

## Chapter IV: COMPONENTS OF THE PROGRAM

	<u>Who Takes It?</u>	<u>Developed Externally?</u>	<u>Developed Internally?</u>	<u>Type?</u>	<u>Indirect Measure?</u>	<u>Direct Measure?</u>
Cooperative Institutional Research Project (CIRP)	Freshmen	X		Survey	X	
College Student Experience Questionnaire (CSEQ)	Freshmen & Juniors	X		Survey	X	
National Survey of Student Engagement (NSSE)	Sample of Freshmen & Seniors	X		Survey	X	
Interview Project	Freshmen and/or Juniors		X	Interviews	X	
Writing Assessment	Varies	X	X	Performance Assessment		X
Collegiate Assessment of Academic Proficiency (CAAP)	Half the Juniors	X		Nationally Normed Exam		X
Academic Profile (AP)	Half the Juniors	X		Nationally Normed Exam		X
Senior Tests in Major	Seniors	X		Nationally Normed Exam		X
Graduating Student Questionnaire (GSQ)	Seniors		X	Survey	X	
Capstone Experiences	Seniors		X	Performance Assessment		X
Portfolio Project	Seniors		X	Performance Assessment		X
Alumni Survey	Alumni		X	Survey	X	
Employer Survey	Employers of Alumni		X	Survey	X	
HERI Faculty Survey	Faculty	X		Survey	X	
Staff Survey	Staff		X	Survey	X	

## 1. Cooperative Institutional Research Program (CIRP)

*Who takes it?*

Fall first-time students.

*When is it administered?*

During Truman Week (in August).

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

30 minutes.

*What office administers it?*

Class instructors 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, Box 95121  
Los Angeles, CA 90095-1521  
(310) 825-1925

<http://www.gsies.ucla.edu/heri/heri.html>

e-mail: [HERI@ucla.edu](mailto:HERI@ucla.edu)

*When are results typically available?*

The following December-January

*What type of information is sought?*

The CIRP provides a profile of an entering class. 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: ethnic background, activities during the previous year, self-rating in regard 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 Office, Violette Hall 1130.

*To whom are the results regularly distributed?*

President, VPAA, Division Heads, Assessment Committee, and readers of the *Almanac*.

*Are the results available by division or discipline?*

No.

*Are the results comparable to data of other universities?*

Yes.

## 2. Student Interview Project

*Who takes it?*

A random sample from the class that is selected by the University Assessment Committee. Juniors were selected in 1993, 1994, 1995, 1998, 1999, 2000, and 2003. Interviews were administered to freshmen in 1996, 1997, and 2001, 2002, and 2003.

*When is it administered?*

At the beginning of the Spring Semester.

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

About 30 minutes.

*What office administers it?*

The University Assessment Committee, the Chair of the Student Interview Project, plus additional volunteers from students, faculty, staff and administrators. Each student interviewee is typically questioned by two people (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, in 2003 students were asked questions regarding their liberal arts education, in- and out-of-class experiences, what distinguishes a successful educator and a successful student. Questions are given in both written and oral format.

*From whom are the results available?*

From the Vice President for Academic Affairs Office or the Chair of the Interview Project.

*To whom are the results typically available?*

The Assessment Committee, and the University community through University-wide conferences, faculty luncheons, and this *Almanac*.

*Are the results available by division or discipline?*

No.

*Are the results comparable to data of other universities?*

No.

### 3. Writing Assessment

*Who takes it?*

Student writing samples can be obtained from every level.

*When is it administered?*

Samples are obtained in the fall and spring and are evaluated in the summer.

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

No time—the writing samples require no extra work by the students. Submissions are obtained through writing students have already completed through their coursework.

*What office administers it?*

The Writing Across the University Committee.

*Who originates the assessment?*

A Writing Assessment Committee of faculty proposed the assessment in Fall 2003.

*When are results typically available?*

Since the assessment has yet to be administered, this is unknown. Results will probably be available in late summer / early fall.

*What type of information is sought?*

Evidence of students' demonstration of the knowledge and skills in writing described in the Learning Outcomes for Writing-Enhanced courses. The proposal also calls for a committee to review appropriate survey data (NSSE, GSQ, CSEQ) to assess students' writing habits, attitudes, etc. Additionally, there will be a collegial review of faculty-selected writing samples from students in their classes.

*From whom are the results available?*

The Writing Across the University Committee.

*To whom are the results regularly distributed?*

The campus community through reports, presentations, and the *Assessment Almanac*.

*Are results available by division or discipline?*

No.

*Are results comparable to data of other universities?*

No.

#### 4. Collegiate Assessment of Academic Proficiency (CAAP) and Academic Profile

*Who takes it?*

Juniors. Half of the students take three modules of the CAAP test and the remaining half take the Academic Profile.

*When is it administered?*

Either in the fall or spring semester at specially arranged times by the Assessment and Testing Office.

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

2 ½ hours.

*What office administers it?*

The Assessment and Testing Office, Violette Hall 1130.

*Who originates the tests?*

The CAAP comes from ACT and the Academic Profile from ETS.

*When are the results typically available?*

For the individual student and the student's advisor, results are available near the end of the semester 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 skills used in the liberal arts based general education curriculum.

The CAAP provides measurement in five areas: writing, mathematics, reading, critical thinking, and science. The Academic Profile tests students in all of these areas: natural science, social science, mathematics, humanities, reading, writing, and critical thinking.

CAAP: American College Testing Program  
500 ACT Drive, PO Box 168  
Iowa City, IA 52243-0168  
(319) 337-1053  
<http://www.act.org/caap/index.html>  
e-mail: [outcomes@act.org](mailto:outcomes@act.org)

Academic Profile: Educational  
Testing Services  
Rosedale Road  
Princeton, NJ 08541  
(800) 745-0269  
<http://www.ets.org/hea/acpro/index.html>  
e-mail: [hea@ets.org](mailto:hea@ets.org)

*From whom are the results available?*

Assessment and Testing Office.

*Are the results available by division or discipline?*

Yes.

*To whom are the results regularly distributed?*

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. University-wide results are also available through this *Almanac*.

*Are the results comparable to data of other universities?*

Both the CAAP and Academic Profile provide comparative data norms. The CAAP has nationally normed scores for each test module, while the Academic Profile provides norms for only the total score.

## 5. College Student Experience Questionnaire (CSEQ)

*Who takes it?*

Selected Freshmen and Juniors enrolled in a Junior Interdisciplinary Seminar (JINS).

*When is it administered?*

Each semester.

*How long does it take to complete?*

30 minutes.

*What office administers it?*

Residential College Program and Assessment and Testing via the JINS instructors.

*Who originates the assessment?*

CSEQ Research Program  
Center for Postsecondary Research  
Indiana University  
Ashton Aley Hall Suite 102  
1913 East Seventh Street  
Bloomington, IN 47405-7510  
(812) 856-5825  
<http://www.iub.edu/~cseq>  
e-mail: [cseq@indiana.edu](mailto:cseq@indiana.edu)

*When are results typically available?*

The semester following its administration.

*What type of information is sought?*

The CSEQ measures three general aspects of a student's experience: college activities, college environment, and self-reported estimate of gains.

*From whom are the results available?*

Assessment and Testing, Violette Hall 1130.

*To whom are the results regularly distributed?*

Student Affairs, VPAA Office, and to the university community through this *Almanac*.

*Are results available by division or discipline?*

No.

*Are results comparable to data of other universities?*

Yes.

## 6. Portfolio Assessment

### *Who takes it?*

All students matriculating in or after the fall of 1999 are expected to develop and submit portfolios as a requirement for graduation. In May of 2003, 1013, or 83.1% of the graduating class turned in portfolios.

### *When is it administered?*

The instructor of the course requiring participation in the portfolio assessment distributes the guidelines and collects portfolios during the course. This could occur in any semester during the student's senior year.

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

The average is about four to five hours.

### *What office administers it?*

Each discipline/program administers it, in conjunction with the director of the portfolio project.

### *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 the fall.

### *What type of information is sought?*

Faculty evaluators and the Assessment Committee designate the types of works requested from students. In the past, many of the requested items have remained constant. In the 2002-2003 academic year, a portfolio included a work demonstrating *critical thinking*, a work demonstrating *interdisciplinary thinking*, a work reflecting *historical analysis*, a work showing *scientific reasoning*, an item demonstrating *aesthetic analysis*, a work or experience the student considered *most personally satisfying*, and a *cover letter* in which the student reflects on ways they have changed while at Truman and offers any other thoughts they care to express about their experiences here. Other items may be included, and some disciplines may require additional items relating specifically to their major.

### *From whom are the results available?*

The director of the portfolio project.

### *Are the results available by division or discipline?*

Traditionally, results by discipline are not made available to the general public. However, each Division Head receives the results from students majoring in disciplines within his or her division, and each discipline is provided with results from students in its major.

Furthermore, information about the classes serving as sources for portfolio submissions including the scores of those submissions are provided to individual disciplines. In this way portfolio data can be used by disciplines in making informed decisions regarding their curricula and methods.

*To whom are results regularly distributed?*

The results of portfolio assessment are made available to all members of the Truman community through this Assessment Almanac. Division Heads receive results for students majoring in disciplines within their divisions, and individual disciplines receive results for their major students. Information about classes serving as sources for portfolio submissions are provided to disciplines through their conveners. More detailed data are accessible in consultation with the Portfolio Director. Specific findings are shared with faculty and administrators through planning workshops, faculty development luncheons, and other forums. In the past, data and specific findings have been useful to the university in preparing a self-study report for reaccreditation by the North Central Association and in guiding the core reform that led to the development of the Liberal Studies Program. The Faculty and Student Senates have used the reports in developing planning documents. In discipline committees, some faculty use the information to reform their curriculum, improve their major, and engage in self-study for reaccreditation of their programs. Portfolio findings have also affected the assignments and syllabi of faculty that have participated as portfolio readers.

*Are the results comparable to data of other universities?*

No. While some universities are using portfolios for assessment of general education or liberal studies, most do not use similar prompts or submission categories.

## 7. 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.

*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 or the division office.

*What type of information is sought?*

Each discipline establishes specific outcomes for that discipline.

*Are the results available by division or discipline?*

Yes—by discipline only.

*Are the results comparable to data of other universities?*

No.

## **8. Senior Examination in the Major**

*Who takes it?*

All seniors.

*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 2½ hours.

*What office administers it?*

Assessment and Testing Office, Violette Hall 1130.

*Who originates the test?*

The faculty designate the test that best suits their majors.

### **SENIOR TESTS AT TRUMAN AS OF SPRING 2003**

MFT (Major Field Test)

in    Accounting  
      Biology  
      Business Administration  
      Chemistry  
      Computer Science  
      Economics  
      History  
      Mathematics  
      Music  
      Physics  
      Political Science  
      Psychology  
      Sociology

Mosby AssessTest

in    Nursing

CHES (Certified Health Education Specialist) Exam

in    Health Science

MLA Cooperative Foreign Language Proficiency Tests

in    Spanish

Praxis II Exam: Content Knowledge

in    French  
      German

GRE (Graduate Record Examinations) General Test  
in Art (except Visual Communications)  
Art History  
Classics  
Communication  
Communication Disorders  
English  
Exercise Science  
Linguistics  
Philosophy and Religion  
Russian  
Theatre

LSAT (Law School Admission Test)  
in Communication  
English

GMAT (Graduate Management Admission Test)  
in Communication

ACAT (The Area Concentration Achievement Tests)  
in Agricultural Science  
Art-Visual Communication  
Justice Systems

*When are the results typically available?*

Availability of individual results vary by exam from 2 weeks to 2 months after the exam administration. University averages are typically available in the summer for the fiscal year.

*What type of information is sought?*

Information relating to general knowledge in the major. In some cases, the tests provide subscores for particular areas of the major. The GRE General Test provides information on analytical writing, quantitative, and verbal skills.

*From whom are the results available?*

Assessment and Testing Office and Division Offices.

*To whom are the results regularly distributed?*

Individual results are communicated to students and their division. University, division, and discipline averages are sent to the President, VPAA, Division Heads, Assessment Committee, and selected administrators. University-wide results are also available through this *Almanac*.

*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).

## 9. National Survey of Student Engagement (NSSE)

*Who takes it?*

A sample of Freshmen and Seniors.

*When is it administered?*

In the Spring.

*How long does it take for the students to complete the instrument?*

15 minutes.

*What office administers it?*

NSSE administers with campus coordination by the Vice President for Academic Affairs Office. Students have the option of completing either the paper or online versions.

*Who originates this survey?*

National Survey of Student Engagement  
Center for Postsecondary Research  
Indiana University Bloomington  
Eigenmann Hall, Suite 419  
1900 East Tenth Street  
Bloomington, IN 47406-7512  
(812) 856-5824  
<http://www.indiana.edu/~nsse/>

*When are results typically available?*

The end of the following semester.

*What type of information is sought?*

The Spring 2003 NSSE participants answered questions in five sections: level of academic challenge, active and collaborative learning, student-faculty interactions, enriching educational experiences, and supportive campus environment.

*From whom are the results available?*

Vice President for Academic Affairs Office.

*To whom are the results regularly distributed?*

The University community through a website, the January Conference, the summer Master Plan and Assessment Workshop, and through this *Almanac*.

*Are the results available by division or discipline?*

No.

*Are the results comparable to data of other universities?*

Yes.

## 10. 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?*

In a graduation packet sent out by the Registrar's Office. Students now (as of December 2003) have the option of taking the GSQ online.

*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 asks questions related to student satisfaction, campus involvement, and time spent on certain activities.

*From whom are the results available?*

Assessment and Testing Office, Violette Hall 1130.

*To whom are the results regularly distributed?*

University, division, and discipline averages and frequencies are sent to the President, VPAA, Division Heads, Assessment Committee, and selected administrators. University-wide results are published in this *Almanac*.

*Are the results available by division or discipline?*

Yes.

*Are the results comparable to data of other universities?*

No.

## 11. Alumni Survey

*Who takes it?*

A sample of University alumni.

*When is it administered?*

Every three years. The next administration will occur after the survey is reviewed and revised by the University Assessment Committee.

*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 and a final report is ready.

*What type of information is sought?*

The Alumni Survey first asks some demographic information on the former students. The alumni are also asked when they graduated and what their highest planned degree is. Other information is sought about why 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 they wish to add any additional comments.

*From whom are the results available?*

The Assessment and Testing Office, Violette Hall 1130.

*To whom are the results regularly distributed?*

University averages are sent to the President, VPAA, Division Heads, Assessment Committee, selected administrators, and to the campus community through this *Almanac*.

*Are the results available by division or discipline?*

Yes, if requested.

*Are the results comparable to data of other universities?*

No.

## **12. 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. The next administration will occur after the survey instrument is reviewed and revised.

*Who originates the survey?*

Truman State University.

*When are the results typically available?*

The end of the year in which it is given.

*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 Truman graduates in knowledge and skill areas, general impression of the likelihood of hiring other Truman graduates, and suggestions for improving the education process.

*From whom are the results available?*

Assessment and Testing Office, Violette Hall 1130.

*To whom are the results regularly distributed?*

University, division, and discipline averages are sent to the President, Vice President for Academic Affairs, Division Heads, Assessment Committee, selected administrators, and the campus community through this *Almanac*.

*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.

### **13. Higher Education Research Institute Faculty Survey**

*Who takes it?*

Faculty and administration.

*When is it administered?*

Every three years. The next administration will be Fall 2004.

*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, Box 95121  
Los Angeles, CA 90095-1521  
(310) 825-1925  
<http://www.gseis.ucla.edu/heri/faculty.html>  
e-mail: [HERI@ucla.edu](mailto:HERI@ucla.edu)

*When are results typically available?*

The summer following the survey.

*What type of information is sought?*

The survey asks for demographic information, highest degree earned, department, tenure information, and primary interest (teaching, research). It also asks about the amount of time spent on teaching, research, advising, service, 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 are added.

*From whom are the results available?*

Vice President for Academic Affairs Office, McClain Hall 203.

*To whom are the results regularly distributed?*

The University community through a website, the January Conference, and this *Almanac*.

*Are the results available by division or discipline?*

No.

*Are the results comparable to data of other universities?*

Yes.

## 14. Staff Survey

*Who takes it?*

Staff.

*When is it administered?*

The end of the spring semester. The first administration of the Staff Survey was in Spring 2003.

*How long does it take to complete?*

25 minutes.

*What office administers it?*

Institutional Planning Office.

*Who originates the survey?*

The University Assessment Committee.

*When are results typically available?*

Summer.

*What type of information is sought?*

Satisfaction levels, participation in various campus events such as development workshops, committees, and courses, use level of campus facilities, and importance of the University mission and institutional goals.

*From whom are the results available?*

Institutional Planning Office.

*To whom are the results regularly distributed?*

The University community through the summer Master Plan and Assessment Workshop and this *Almanac*.

*Are results available by division or discipline?*

No.

*Are results comparable to data of other universities?*

No.