

## Chapter IV: OVERVIEW OF TRUMAN ASSESSMENT INSTRUMENTS

Note that most results are available by fiscal year. For example, fiscal year 1998 runs from 1 July 1997 through 30 June 1998.

WHO TAKES IT?	NATIONALLY NORMED EXAMS	SURVEYS	QUALITATIVE
Freshman	Collegiate Assessment of Academic Proficiency (CAAP) [Same test taken again as Juniors]	Cooperative Institutional Research Program at UCLA (CIRP) [National Comparisons] Freshman Week Survey	Academic Profile [Same test taken again as Juniors] (Freshman) Interview Project*
Sophomore		Institutional Student Survey (ISS) [45-75 credit hours]	Sophomore Writing Experience (SWE)
Junior	Collegiate Assessment of Academic Proficiency (CAAP) [Same test taken as Freshmen]	Institutional Student Survey (ISS) [45-75 credit hours]	Academic Profile [Same test taken as Freshmen] (Junior) Interview Project*
Senior	Senior Test in the Major	Graduating Student Questionnaire (GSQ)	Capstone Experience Portfolio
Alumni		Alumni Survey Employer Survey	
Faculty		Faculty Survey	

\* The Student Interview Project was administered to Juniors for 1993, 1994 and 1995 and to Freshmen for 1996 to 1997.

### **Incoming Student--Cooperative Institutional Research Program (CIRP)**

Who takes it?

Fall first-time students.

When is it administered?

During Freshman Week (in August).

How long does it take for the student to complete the instrument?  
30 minutes.

What office administers it?

Assessment and Testing sends the copies to the Freshman Week Committee. They are then distributed to Freshman College Coordinators. Class instructors then administer the survey and return it to Assessment and Testing.

Who originates the survey?

Higher Education Research Institute  
UCLA Graduate School of Education and Information  
3005 Moore Hall / Mailbox 95121  
Los Angeles, CA 90095-1521  
(310) 825-1925.

When are results typically available?

The following December-January

What type of information is sought?

The major information tracked is the probable field of study, highest degree planned, college choice, reason for college choice, high school record, political orientation, parental income, and parental education and occupation. Other information is available as well: racial background, activities during the previous year, self-rating in regards to various abilities and skills, time spent the previous year in other activities, probable career, source of finances, and religious preference of the student.

From whom are the results available?

Assessment and Testing

Distribution regularly made available to whom?

President, VPAA, Division Heads, Assessment Committee, and selected administrators.

Are the results available by division or discipline?

No.

Are the results comparable to data of other universities?

The data is comparable to averages of other schools in a class that we select (such as medium-sized, selective schools).

### **Freshman Week Survey**

Who takes it?

Fall first-time students.

When is it administered?

At the end of Freshman Week (in August).

How long does it take for a student to complete the instrument?

15 minutes.

What office administers it?

Freshman Week Committee sends copies to the freshman colleges. The instructors administer it during the last day of Freshman Week and send it back to the Assessment and Testing Office for tabulation.

Who originates the survey?

Freshman Week Committee.

When are results typically available?

Beginning of October. The results are tabulated by the Assessment and Testing Office.

What type of information is sought?

The survey provides information on whether the student felt welcomed in the university, classroom, living and local community. The survey also asks students if they know where they can get help for various problems, about their comfort level in approaching faculty and staff for assistance, willingness to join in co-curricular activities, understanding the goals of the liberal arts and sciences education, and active learning. Students are also asked whether they participated in writing and speaking, as well as reading, computer, research, and library assignments during the week. The incoming students are also asked to rate overall group activities, the CHOICES program, division activities, the freshman week class, residential hall/college activities, and various "social/fun" events.

From whom are the results available?

Freshman Week Committee.

Distribution is regularly made available to whom?

Freshman Week Committee, Division Heads, and the Vice President for Academic Affairs.

Are the results available by division or discipline?

The objective questions (bubble sheets) are available by division and discipline.

Are the results comparable to data of other universities?

No.

### **Student Interview Project**

Who takes it?

A random sample from the class that is selected by the University Assessment Committee. For the first three years of the program, juniors were selected; for the last two, freshmen were selected.

When is it administered?

At the beginning of the Spring Semester.

How long does it take for the student to complete the interview?

About 20 minutes.

What office administers it?

The University Assessment Committee plus additional volunteers from students, faculty, and administrators. Each student interviewee is typically questioned by a pair (one of whom is a student and one of whom is a faculty member or administrator).

Who originates the questions?

The University Assessment Committee.

When are results typically available?

At the end of the summer.

What type of information is sought?

The University Assessment Committee selects questions based on current curricular or co-curricular topics of interest to the university. For example, for this year the information included how the students spent their time, how much writing they did, how many times they discussed significant issues outside of class, experience with different types of computer skills, attendance at on-campus cultural events, non-class reading, knowledge of the honors program, AP and non-AP courses for college credit taken in high school, information on advising, description of the best learning experience in class and out of class, the most challenging academic and social challenges in coming to the university, what the university could do to help, considerations about leaving the university, general satisfaction with the university, knowledge of the assessment program, and finally anything else the student would like to tell us.

From whom are the results available?

From the University Assessment Committee or the Chair of the Interview Project

Are the results available by division or discipline?

Currently, no. The sample size for the whole freshman class (around 100) is too small.

Are the results comparable to data of other universities?

No.

### **Institutional Student Survey**

Who takes it?

Sophomores and juniors (45-75 credit hours). Taking and returning the survey is not mandatory (though this may change during the new Liberal Studies Program).

When is it administered?

Spring of each year.

How long does it take the student to complete the instrument?

20 minutes.

What office administers it?

Assessment and Testing

Who originates the survey?

The questions typically are determined by the Vice President for Academic Affairs and the Assessment Committee.

When are results typically available?

Summer following the end of that fiscal year.

What type of information is sought?

The ISS asks about the highest academic degree sought, selection of Truman, future plans for employment and graduate school, knowledge and opinions on assessment, time spent outside of class on course-related work, writing required, and the challenge of courses. Students are also asked how often they dealt with other students in various academic and co-curricular contexts, used the library, attended cultural or co-curricular events, used writing centers and other labs or tutorial services, and applied knowledge and skills from one area in another. Students are asked how many faculty members they know well enough to get a letter of recommendation. Students are then asked how effective their education has been in regard to an extensive list of academic and social skills. The students rate various aspects of their major. Students respond as to how satisfied they are with the faculty and other aspects of the campus including a variety of services, offices, and facilities. Students are asked about freshman week, discrimination, and the amount of time spent in various activities in an average week. Any additional student comments may be added.

From whom are the results available?

Assessment and Testing.

Distribution is normally made to whom?

President, VPAA, Division Heads, Assessment Committee, and selected administration.

Are the results available by division or discipline?

Yes.

Are the results comparable to data of other universities?

No.

### **Sophomore Writing Experience (SWE)**

Who takes it?

The SWE is designed for sophomores and for transfer students during their first semester. Over half of the students who take the SWE are sophomores and juniors. All students must take the writing assessment before enrolling in the required English Composition II

course or, if they have transferred credit from another institution, before graduating.

When is it administered?

The SWE is offered a number of times during the fall and spring semesters and during both summer sessions. Students schedule to take the SWE at their convenience.

How long does it take for a student to complete the SWE?

Students take three to four hours on average to complete the SWE, including prewriting, writing, revising, and editing a problem-solving essay, completing a self-assessment questionnaire, and conferring with a faculty member after the writing sample is evaluated.

What office administers it?

The Writing Assessment Director in the Writing Center administers the SWE.

Who originates the assessment?

The SWE, originally designed by the English Faculty, continues to be administered by the Director of Writing Assessment with the assistance of the Composition Committee and faculty from across the curriculum who read SWE writing samples and confer with students taking the SWE.

When are results typically available?

Typically, students receive results during the semester in which they take the SWE. A general report is available to faculty, students, and administration at the end of each summer.

What type of information is sought?

The SWE is used primarily to advise student writers. Students compose an essay on a current issue that is read and scored by faculty from across the curriculum. After the sample is evaluated, student and faculty confer one-to-one, using the writing sample as a springboard for discussion of the student's writing. Faculty encourage students to assess their writing strengths and weaknesses and to set goals for writing growth. Students who score a 2 or below on a 1(weakest) to 6(strongest) holistic scale are required to revise their SWE paper with the help of a Writing Consultant in the Writing Center before they are allowed to register for English Composition II and/or graduate.

From whom are the results available?

Students receive results from faculty from across the curriculum who confer with them in a one-on-one conference. A general report and any other information faculty or staff might seek regarding the SWE is available in the Writing Center.

Distribution is regularly made available to whom?

Students receive results in a one-on-one conference.

Are results available by division or discipline?

No.

Are results comparable to data of other universities?

No.

### **Freshman/Junior Testing**

Who takes it?

Entering freshman. The students then take an identical test two years later (after accumulating 60 credit hours). Half of the students take the CAAP test and the other half take the Academic Profile test.

When is it administered?

Freshmen take it during freshman week. Juniors take it at specially arranged times by the Assessment and Testing Office.

How long does it take for the student to complete the test?

3 hours for each test.

What office administers it?

The Assessment and Testing Office.

Who originates the tests?

Currently two tests are given: the CAAP (ACT) and the Academic Profile (ETS). Since each test focuses on different components, the two tests together prove to be effective assessment instruments.

When are the results typically available?

For the individual student, results are available several months after the test is taken. University reports for the fiscal year are typically available in late June.

What type of information is sought?

Information about the liberal arts based general education curriculum.

The CAAP (Collegiate Assessment of Academic Proficiency) from ACT provides measurement in five areas: science, mathematics, reading, writing, and critical thinking. Students randomly take tests in four of the five areas. When students take it a second time, they take tests in the same four areas to see whether improvement has been made (value added). The Academic Profile from the Educational Testing Services tests students in all of these areas: natural science, social science, mathematics, humanities, reading, writing, and critical thinking. All students who take the Academic Profile take the same tests both times.

CAAP: American College Testing Program  
PO Box 168, Iowa City, IA  
(319) 337-1053

Academic Profile: Higher Education Assessment, Educational Testing Service,  
Princeton, NJ 08541  
(609) 951-6508

From whom are the results available?

From the Assessment and Testing Office.

Are the results available by division or discipline?

Yes.

Distribution regularly made available to whom?

Individual results are communicated to students and their advisors. University, division, and discipline averages are sent to the President, VPAA, Division Heads, Assessment Committee, and selected administrators.

Are the results comparable to data of other universities?

The CAAP is nationally normed. The Academic Profile provides norms only within the university (though this may be changed), but it does rate students within performance levels.

### **Portfolio Assessment**

Who takes it?

Right now, only seniors in classes that require creation of a Liberal Arts and Sciences Portfolio (most often capstone courses or senior seminars) submit portfolios. Currently more than 65% of graduating seniors turn in portfolios.

When is it administered?

The instructor of the course requiring participation in the portfolio assessment distributes guidelines and collects portfolios during the course, whatever semester seniors take the course.

How long does it take for the student to compile the portfolio?

The average is about three and one-half hours.

What office administers it?

The class that requires it.

Who originates the submission requirements for portfolios?

Faculty readers and evaluators, the Assessment Committee and the director of the portfolio assessment design, evaluate and publish the requests for specific portfolio items.

When are results typically available?

The portfolios are read and evaluated in May and generally the results are available in late summer or early fall.

What type of information is sought?

The types of works requested from students are designated by faculty evaluators and the Assessment Committee. It is expected that with the arrival of the new Liberal Studies Program (that will be required of all undergraduates), the Undergraduate Council and Faculty Senate may have a greater say as to what is requested of students. In the past,



many of the requested items have remained fairly constant. In fiscal year 1997, the portfolios sought two items showing growth as a thinker, an item showing thinking in an interdisciplinary way, an item demonstrating the application of quantitative reason, one demonstrating the application of scientific reasoning, one showing aesthetic analysis and evaluation, a work or experience that the student considered most personally satisfying, and a cover letter that asks students to reflect on ways they have changed during their time at Truman or anything else that they would like to say about their experience here. Other items may also be included, and a few disciplines may require more items relating specifically to their major.

From whom are the results available?

The director of portfolio assessment.

Are the results available by division or discipline?

By assessment tradition at Truman, results are not reported by division or discipline. However, results can be generated from the database for divisions or disciplines who request them. Several disciplines used data from the fiscal year 1996 for disciplinary workshops or retreats.

Distribution regularly made to?

Task force findings are shared with faculty and administrators through planning workshops, faculty development luncheons, and written reports. Specifically in 1994 and 1995, the university used quantitative and qualitative information in a self-study report which led to reaccreditation for ten years by the North Central Association. The Undergraduate Council (which has the responsibility for overseeing and evaluating the core curriculum) looked at four years of findings while it discussed core reform. The reports had a particular impact on interdisciplinary and quantitative requirements. The reports also were available to Faculty Senate and Student Senate when they worked on planning documents. In discipline committees, some faculty use the information while they review their major and its program, both for curricular reform and program improvement. Portfolios have also affected the assignments and syllabi of faculty who have read and evaluated them.

Are the results comparable to data of other universities?

No. Few universities are using portfolios for assessment of general education or liberal studies, although many institutions have inquired about the development and results of the portfolio assessment at Truman.

### **Capstone Course**

Who takes it?

All seniors take a capstone course in their major.

When is it administered?

During the senior year.

What office administers it?

The faculty of the discipline. Some but not all disciplines may use discussion of the capstone courses and portfolio work from that discipline to evaluate their discipline curriculum.

Who originates the capstone course and review?

The faculty of the discipline.

When are results typically available?

The fall following the year in which the capstone courses are given.

From whom are the results available?

The faculty of the discipline.

What type of information is sought?

The faculty may have particular concerns about different aspects of the curriculum.

Are the results available by division or discipline?

By discipline.

Are the results comparable to data of other universities?

No.

### **Senior Examination in the Major**

Who takes it?

All seniors take a senior examination in the major.

When is it administered?

During the senior year.

How long does it take for a student to complete the senior test?

This depends on the test, but the average is about 2 1/2 hours

What office administers it?

Assessment and Testing Office.

Who originates the test?

The faculty pick the test that best suits their majors.

**SENIOR TESTS AT TRUMAN  
AS OF SPRING 1997**

MFAT (Major Field Achievement Test)

for Biology  
Business (Finance, Management, and Marketing)  
Chemistry  
Computer Science  
Economics  
History  
Mathematics  
Music  
Physics  
Political Science  
Psychology

AICPA (American Institute for Certified Public Accountants)

Achievement Test for Accounting Graduates (changing to MFAT in  
business administration)

Mosby AssessTest

for Nursing

MLA Cooperative Foreign Language Proficiency Tests

for French, German, and Spanish

GRE (Graduate Record Examinations) General Test

for Art  
Art History  
Agricultural Science  
Classics (additionally, they may also use a locally designed translation test)  
Communication (Journalism and Speech)  
Communication Disorders  
English  
Exercise Science  
Health  
Philosophy and Religion  
Theatre

GRE Subject Examination

for Sociology

ACAT (The Area Concentration Achievement Tests)

for Justice Systems (additionally, they may also use a locally designed test)

When are the results typically available?

Usually several months after the test is given. University averages are typically available in the summer for the fiscal year.

What type of information is sought?

Generally information relating to general knowledge in the major. In some cases, the tests provide subscores for particular areas of the major. The GRE General Tests are generally used in majors where there is currently no good senior examination appropriate to the major. It generally provides information on analytical, quantitative, and verbal skills.

From whom are the results available?

Assessment and Testing Office and later from Division Offices.

Distribution is regularly made available to whom?

Individual results are communicated to students and their advisors. University, division, and discipline averages are sent to the President, VPAA, Division Heads, Assessment Committee, and selected administrators.

Are the results available by division or discipline?

Yes.

Are the results comparable to data of other universities?

Usually, though not always (this may depend on the test involved).

### **State Review of Majors**

Who takes it?

The discipline, including and faculty and administrators, do the review.

When is it administered?

Every five years.

What office administers it?

The Coordinating Board and the Vice President's Office.

Who originates the test?

The Coordinating Board and the Vice President's Office.

What type of information is sought?

The first part of the review is a two page summary dealing with faculty, resources, and curricular changes. The summary also includes information on graduates, student perceptions, senior tests, graduate school placement, and undergraduate participation in research. After the summary, the narrative includes program objectives, relationship to the liberal arts and sciences, program structure, fulfillment of societal needs, student demand, faculty and staff characteristics, resources available and needed, curriculum strengths and weaknesses, instructional methods, percent of the discipline's efforts to

support the core. An external expert or professional association assists in the review. A data table is included on the demographics of students, ACT information, high school GPA, new faculty hired, retention rates, student-faculty ratio, research with students, student study time, frequency of writing, satisfaction with major and instructors/advisors, descriptions of professors as those descriptions relate to full-time/part-time, degrees, minorities, tenure and rank, teaching load, required hours in major, student organizations, retention, graduation rates, and professional or graduate school rates. Only the two page summary goes to the Coordinating Board for Higher Education.

Note that there may be changes in information requirements of this document due to the new University Master Plan.

From whom are the results available?

From the discipline, its Division, and the Vice President's Office.

Distribution is regularly made available to whom?

The discipline, its Division Head, and the Vice President's Office. The Coordinating Board is given the summary.

Are the results available by division or discipline?

Yes.

Are the results comparable to data of other universities?

No.

### **Graduating Student Questionnaire**

Who takes it?

All graduating seniors.

When is it administered?

A short time before graduation.

How long does it take for the student to complete the instrument?

20 minutes.

What office administers it?

It is sent out in a graduation packet by the Registrar's Office.

Who originates the survey?

The Vice President for Academic Affairs and the University Assessment Committee.

When are the results typically available?

For the fiscal year, in late June or July.

What type of information is sought?

The GSQ questions are virtually identical with those of the ISS. The GSQ asks about the highest academic degree sought, selection of Truman, future plans for employment and graduate school, knowledge and opinions on assessment, time spent outside of class on course-related work, writing required, and the challenge of courses. Students are also asked how often they dealt with other students in academic and co-curricular contexts, used the library, attended cultural or co-curricular events, used writing centers and other labs or tutorial services, and applied knowledge and skills from one area in another. Students are asked how many faculty members they know well enough to get a letter of recommendation. Students are asked how effective their education has been in regard to an extensive list of academic and social skills. The students rate various aspects of their major. Students respond as to how satisfied they are with the faculty and other aspects of campus including a variety of services, offices, and facilities. Students are asked about discrimination and the amount of time spent in various activities in an average week. Any additional student comments may be added.

From whom are the results available?

Assessment and Testing Office.

Distribution regularly made available to whom?

University, division, and discipline averages are sent to the President, VPAA, Division Heads, Assessment Committee, and selected administrators.

Are the results available by division or discipline?

Yes.

Are the results comparable to data of other universities?

No.

## **Alumni Survey**

Who takes it?

A sample of university alumni.

When is it administered?

Every three years. The last one was given in 1996.

What office administers it?

Assessment and Testing Office.

Who originates the survey?

ACT and Truman State University.

When are the results typically available?

Usually it takes about 9 months from when surveys are first sent out until they are processed by ACT and a final report is ready.

What type of information is sought?

The Alumni Survey asks first about some demographic information on the former students. The alumni are also asked about when they graduated and what is their highest planned degree. Other information is sought about why Northeast/Truman was selected and how they financed their college education. Alumni are then asked to rate various aspects of their university and curricular experience and their satisfaction with different services on campus. Alumni are asked about how their major affected their knowledge, abilities, and attitudes. They are asked about how their experience affected their ability to continue their education (if they did) and to select and carry out their employment. Finally alumni are asked whether they are willing to have their employer be sent a survey and whether the alumni wish to add any additional comments.

From whom are the results available?

The Assessment and Testing Office.

Distribution regularly made available to whom?

University, division, and discipline averages are sent to the President, VPAA, Division Heads, Assessment Committee, and selected administrators.

Are the results available by division or discipline?

Yes.

Are the results comparable to data of other universities?

No.

### **State Alumni Survey**

Who takes it?

A sample of university alumni.

When is it administered?

Every three years. The last one was given in 1994.

What office administers it?

Coordinating Board for Higher Education of Missouri.

Who originates the survey?

ACT.

When are the results typically available?

No timetable has been agreed upon.

What type of information is sought?

This Alumni Survey asks first about some demographic information on the former students. The alumni are also asked about their major and degrees granted at this and other schools. Other information relate to debt, GPA, highest degree granted, current job

and salary, preparation for current job, satisfaction with it, salary of first job, educational outcomes, and educational experiences at college. Alumni are asked whether they would attend the same school, their rating, and recommendation to others. Finally they are asked about other co-curricular activities. The averages for Northeast/Truman are in one report and those for other Missouri four year schools are in the other.

From whom are the results available?

The Coordinating Board for Higher Education and the Vice President's Office.

Distribution regularly made available to whom?

University averages for this school and other Missouri four-year schools are sent to the President, VPAA, Assessment Committee, and selected administrators.

Are the results available by division or discipline?

No. Sample is too small.

Are the results comparable to data of other universities?

To other four-year Missouri schools (in aggregate).

### **Employer Survey**

Who takes it?

Employers are asked to take it if the employee on the Alumni Survey consents.

When is it administered?

Within a year after the Alumni Survey is returned.

What office administers it?

Assessment and Testing Office.

Who originates the survey?

Truman State University.

When are the results typically available?

The end of the year in which it is given (end of 1997).

What type of information is sought?

The survey asks for the type of organization at which the employee works, the number of employees, the percentage that are in management positions, the type of skills, knowledge and attitudes that are important to the organization, the toughest type of jobs to fill, rating Northeast/Truman graduates in knowledge and skill areas, general impression of the likelihood of hiring other Northeast/Truman graduates, and suggestions for improving the education process.

From whom are the results available?

Assessment and Testing Office.



Distribution regularly made available to whom?

University, division, and discipline averages are sent to the President, Vice President for Academic Affairs, Division Heads, Assessment Committee, and selected administrators.

Are the results available by division or discipline?

This is possible but only by cross-referencing this survey with alumni survey.

Are the results comparable to data of other universities?

No.

### **Faculty Survey**

Who takes it?

Faculty at Truman.

When is it administered?

Approximately every three years. This survey was last given in 1995.

How long does it take for the faculty to complete the instrument?

30 minutes.

What office administers it?

The Vice President for Academic Affairs Office.

Who originates the survey?

Higher Education Research Institute

UCLA Graduate School of Education and Information

3005 Moore Hall/Mailbox 95121, Los Angeles, CA 90095-1521

(310) 825-1925

When are results typically available?

The summer following the survey.

What type of information is sought?

The survey gives information on age, rank, title, principal activity, race, highest degree (along with its field and year of degree), degree currently working toward, department, tenure information, primary interest (teaching, research, etc.), salary, father's and mother's education, marital status, and information on children. It also asks about the amount of time spent on teaching, research, advising, service, and consulting, scholarly activity, goals for undergraduate education, evaluation and teaching methods in class, and community service required for campus. General opinions are sought on curriculum, college environment, priorities at the institution, satisfactory aspects of job, personal goals, desire to continue teaching, and the amount and source of stress. Local questions (with no comparisons to other schools) were added; they deal with the core, the major, student's critical thinking of school, diversity, and estimates on the amount of student homework..

From whom are the results available?  
Vice President for Academic Affairs Office.

Distribution regularly made available to whom?  
President, VPAA, Division Heads, Assessment Committee, and selected administrators.

Are the results available by division or discipline?  
No.

Are the results comparable to data of other universities?  
The data is comparable to averages of other schools in a class or classes that we select.  
The comparisons in the most recent survey are with four-year private colleges,  
nonsectarian 4 year colleges, public four-year colleges, and all four-year institutions.

### **Funding for Results**

This is not a separate assessment instrument, but it does allow the university to set goals (with results drawn from other assessment instruments). Meeting the goals provides money, depending on the amount provided by the legislature. The money usually goes to faculty grants and assessment projects. (See Chapter XVIII for details.)

### **Appendix**

In Chapter I page 1, the concept of triangulation was introduced. Since no individual assessment instrument can provide perfect, flawless information, several instruments are combined with the expertise and knowledge of the university. The assessment instruments summarized in this chapter fit into the models of triangulation. Possible triangulation models for assessment follow:

### **TRIANGULATION MODELS FOR ASSESSMENT**

