ACADEMIC PROGRAM ASSESSMENT & REVIEW

2017-18 DEADLINES

Where to find . . .

REPORT TEMPLATES, GUIDES, AND VIDEO TUTORIALS are available at: *https://academicprograms.humboldt.edu/content/guides-templates*

COMPLETED REPORT INFORMATION is submitted to CampusLabs at: *https://humboldt.compliance-assist.com/index.aspx*

REQUEST ACCESS to the system through the Compliance Assist (PREP) Access Request form at: *https://academicprograms.humboldt.edu/content/access-request-form*

PAST REPORTS are available at: *https://academicprograms.humboldt.edu/content/program-review-documents.*

NEED HELP? CONTACT THE OFFICE OF INSTITUTIONAL EFFECTIVENESS (*irp@humboldt.edu*) for assistance in developing effective assessment approaches and/or analyzing student success data. Assistance with curriculum, pedagogy, and instructional design is available through the Center for Teaching and Learning (*ctl@humboldt.edu*) and through Academic Technology (*at@humboldt.edu*).

ANNUAL REVIEW

Oct 31   Academic Assessment Report (department submits)
Mar 30   Student Success Report (department submits)
Sep 3   Dean's Review (college dean submits)

Annual review is required for all programs not doing five-year review.

FIVE-YEAR REVIEW

Feb 28   Self-Study (department submits)
Apr 16   External Review (external reviewer submits)
Apr 16   Peer Program Review (ICC sub-committee submits)
May 15   Five-year Action Plan (department submits)
Sep 3   Dean's Review (college dean submits)

Five-year review is required this year for:

CRGS	Geology	Philosophy
Education MA	Int'l Studies	Physics
English BA and MA	LSEE	Sociology BA and MA
Env. Sci. & Mgmt.	Mathematics	

Complete program review schedule: https://academicprograms.humboldt.edu/node/35

ANNUAL PROGRAM REVIEW

1. **Program** describes this year's assessment activities and plans for the coming year. Report is submitted to CampusLabs in October.
2. **Program** uses data dashboards to analyze program enrollment and success trends. Report is submitted to CampusLabs in March.
3. **Program** describes faculty and student achievements for the year. Report is submitted to CampusLabs in May.
4. **College dean** reviews report and issues memo of understanding.

FIVE-YEAR PROGRAM REVIEW

1. **Program** submits self-study to CampusLabs in February, which summarizes program goals, learning outcomes, and efforts to make improvements based on assessment data. Program enrollment and student success trends are also detailed.
2. **External reviewer** evaluates program. Report is submitted to CampusLabs in April.
3. **ICC peer review sub-committee** provides feedback on self-study. This is submitted to CampusLabs in April.
4. **Program** creates a five-year action plan, which is submitted to CampusLabs in May.
5. **Provost and college dean** review study and action plan in light of college and university priorities.

Humboldt State University: Academic Assessment
academicprograms.humboldt.edu/content/compliance-assist-prep
Contact the Academic Assessment Coordinator:
Mark Wicklund (*x5337 / mark.wicklund@humboldt.edu*)