

Handbook for Planning & Assessment at UVU

*Effective Academic Year:
2023-2024*

Contact Information

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UVU's Completion, Quality, & Efficiency Metrics (CQE), and external accountability systems, such as [USHE's performance metrics](#) for degree-granting institutions.

Assessment Matrices

Below are matrices that show how academic and administrative assessment activities at UVU meet NWCCU, USHE, and institutional planning requirements. The matrices also shows that each assessment activity informs decisions about resource allocation.

Academic Assessment Matrix

| | NWCCU Requirement | USHE Requirement | Institutional Planning Requirement | Resource Allocation Consideration |
|--|-------------------|------------------|------------------------------------|-----------------------------------|
| Annual Academic Program Assessments | X | | X | X |
| 3-Year Follow-Up Reports for New Academic Programs | | X | X | X |
| 7-Year Cyclical Academic Program Reviews | | X | X | X |
| Specialized Accreditation Reporting | | | X | X |

Administrative Assessment Matrix

| | NWCCU Requirement | USHE Requirement | Institutional Planning Requirement | Resource Allocation Consideration |
|---|-------------------|------------------|------------------------------------|-----------------------------------|
| Annual Administrative Unit Assessments | X | | X | X |
| Master Plan Assessments | X | | X | X |
| Vision 2030 Assessment (i.e., Balanced Scorecard) | X | | X | X |
| UVU's CQE Metrics | X | | X | X |
| USHE Performance Measures | | X | X | X |

Academic Assessments

Annual Academic Program Assessment Plans

Faculty develop 3-year academic program assessment plans to measure student learning at the program level on an annual basis. Each academic program assessment plan will include the following:

- ✓ an assessment schedule,
- ✓ program learning outcomes,
- ✓ assessment methods/measures and targets,
- ✓ an estimated number of students who will be included in the evaluation,
- ✓ a listing of courses that map to the program learning outcomes, and
- ✓ indications of Essential Learning Outcomes that map to the program learning outcomes.

The appendix in this handbook provides a template for annual academic program assessment planning that faculty may use for drafting purposes. Annual academic program assessment plans will be submitted via Qualtrics. Each year, the Qualtrics link will be sent to Department Chairs by the last workday in March.

Department Chairs may complete the annual academic program assessment plan or forward the link to the appropriate faculty member to complete and submit. Annual academic program assessment plans for every active program at UVU will be due by the first workday in May.

In a given annual cycle of assessment, academic program assessment plans will not be required from academic programs that are scheduled to complete either of the two USHE-required academic program evaluations (i.e., 3-Year Follow-Up for New Academic Programs, 7-Year Cyclical Academic Program Review). During this annual cycle of assessment, the official USHE reports will satisfy the annual planning requirement for impacted academic programs.

Similarly, academic programs with specialized accreditation that complete annual reports may be exempt from the annual academic program planning requirement so long as: (1) the specialized accreditation agency/organization does not require engagement in institutional academic program assessment activities and (2) the annual report meets the standards of [USHE Policy R411](#).

Annual Academic Program Assessment Reports

Each year, faculty will submit an annual academic program assessment report that does the following:

- ✓ details the academic program assessment activity that took place during the previous academic year,
- ✓ includes assessment results and describes implications of those results, and
- ✓ articulates planning improvements.

The appendix in this handbook provides a template for annual academic program assessment reporting that faculty may use for drafting purposes. Annual academic program assessment reports will be submitted via Qualtrics. Each year, the Qualtrics link will be sent to Department Chairs by the first workday in August. Department Chairs may complete the annual academic program assessment plan or forward the link to the appropriate faculty member to complete and submit. Annual academic program assessment reports for every active program at UVU will be due by the first workday in October.

In a given annual cycle of assessment, academic program assessment reports will not be required from academic programs that completed either of the two USHE-required academic program evaluations (i.e., 3-Year Follow-Up for New Academic Programs, 7-Year Cyclical Academic Program Review). During this annual cycle of assessment, the official USHE reports will satisfy the annual planning requirement for impacted academic programs.

Similarly, academic programs with specialized accreditation that complete annual reports may be exempt from the annual academic program reporting requirement so long as: (1) the specialized accreditation agency/organization does not require engagement in institutional academic program assessment activities and (2) the annual report meets the standards of [USHE Policy R411](#).

USHE 3-Year Follow-Up Reports for New Academic Programs

State Policy for the USHE 3-Year Follow-Up Reports for New Academic Programs

Per USHE Policy R401, institutions shall submit a report on all programs that require a peer review under R401 within three years of implementation using the appropriate USHE report template (see R401-8). The Associate Provost for Academic Programs and Assessment will communicate the schedule for USHE-required academic program evaluations directly to Department Chairs, Associate Deans, and Deans.