Marywood University
Policies and Procedures

Annual Assessment Review Policy

Policy Statement:

The systematic tracking and recurring evaluation of assessment data and changes made within programs and units to meet strategic objectives and learning outcomes is essential to the functioning of academic and non-academic areas. Ongoing reporting of continuous improvement efforts is integral to moving Marywood University forward in the following ways:

1. Centralized data collection ensures continuous and consistent records of assessment and improvement through leadership changes within areas.
2. Provides programs and units with data and information specific to their areas to help them make informed, evidence-based decisions.
3. Allows areas to update and improve their assessment processes as needed, to ensure that assessment is relevant and meaningful for their area.
4. Satisfies assessment requirements articulated by the Middle States Commission on Higher Education (MSCHE).

Procedures:

1. **Annual Assessment Expectations:** Each academic program (example: BArch, BS: Nursing) and non-academic department (example: Human Resources, Office of the Registrar) are expected to develop and maintain an active assessment plan. Annually, they must submit a report to the Office of Planning and Institutional Effectiveness (OPIE) measuring progress on goals and outcomes of their plans.

   a. Example: The School of Humanities would submit an assessment plan and report for the school that focuses on overall operational and strategic goals. Programs within the School would submit plans and reports that focus on programmatic and university-wide student learning outcomes.

All plans and/or reports must be reviewed and approved by administrative

leadership, such as their respective Vice President or Academic Dean, before submitting to the OPIE.

2. **Assessment Reports**: Reports are due by the first day of the fall semester via email to the OPIE at institutionalresearch@maryu.marywood.edu.
   a. Example: Annual assessment reports focusing on assessment activities conducted during the 2024 - 2025 academic year must be emailed to the OPIE no later than the 1st day of class for the 2025 Fall Semester.
   b. Programs and units must use the plan and report templates developed by the OPIE, which are available on the University Forms webpage. Copies can also be requested from the OPIE. Forms may be updated as needed, at the discretion of the OPIE.
   c. Additional information, such as program accreditation reports, self-studies, pass rate reports, rubrics, examples of measures, or other data can be submitted as separate attachments along with the annual assessment report.

3. **Updating Assessment Plans:** Assessment plans should be reviewed annually to ensure stated goals, outcomes/ objectives, measures, and targets are aligned and relevant to current strategic goals and priorities. This is best done early in the academic year in case adjustments need to be made.
   a. New or updated plans can be submitted at any time during the current assessment cycle to the OPIE for feedback and approval.
   b. Updated plans must be submitted to OPIE either prior to or along with the annual assessment report by the first day of fall classes.

4. **Review of Plans and Reports:** The OPIE will review new and updated assessment plans on a rolling basis. The Outcomes Assessment Committee (OAC) will review Annual Assessment reports and supporting evidence during the fall semester of each academic year. OAC teams will provide summative feedback for each report, along with any recommendations or requests for additional information to the OPIE, no later than the end of the fall semester. The OPIE will share this feedback with administrative leadership for each program or department. Leadership will be responsible for communicating and responding to

Outcomes Assessment Committee feedback and requests to their areas. The OPIE is responsible for publishing an annual Executive Summary of collective assessment findings by the beginning of the Spring semester of the current Academic Year

Definitions:

Definitions can be found in the Marywood University Annual Assessment Guidelines on the Office of Planning and Institutional Effectiveness' website.

Policy History:

1/21/21 – The establishment of this policy was approved by the President of the University as recommended by the Academic Council at their January 13, 2021 meeting.

5/22/2025- Revision approved by the President of the University as recommended by the Policy Committee at their May 9, 2025 meeting.

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Secretary of the University and General Counsel