Fredonia Foundations Assessment Process Plan
February 2019

Begin Date: Year 1 of the Assessment Cycle will be the 2019-2020 AY.

Data Collection
Faculty will input assessment data for the relevant SLOs into the Assessment Management System (AMS) software in the fall and spring semesters of years 1, 2, and 3 of the Assessment Cycle.

Data Analysis
In the fall semesters of years 2, 3, and 4, the General Education Committee will use the AMS to report aggregate assessment data from the previous year at the *course* level. The Committee will distribute these data to appropriate faculty and chairs.

In the spring semester of year 4, the General Education Committee will make available to the campus all the aggregated data for all categories and themes. Faculty and chairs will analyze and evaluate this data and, if necessary, generate recommendations for improvement at the course, category, and theme level. Faculty and chairs will report these recommendations and their rationales to the General Education Committee.

In the fall semester of year 5, the General Education Committee will review the aggregated data for all categories and themes from Years 1-3 along with faculty recommendations for change with the goal of making program-level recommendations for change, if necessary.

Implementation of Changes
In year 5, faculty will implement changes to their courses. The General Education Committee will provide faculty with the information necessary to make these changes (i.e., course change, new course proposal, or course withdrawal forms, if necessary).

In the spring semester of year 5, the General Education Committee will bring any proposed program-level changes to the appropriate administrative offices and governance bodies for their approval, if necessary.

The Assessment Cycle will then begin again at year 1.

Review of Fredonia Foundations Courses

The General Education Committee will engage in the routine review of Fredonia Foundations syllabi to ensure that syllabi contain the FF Logo, as well as Category and Theme SLOs. The Committee will inform faculty who neglect to include this information in their syllabi of the need to do so. The Committee also will routinely review syllabi and assessment data to ensure alignment with Category and Theme SLOs. In the event that assessment data indicates a poor alignment with the SLOs, the Committee will inform the faculty. In these cases, if faculty do not respond to the Committee in a timely fashion, the Committee will inform the Chairs of the situation. If Chairs do not respond to the Committee in a timely fashion, the Committee will inform the appropriate Dean. At this point, the Committee will consult with the Dean and the Associate Provost of Curriculum, Assessment, and Academic Support to determine appropriate next steps, which may include removing the course from the Fredonia Foundations program or disqualifying the faculty member from teaching the course. If upon meeting with the faculty member and/or Chair it is determined the course, as it is being taught, does not align with the SLOs the course will be removed from the Fredonia Foundations program.

If faculty do not submit syllabi and do not submit assessment data, the General Education Committee will email the faculty member, Chair, and Dean, warning them that one more round of non-submission will lead to either removal of the course from the Fredonia Foundations program or the disqualification of the faculty member from teaching the course.

The General Education Committee also will routinely review course offering frequencies to ensure that all courses in the Fredonia Foundations program are offered at least once every four semesters. Courses that are not offered at least once every four semesters will be removed from the program.