](#) for distance delivery and experiential sites, and Academic Common Market.

The Office of Academic Programs coordinates with other offices to help establish a cohesive workflow and framework for curriculum design. As units begin to contemplate developing or redesigning curriculum, the following should be contacted to ensure consistency.

- Undergraduate: Jenn Tilford ([tifford@mailbox.sc.edu](mailto:tifford@mailbox.sc.edu)), Director of Undergraduate Curriculum Management. To set up a consultation for major mapping/curriculum planning with Jenn Tilford, complete this contact form ([Curriculum Consultation Form](#))
- Graduate: Murray Mitchell ([mmitchel@mailbox.sc.edu](mailto:mmitchel@mailbox.sc.edu)), Senior Associate Dean of the Graduate School.
- For assistance with the APPS curriculum system, contact Jenell Peoples ([peoplejr@mailbox.sc.edu](mailto:peoplejr@mailbox.sc.edu))

**ACM: Academic Common Market »**

Southern Regional Education Board (SREB) Academic Common Market (ACM) program. ACM is administered through the office, which tracks over 1000 students enrolled in more than 50 academic programs at USC.

**APPS: Academic Program Proposal System »**

Curriculum management system developed to facilitate the submission and approval process of program and course actions.

**Program Actions »**

Policies, procedures, and calendars governing academic program development, revision, and termination.

**Course Actions**

Policies and procedures governing course development, revision and termination. Includes a list of approved distributed learning courses.

**State Authorization »**

Distance delivery education compliance, state by state.

# OFFICE OF ACADEMIC PROGRAMS

- Propose new learning outcomes (LOs).
- Make LO changes to existing programs.
- Streamlined process for updating the bulletin.



# CENTER FOR TEACHING EXCELLENCE (CTE)

## Scholarship on Teaching and Learning (SoTL)

 South Carolina

Center for Teaching Excellence



### Engaging Faculty in Programmatic Assessment

Monday, March 11, 2024  
11:00 AM - 12:30 PM

Center for Teaching Excellence  
Thomas Cooper Library, Room L511

*This session is being delivered in a face-to-face format.* You'll need to come to the offices of the Center for Teaching Excellence to attend. There is not a virtual option available to attend this presentation.

[https://reg.learningstream.com/reg/event\\_page.aspx?ek=0023-0015-e1349aa922ef4f8cbb6101d902269368](https://reg.learningstream.com/reg/event_page.aspx?ek=0023-0015-e1349aa922ef4f8cbb6101d902269368)



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# RESOURCES



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# ASSESSMENT ADVISORY COMMITTEE (AAC) MEMBERS BY COLLEGE



Lydia Frass  
Arts & Sciences



Jason Beever  
Business



Rachel Burns  
Education



Jammie Turner  
Engineering and Computing



Andrea Tanner  
Honors College



Karen Edwards  
Hospitality, Retail and Sports Management



Lyda McCartin  
Information and  
Communications



Susan Kuo  
Law School



VACANT  
Medicine - Columbia



Bill Wright  
Medicine – Greenville



Jacob Will  
Music



Vanessa Stoquert  
Nursing



Christine Rinehart  
Palmetto College



Brie Dunn  
Pharmacy



Kollette Clark  
Public Health



Terry Wolfer  
Social Work



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## Academic Program Assessment Business Process Document

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University of South Carolina Columbia and Palmetto College Campuses

REVISED FALL 2023  
OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT, AND ANALYTICS  
1710 College St, Columbia, SC, 29210

# ACADEMIC PROGRAM ASSESSMENT BUSINESS PROCESS DOCUMENT

- Outlines how USC operationalizes academic program assessment.
- Identifies roles and expectations for those responsible for assessment.

[https://sc.edu/about/offices\\_and\\_divisions/institutional\\_research\\_assessment\\_and\\_analytics/documents/assessment/academic\\_program\\_assessment/2022\\_business\\_process\\_document.pdf](https://sc.edu/about/offices_and_divisions/institutional_research_assessment_and_analytics/documents/assessment/academic_program_assessment/2022_business_process_document.pdf)



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Institutional Research, Assessment, and Analytics

Institutional Research, Assessment, and Analytics

SACSCOC Continuous Compliance

USC Data Dashboards

Institutional Effectiveness

Assessment

Data Request Form

About Us

Assessment

The University of South Carolina employs a systematic assessment process that directs and guides decision-making, strategic planning, program evaluation, and improvement across the University. In other words, we expect academic programs and professional units to not only participate in assessment and report results periodically, but also to make changes that improve programs in areas including but not limited to assessment, curriculum design processes, and delivery of educational programs and services. Each unit uses a variety of measures to determine the extent to which its outcomes are achieved. Please use the links below to learn how assessment activities drive program improvement.

Don't know where to start? Choose an area to explore:

Academic Program Assessment

Expanded all



General Education (Carolina Core) Assessment



Quality Enhancement Plan (QEP)



Student Affairs Assessment



Assessment Plan Composer



On-Campus Assessment Support

Center for Teaching Excellence

Expanded all



Office of Academic Programs



Assessment Toolbox

Looking for documents, resources, or other tips and tricks? Visit our [Assessment Toolbox](#) for information related to academic program and general education assessment.

We're here to help!

Contact the Assessment team with questions or to schedule a training session.

La Trice Small

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Email: [latrice@sc.edu](mailto:latrice@sc.edu)

Rachel Chandler

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Phone: 803-777-0395  
Email: [rcc@emall.sc.edu](mailto:rcc@emall.sc.edu)

# OIRAA'S ASSESSMENT LANDING PAGE

- USC Academic Assessment Business Process Document
- Process for assessing the Carolina Core
- Assessment Toolbox with library



# ACADEMIC PROGRAM ASSESSMENT CERTIFICATE COURSE

- Endorsed by the Office of the Provost
- Vetted by the Center for Teaching Excellence
- Asynchronous
- Self-paced

## ASSESSING ACADEMIC PROGRAMS

*your training guide for academic program assessment at USC*

[https://sc.edu/about/offices\\_and\\_divisions/provost/planning/academicprograms/docs/instructions\\_self-enrolling\\_assessing\\_academicprograms.pdf](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/docs/instructions_self-enrolling_assessing_academicprograms.pdf)



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# THANKS!

La Trice Small

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