

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	
Collegiate Learning Assessment (CLA)	Sample of Freshmen & Seniors	X		Nationally Normed Exam		X
Interview Project	Varies		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	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) every 2 years.

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 951521
Los Angeles, CA 90095-1521
(310) 825-1925

<http://www.gseis.ucla.edu/heri/index.php>

e-mail: heri@ucla.edu

When are results typically available?

The following 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, Provost, Deans, Assessment Committee, and readers of the *Almanac*.

Are the results available by department or discipline?

No.

Are the results comparable to data of other universities?

Yes.

2. College Student Experiences Questionnaire (CSEQ)

Who takes it?

Students enrolled in a Junior Interdisciplinary Seminar (JINS).

When is it administered?

Each semester, but currently suspended while piloting James Madison University exam.

How long does it take to complete?

30 minutes.

What office administers it?

Assessment and Testing via the JINS instructors.

Who originates the assessment?

CSEQ Research Program
Center for Postsecondary Research
Indiana University
1900 East Tenth Street
Eigenmann Hall 419
Bloomington, IN 47406-7512
(812) 856-5825
<http://cseq.iub.edu/>
e-mail: 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?

Provost's Office, and to the University community through this *Almanac*.

Are results available by department or discipline?

No.

Are results comparable to data of other universities?

Yes.

3. National Survey of Student Engagement (NSSE)

Who takes it?

All freshmen and seniors are requested to complete the survey.

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 personnel administer it online with campus coordination by the Provost's Office.

Who originates this survey?

National Survey of Student Engagement

Center for Postsecondary Research

Indiana University Bloomington

1900 East Tenth Street

Eigenmann Hall Suite 419

Bloomington, IN 47406-7512

(812) 856-5824

<http://nsse.iub.edu>; e-mail: nsse@indiana.edu

When are results typically available?

Late summer.

What type of information is sought?

NSSE attempts to measure levels of student engagement. Spring 2008 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. A copy of the survey is available at

http://nsse.iub.edu/pdf/NSSE2008_US_English_Paper.pdf.

From whom are the results available?

Provost's Office.

To whom are the results regularly distributed?

The University community through a website, the University Conference, Undergraduate Council, the summer Strategic Planning and Assessment Workshop, and through this *Almanac*.

Are the results available by department or discipline?

No.

Are the results comparable to data of other universities?

Yes.

4. Graduating Student Questionnaire

Who takes it?

All graduating seniors.

When is it administered?

Before graduation as part of the clearance process.

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

20 minutes.

What office administers it?

It is administered online through the Assessment and Testing Office.

Who originates the survey?

The Provost and the University Assessment Committee.

When are the results typically available?

In July for the fiscal year.

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, department, and discipline averages and frequencies are sent to the President, Provost, Deans, Assessment Committee, and selected administrators. University-wide results are published in this *Almanac*.

Are the results available by department or discipline?

Yes.

Are the results comparable to data of other universities?

No.

5. Alumni Survey

Who takes it?

University alumni five and ten years after graduation.

When is it administered?

February.

What office administers it?

Assessment and Testing Office.

Who originates the survey?

ACT and Truman State University.

When are the results typically available?

Late summer.

What type of information is sought?

The Alumni Survey first asks 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; how their major affected their knowledge, abilities, and attitudes; how their experience affected their ability to continue their education (if they did) and to select and carry out their employment; 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, Provost, Deans, Assessment Committee Chair, selected administrators, and to the campus community through this *Almanac*.

Are the results available by college/school or discipline?

Yes, if requested.

Are the results comparable to data of other universities?

No.

6. Employer Survey

Who takes it?

Employers of alumni.

When is it administered?

Every three years.

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.

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, department, and discipline averages are sent to the President, Provost, Deans, Assessment Committee, selected administrators, and the campus community through this *Almanac*.

Are the results available by department 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.

7. Higher Education Research Institute Faculty Survey

Who takes it?

Faculty and administration.

When is it administered?

Every three years. The last administration was Fall 2007.

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

30 minutes.

What office administers it?

The Provost's Office.

Who originates the survey?

Higher Education Research Institute
UCLA Graduate School of Education and Information
3005 Moore Hall, Box 951521
Los Angeles, CA 90095-1521
(310) 825-1925
<http://www.gseis.ucla.edu/heri/faculty.html>; e-mail: 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?

Provost's Office, McClain Hall 203.

To whom are the results regularly distributed?

The University community through a website, the University Conference, the Strategic Planning and Assessment Workshop, and this *Almanac*.

Are the results available by department or discipline?

No.

Are the results comparable to data of other universities?

Yes.

8. Staff Survey

Who takes it?

Staff.

When is it administered?

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

How long does it take to complete?

25 minutes.

What office administers it?

Staff Council.

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 Strategic Planning and Assessment Workshop and this *Almanac*.

Are results available by department or discipline?

No.

Are results comparable to data of other universities?

No.

9. Collegiate Assessment of Academic Proficiency (CAAP) and Academic Profile

Who takes it?

Students when they have 75 credit hours. 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
1-800-294-7027
<http://www.act.org/caap/index.html>
e-mail: outcomes@act.org

Academic Profile: Educational
Testing Services
Rosedale Road
Princeton, NJ 08541
1-800-745-0269
<http://www.ets.org/hea/>
e-mail: higher@ets.org

From whom are the results available?

Assessment and Testing Office.

Are the results available by department or discipline?

Yes.

To whom are the results regularly distributed?

Individual results are communicated to students and their advisors. University, department, and

discipline averages are sent to the President, Provost, Deans, 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.

10. Collegiate Learning Assessment

Who takes it?

A sample of 100+ first-year and students and seniors. Effective December 2006, seniors were no longer sampled. Those seniors who take the CLA from this point forward are required to do so as their senior test. The disciplines requiring the CLA are: Classics, Communication, Communication Disorders, English, Interdisciplinary Studies, Linguistics, Philosophy and Religion, Russian, and Theatre.

When is it administered?

First-year students take the CLA in the Fall and seniors in the Spring.

What office administers it?

The Assessment and Testing Office administers it online in coordination with The Council for Aid to Education.

Who originates the exam?

Council for Aid to Education and the RAND Corporation.

When are the results typically available?

First-year results are available in the spring and senior results in the early fall.

What type of information is sought?

The CLA is divided into two tasks: an Analytical Writing Task and a Performance Task. Students take one of the two tasks, which measure critical thinking, analytical reasoning, and written communication. For more information and examples of questions, consult CAE website at: http://www.cae.org/content/pro_collegiate.htm#.

From whom are the results available?

Council for Aid to Education
215 Lexington Avenue, 21st Floor
New York, NY 10016-6023
(212) 661-5800
e-mail: cla@cae.org

To whom are the results regularly distributed?

Provost, Assessment Committee, and the campus community through this *Almanac*.

Are the results available by department or discipline?

No.

Are the results comparable to data of other universities?

Yes.

11. 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 of each major/discipline designate the test that best suits their majors.

SENIOR TESTS AT TRUMAN AS OF FALL 2007:

MFT (Major Field Test)

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

HESI (Health Education Systems Inc) Exam

in Nursing

CHES (Certified Health Education Specialist) Exam

in Health Science

HFI (Health Fitness Instructor)/HFS (Health Fitness Specialist) Exam

in Exercise Science

Praxis II Exam: Content Knowledge

in Art (including Art History)
 French
 German

Spanish

CLA (Collegiate Learning Assessment)

in Classics
Communication
Communication Disorders
English
Exercise Science
Interdisciplinary Studies
Linguistics
Philosophy and Religion
Russian
Theatre

ACAT (The Area Concentration Achievement Tests)

in Agricultural Science
Justice Systems

When are the results typically available?

Availability of individual results varies by exam from immediately weeks to 4 months after the exam administration. University averages are typically available in the fall for the previous 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 CLA Exam provides information on analytical writing and critical thinking skills.

From whom are the results available?

Assessment and Testing Office and Department Offices.

To whom are the results regularly distributed?

Individual results are communicated to students and their department when available. University, department, and discipline averages are sent to the President, Provost, Deans, Assessment Committee, and selected administrators. University-wide results are also available through this *Almanac*.

Are the results available by department or discipline?

Yes.

Are the results comparable to data of other universities?

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

12. Student Interview Project

Who takes it?

Volunteers from a random sample of students complete the Interview Project. The University Assessment Committee selects one or two class levels (e.g., first year students, seniors) from which the sample is drawn.

When is it administered?

The Interview Project is administered during roughly the first half of the spring semester.

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

The interview plus accompanying questionnaires require about 30 minutes.

What office administers it?

The Interview Project is administered by the University Assessment Committee and the Chair of the Student Interview Project, plus additional volunteers, including students, faculty, and University administrators. Interviews are conducted by a faculty member or administrator plus a student co-interviewer.

Who originates the questions?

The University Assessment Committee and the Chair of the Student Interview Project write and assemble the project materials.

When are results typically available?

Results are usually available at the end of the summer following data collection.

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. In 2008, interviewees reported about their engagement as students at Truman State University.

From whom are the results available?

Results of the Interview Project are available from the Provost's Office and the Chair of the Interview Project.

To whom are the results typically available?

Results are available to the Assessment Committee and the University community through University-wide conferences and this *Almanac*.

Are the results available by department or discipline?

Results are not broken down by department or discipline.

Are the results comparable to data of other universities?

The results are not directly comparable with other institutions.

13. 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 semesters and are evaluated in the summer and/or subsequent semesters.

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?

No office administers it. The Analytical Assessment is embedded in the Portfolio Project. The Collegial Review will be supervised by The Writing Across the University Committee.

Who originates the assessment?

The Writing Across the University Committee maintains oversight of the analytical and qualitative assessments.

When are results typically available?

Some assessment data is currently available about the Analytical Assessment. The Collegial Review is still being refined, although some information exists concerning the pilot project.

What type of information is sought?

The Analytical Assessment proposes to identify evidence demonstrating students' knowledge and skills in writing described in the Learning Outcomes for Writing-Enhanced courses. The Writing Across the University Committee will also review appropriate survey data (NSSE, GSQ, CSEQ) to assess students' writing habits, attitudes, etc. Additionally, the collegial review of faculty-selected writing samples from students in their classes will provide more qualitative data for faculty and other constituencies.

From whom are the results available?

The results will eventually be available through the Writing Across the University Committee.

To whom are the results regularly distributed?

The results will eventually be regularly distributed to the campus community through reports, presentations, and the *Assessment Almanac*.

Are results available by department or discipline?

No specific departmental or discipline results are currently available at this time.

Are results comparable to data of other universities?

No results are currently comparable to data of other universities.

14. Portfolio Project

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 academic year 2007-2008, 1096 students submitted portfolios, exactly the same number as the previous year.

When is it administered?

Students submit during their senior year. Most students complete the process as part of their capstone experience.

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

The average is three to four hours.

What office administers it?

The director of the portfolio administers it in conjunction with each discipline/program.

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. The results are available late in the fall or early in spring of the following year.

What type of information is sought?

Faculty evaluators and the Assessment Committee designate the types of works requested from students, but many of the requested items have remained constant. In the 2007-2008 academic year, a portfolio included works demonstrating 1) *critical thinking and writing*, 2) *interdisciplinary thinking*, 3) *historical analysis*, 4) *scientific reasoning*, and 5) *aesthetic analysis*. The portfolio also included a work or experience the student considered 6) *most personally satisfying*, and 7) *a cover letter* in which students reflect on ways they have changed while at Truman and offer any other thoughts they care to express about their experiences. Other items may be included, but these are evaluated separately.

From whom are the results available?

The director of the portfolio project.

Are the results available by department or discipline?

Historically, results by discipline are not made available to the general public. Discipline reports are shared with chairs and deans of the respective departments, and they may be shared more broadly starting this year.

To whom are results regularly distributed?

The overall results of portfolio assessment are available to all members of the Truman community through this *Assessment Almanac*. 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 Higher Learning Commission. The Faculty and Student Senates have used the reports in developing planning documents and in curriculum review. Some faculty use the information to reform their curriculum, improve their major, and engage in self-study. 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.

15. Capstone Experiences

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 department office.

What type of information is sought?

Each discipline establishes specific outcomes for that discipline.

Are the results available by department or discipline?

Yes—by discipline only.

Are the results comparable to data of other universities?

No.