

**Assessment Plan**  
**UHWO Office of Assessment and Institutional Research**  
**Approved by UHWO Faculty Senate on December 3, 2004**

**I. Mission of Assessment**

The mission of assessment at the University of Hawaii - West Oahu is for the improvement of student learning. We believe that assessment should be driven by objectives, should be multi-faceted, and should have results taken seriously in the ongoing process of teaching and learning. We further believe in the Principles of Good Practice for Assessing Student Learning and will strive to instill the spirit of those principles in every assessment activity.

**II. Purposes of Assessment**

- A. To foster the progress of high quality academic programs and to sustain high levels of student learning.
- B. To measure the extent to which outcomes at all levels (institutional, divisional, specialization) are met.
- C. To provide data for resource management, academic decision-making, i.e. institutional research, and to improve the quality of teaching and student learning.

**III. Assessment Cycle for Learning Outcomes**

The direct methods of assessment of the learning outcomes take place through course activities, pre and post-testing in critical thinking, senior project evaluations, and oral evaluations.

- A. Specific learning outcomes will be measured by:
  - 1. Course grades
  - 2. Pre and post critical thinking tests
  - 3. Math pre test
  - 4. Writing lab logs
  - 5. Writing tests
  - 6. Statistics pre and post tests
  - 7. Individual classroom assessment techniques
  - 8. Senior project evaluation
  - 9. Practicum evaluation
  - 10. Oral Evaluation
- B. Analysis of results.
- C. Propose recommendations for implementation.
- D. Dissemination of results - through reports to division chair via faculty senate meetings and/or assessment web site.

**IV. Assessment Cycle for Institutional Objectives**

- A. The methods of assessment of the institutional objectives are existing institutional data, tracking, grades, surveys, and course evaluations.
- B. Accreditation reviews
- C. Program reviews
- D. Sectional evaluations - library, computer lab, writing lab and tutors, assessment

- office, student services.
- E. Analysis of results.
- F. Propose recommendations for implementation.
- G. Dissemination of results - through reports to faculty senate, professional development day, and website.

**V. Governance and administrative responsibilities**

- A. Faculty Senate
- B. Institutional Research & Assessment Committee
- C. Assessment Director/Director of Institutional Research
- D. Vice-Chancellor for Academic Affairs
- E. Chancellor

**VI. Resources for Assessment**

- A. Sources
  - 1. Annual budget
  - 2. Grant funding (EIF, other system wide or non-system wide grants.)
- B. Uses
  - 1. Data gathering and analysis
  - 2. Educational activities for faculty: workshops, programs, and consultants.
  - 3. Training and education for Assessment Office: conferences, workshops.
  - 4. Incentives for faculty participation
  - 5. Staff support (institutional researcher) and administrative oversight (assessment director)
  - 6. Student help

**VII. Timetable for Implementation**

- A. Objectives for **2004-2005**
  - 1. Develop a draft of the assessment plan.
  - 2. Submit the plan for approval by the Faculty Senate and Chancellor (Spring 2005).
  - 3. Aid office of the Vice Chancellor of Academic Affairs to develop a process for coordinating educational assessment with educational effectiveness.
  - 4. Plan of action for collaborative assessment project.
    - a. Identify assessment liaison and division representatives.
    - b. Identify specific courses and outcomes to be assessed.
    - c. Gather sets of required data.
    - d. Sponsor assessment workshops and other assessment related meetings.
  - 5. Disseminate assessment reports via website and faculty senate.
  - 6. Maintain data in assessment website – institutional, course evaluations, surveys, and other data.
- B. Objectives for **2005-2006**
  - 1. Refine and modify assessment plan based upon feedback from faculty and staff (Fall 2005).
  - 2. Continue data gathering, processing, and analysis (Spring 2006).

3. Implement recommendations from assessment analysis.
4. Work on developing strategic indicators and measurable outcomes for college objectives and division objectives.
5. Continue collaborative assessment project.