Navigating the UF Assessment System

Passport to Great Teaching

Timothy S. Brophy – Professor and Director, Institutional Assessment, Office of the Provost

Goal for Module 7

- Describe and explain the components of the University of Florida Academic Assessment System

What is an *Assessment System*?

The Assessment System is a coordinated and carefully designed set of processes and tools used by university accreditation coordinators, administrators, and faculty to submit, review, store, and access academic program assessment plans and assessment data reports

Reliability and validity procedures are built into the system at the institutional level to ensure data integrity and appropriate inferences pertaining to institutional effectiveness

Overview of the System Processes

Communication

We use a *distributed leadership* model

Each of our 16 colleges, 4 Senior Vice Presidential units, 10 Vice presidential units, the Graduate School, The Libraries, and the Florida Museum of Natural History all have appointed accreditation Coordinators

These individuals meet as a group when needed, usually twice a year

Faculty oversight

Institution- level Academic Assessment Committee
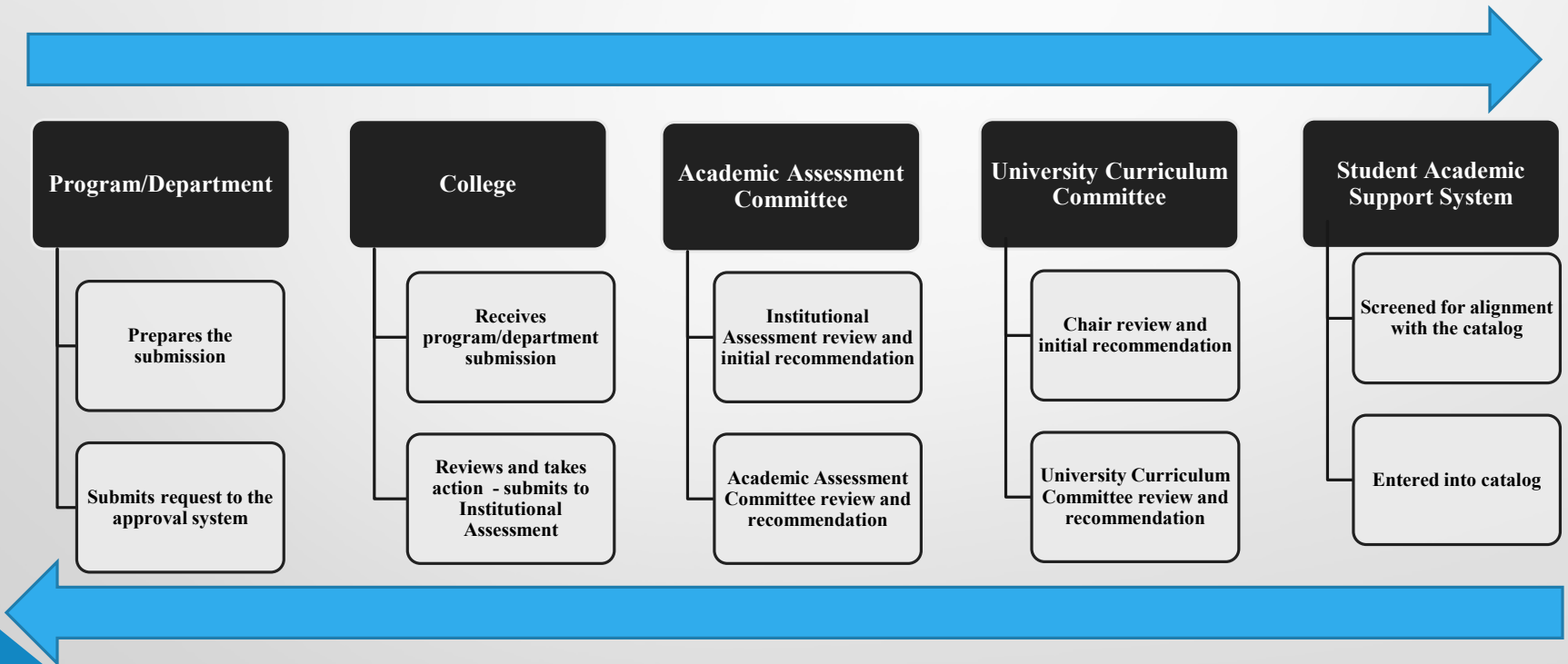https://assessment.aa.ufl.edu/academic-assessment/the-academic-assessment-committee/

Joint committee – four members from the Senate, four appointed by the president, one student, and several liaisons

Duties:

Review and approve Academic Assessment Plans, including Student Learning Outcomes

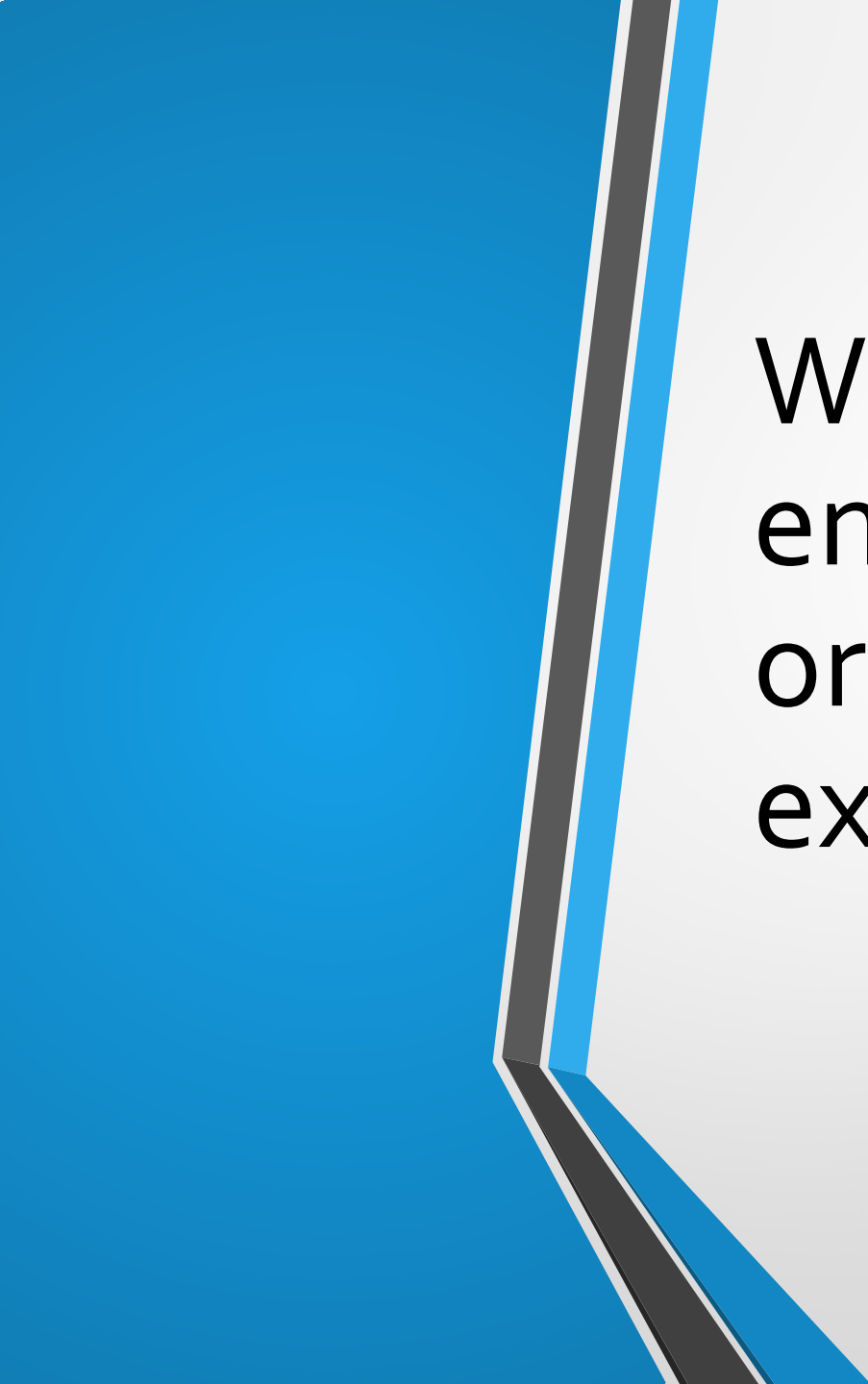Improve the efficiency of Institutional Assessment processes

SLO/AAP Approval Process

Program/Department	College	Academic Assessment Committee	University Curriculum Committee	Student Academic Support System
Prepares the submission	Receives program/department submission	Institutional Assessment review and initial recommendation	Chair review and initial recommendation	Screened for alignment with the catalog
Submits request to the approval system	Reviews and takes action - submits to Institutional Assessment	Academic Assessment Committee review and recommendation	University Curriculum Committee review and recommendation	Entered into catalog

What the Committee Reviews

- Program goals and student learning outcomes
- Distinguish outcomes from outputs
- Distinguish outcomes from program goals
- Outcome measurability and potential to yield valid results for the SLOs and goals
- Validity arguments for the use of 3rd party exams as SLO measures
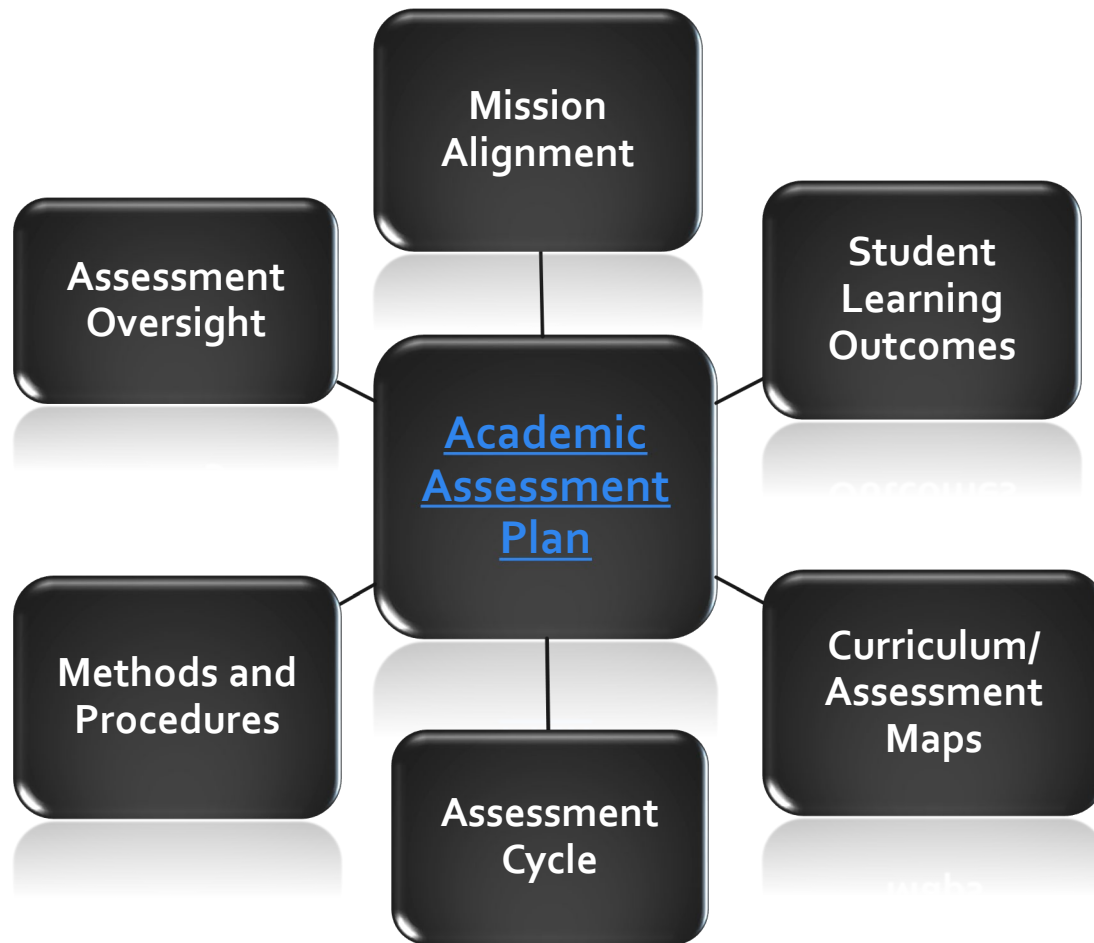- Assessment and curriculum maps

What to do to enter a new plan or modify an existing one

Initiating a new assessment plan

- To initiate the approval process, go to the [Academic Approval Tracking](#) > Start New Request, and follow the instructions under the "ALC/AAP" tab to submit the appropriate forms

- All resources for developing a new plan are in the Planning page of the Academic Assessment webpage here: https://assessment.aa.ufl.edu/academic-assessment/academic-assessment-planning/

Academic Assessment Plan Components

Modifying an existing plan

- All changes for academic assessment plans must be approved by the Academic Assessment Committee

- To initiate the approval process, go to the [Academic Approval Tracking](#) > Start New Request, and follow the instructions under the "ALC/AAP" tab to submit the appropriate forms for modifying the plan

- Modifications are reviewed by the Director of Institutional Assessment, and recycled for additional clarification if needed prior to the Academic Assessment Committee review.

- The Academic Assessment Committee then reviews and takes action on the plan at its next [meeting](#). (Important: Proposed changes must be received at least ten business days prior to the meeting at which the modification will be reviewed. See [Calendar and Due Dates](#) for submission deadlines).

System Processes

Communication

Each of our 16 colleges, Senior Vice Presidential units, Vice presidential units, the Graduate School, The Libraries, and the Florida Museum of Natural History all have appointed accreditation Coordinators

These individuals meet as a group when needed, usually twice a year

We communicate with them, they communicate to their constituents

Faculty oversight

Institution- level Academic Assessment Committee - four members from the Senate, four appointed by the president, one student, and several liaisons
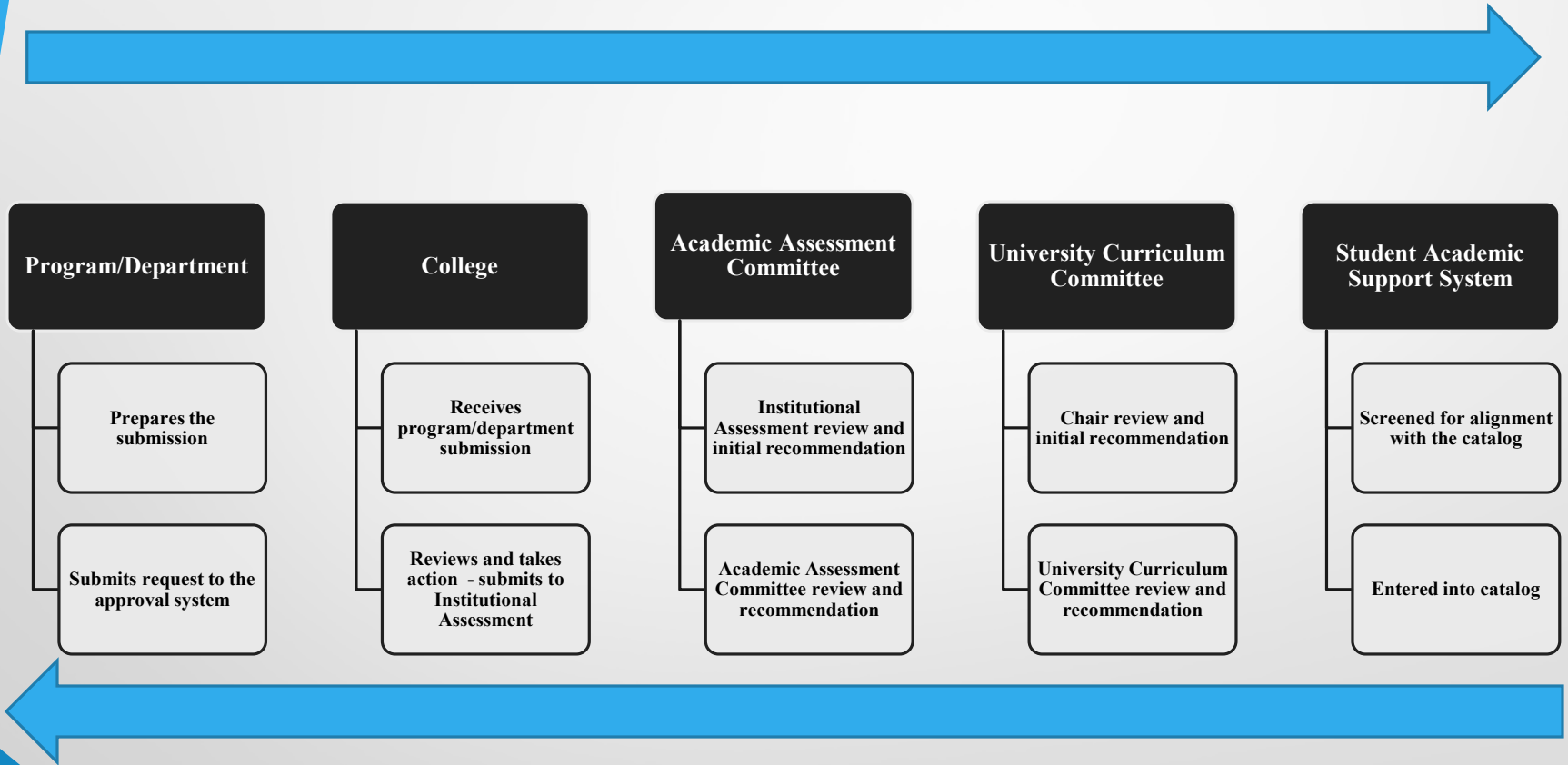
Duties:

Review and approve Academic Assessment Plans, including Student Learning Outcomes

Improve the efficiency of Institutional Assessment processes

Approval Process

Program/Department	College	Academic Assessment Committee	University Curriculum Committee	Student Academic Support System
Prepares the submission	Receives program/department submission	Institutional Assessment review and initial recommendation	Chair review and initial recommendation	Screened for alignment with the catalog
Submits request to the approval system	Reviews and takes action - submits to Institutional Assessment	Academic Assessment Committee review and recommendation	University Curriculum Committee review and recommendation	Entered into catalog

System Outputs

Notifications

Program leaders are informed via automated approval system email on any actions taken by the Academic Assessment Committee

Options we use are:

- Approve
- Comment
- Conditionally Approve
- Table (rarely used)
- Recycle
- Denied

Constructive feedback

We provide feedback on all data reports and request modifications if needed.

We allow 2-4 weeks for the modifications to be completed

Most common requests:

- report improvement actions as a decision made based on the review of results, in the past tense
- Remove any future tense phrases in the improvement actions

Timothy S. Brophy, Ph.D.

Professor and Director, Institutional Assessment

tbrophy@aa.ufl.edu

352-273-4476

Brophy, T. S. (2017). The University of Florida Assessment System. In D. Miller & T. Cumming, (Eds.), *Educational assessment in higher education: Theory and applications* (pp. 184-202). Sterling, VA: Stylus.