Task Force Charter for***Revision of General Education Learning Outcomes and Assessment***

Start date: December 1, 2012 Target completion date: ~~December 15~~ May 1, 2014

**Project Scope and Constraints**

The intent of this project is to:

* review and reframe the general education learning outcomes,
* adopt or develop assessment methods and
* create a new process and procedure for conducting the assessment of those learning outcomes and using the results.

The project will not include: review or revision of existing general education divisions

Constraints: **Must be sustainable within resources**

**Critical Success Factors [includes items deemed necessary, e.g. buy-in, task sequencing, Board approval]**

* **Buy-in of faculty teaching in General Education courses**
* **Reasonable workload for faculty**
* **Evidence of feedback usage**

**Project Timetable (tentative)**

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| Deadlines | Task | Outcome |
|  | Identify barriers towards effective assessment of general education learning outcomes  | Descriptive list |
|  | Study current general education literature and theory | Summary |
| Feb 6 | Review models from AAC&U and other schools for applicability to NMU | Comparison document |
| Feb. 6 | Review existing NMU general education expected skills, abilities and objectives in light of LEAP best practices and NMU values  | Comparison document |
| ~~Feb. 12~~March 15 | Select potential learning outcomes for NMU, obtaining faculty input | List |
| March 15-April 15 | Obtain student input from NMU homepage poll; ASNMU chalk board; SLFP symposium | Summary |
| March15 - May 15 | Review existing assessment methods of other schools for applicability to NMU  | Compiled list of ideas  |
| March - May  | Identity existing rubrics (VALUE and others) for applicability to NMU  |  |
| March 26 | Present to Senate list of selected outcomes for discussion; no vote | Senate Exec date: March 19, 2013Senate date: March 26, 2013  |
| April 2 | Develop well-formulated learning outcomes for NMU that are sustainable and measurable | Descriptive list |
| April 9-15 | Distribute description list of outcomes to all faculty for feedback (GEC chair email) |   |
| April 23 | Present to Senate list of selected outcomes for discussion and approval as a draft of intent | Senate Exec date: April 2, 2013; April 16Senate dates: April 9 (1st)April 23(2nd)  |
| March 26-April 23 | Identify current coverage and assessment of selected learning outcomes in divisions; obtaining faculty input (GEC chair email) | Matrix results (perhaps faculty provide ADH enough info by April 23 and ADH submit by May 8 ) |
| April 23 -May 21 | Analyze differences between current state and needed state.  | Gap analysis |
| June 1-5 | Team attend AACU Institute working towards development of valid assessment methods and use of common rubrics |  |
|  | Review available assessment tools and software to make implementation more efficient | Summary |
| Aug | Prepare an assessment process including scope (how many outcomes are assessed at once ), granularity (how many courses are assessed), flexibility in assessment methods, consistency of measures, participation samples, data collection  | Draft Proposal |
| Aug-Sept | Present assessment process ADH, faculty for feedback |  |
| Sept 30 | Submit AQIP update report | Status (progress) report  |
| Sept-Oct. | Present assessment process to Senate and approve | Senate vote |
| Oct. | Develop set of NMU rubrics (if common) for selected learning outcomes  |  |
| Nov-Dec | Present rubrics to Senate and approve | Senate vote |
|  | Determine targets of proficiency for selected outcomes | Either a baseline to start or aspiration |
| Oct-Dec. | Develop pilot; late fall execution might be possible | Fall data collection? |
| Jan- March | Pilot assessment method using late fall or early winter data collection |  |
| March mid | Review and present pilot results; revise as needed |  |
| March end | Establish procedure for close the loop, expected evidence of use of data and criteria to maintain continued general education status  | Draft procedure |
| April 1 | Present close the loop procedure ADH, faculty for feedback |  |
| April end | Present close the loop procedure to Senate and approve | Senate vote |
| Dec.15, 2013 | Write AQIP Final Report - close project | Deadline not feasible – extend to April 30 |

***Task Force Operational Guidelines***

* An up-to-date, collaborative repository website, SHARE (http://share.nmu.edu),will hold collections of opinions and documents, best practices, pilot plan and feedback, meeting minutes, and AQIP reports. Members will be expected to interact with this repository website. The AQIP liaison is a resource for using this website.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will chair task force meetings
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will keep share updated with agendas, minutes and documents
* Task force meetings will be held bi-weekly and subcommittees meeting as needed throughout the year. This may be adjusted if fewer meetings can effectively accomplish the tasks.
* Semester progress presentations will be given to the President’s Council; at least one leadership discussion venue per year scheduled within the Academic Affairs.
* Mid-term and final reports will be posted to the NMU AQIP website.