

OFFICE OF THE PROVOST

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November 22, 2004

TO: Campus Executive Officers
Academic Outcomes Assessment Representatives
(Campus Academic Officers)
Nonacademic Outcomes Assessment Representatives
(Institutional Research Officers)
NMSU Branch Community Colleges

FROM: William V. Flores, Provost (CEO received signed hard copy)

SUBJECT: Assessment of Student Learning and Nonacademic Outcomes (2003-2004)

This year, I am requesting that each branch community college participate in New Mexico State University's (NMSU's) outcomes assessment annual reporting process. In making NMSU's outcomes assessment annual reporting process more inclusive of its campuses, I intend to preserve the autonomy of each branch community college to develop its own institutional review process for student learning and nonacademic outcomes assessment implementation progress. Each branch community college's outcomes assessment plan should be a unique reflection of its own assessment activities. Enclosures A & B present branch community college outcomes assessment progress summary reports that are due to my office by February 1, 2005. Enclosure C describes the outcomes assessment implementation stages used in the progress reports and Enclosure D shows the OAC 1 and OAC 2 review process timeline. These Enclosures are available in the IRPOA website at: <http://www.nmsu.edu/Research/iresearch/reports.html>.

In addition to the outcomes assessment progress summary report, please provide a 1-2 page narrative summary of your branch community college's outcomes assessment process for academic programs and nonacademic units. There is no prescribed format for the narrative summary, but be clear about your methods of assessment, the direct measures of student learning examined and your process for reviewing results. A description of what you have learned from these assessment activities, especially from the results of your direct measures of student learning and how this information had led to changes in your programs or how it has been used in your program planning will be positive contributions to the summary report. I am also interested in how you communicate the results of outcomes assessment to all faculty and staff at the branch community college.

This effort to make New Mexico State University's outcomes assessment reporting more inclusive and reflective of the institution as a whole has been previously discussed with Campus Executive Officers (9/03) and has been the subject of continuing conversation with branch community college representatives (2/04 NMHEAR and 10/04 RoundUp). Since this is the first time I am requesting outcomes assessment reports from branch community colleges, please feel free to direct questions regarding this reporting request to Bobbie Derlin, 505-646-1720 or rderlin@nmsu.edu, as needed.

New Mexico State University has committed to a specific performance target that all academic major assessment programs at the four-year campus will use the results of outcomes assessment to improve academic major programs during a five-year period with a minimum of 75% of academic major programs using the results of outcomes assessment to improve in any given year. In July 2004, the Board re-affirmed the importance of assessment in program planning, ultimately, in improving student learning by maintaining this performance target. The student learning outcomes assessment performance target is also one of four institutional performance goals included in NMSU's statewide accountability report. It is important to meet the overall performance target for student learning outcomes assessment each year.

Assessment of student learning requires direct measurement of student learning. Given the substantive nature of your academic programs, it is likely that more than a single measure of student learning will be needed to allow your faculties to fully examine the influence academic programs have on student learning. Enclosure E provides brief illustrations of some of the direct measures of student learning currently used by academic departments in their assessment programs.

The members of OAC 1 & OAC 2 (Enclosures F, G, and H) have prepared presentations about student learning and nonacademic outcomes assessment. Please contact OAC 1 chair, Michael Johnson, if you would like to sponsor a faculty meeting to see the academic programs presentation and discuss your outcomes assessment implementation efforts. Please contact OAC 2 chair, Kimberly Huddleston, if you would like to sponsor a meeting to see the nonacademic programs presentation. These presentations, as well as, the 10/04 NMSU RoundUp presentation and an overview diagram of outcomes assessment at NMSU are also available in the IRPOA website at: <http://www.nmsu.edu/Research/iresearc/reports.html>.

The OAC 1 and OAC 2 committee members will review outcomes assessment progress reports online to the extent possible. To facilitate the online review process, please submit an e-file of your outcomes assessment progress report and narrative summary via email. MSWord or Adobe (.pdf) e-file formats are preferred and may be emailed directly to Bobbie Derlin, rderlin@nmsu.edu. Also, please contact Bobbie Derlin if e-file submission of your report is problematic.

- Enclosures:
- A Branch Community College Outcomes Assessment Progress Summary Report (Academic)
 - B Branch Community College Outcomes Assessment Progress Summary Report (Nonacademic)
 - C Outcomes Assessment Implementation Stage Descriptions
 - D Outcomes Assessment Committee Branch Community College Review Process and Time Line
 - E Illustrations of Direct Measures of Student Learning
 - F Outcomes Assessment Committee 1 2004-2005 Member Contact List
 - G Outcomes Assessment Committee 2 2004-2005 Member Contact List
 - H Branch Community College Representatives to OAC 1 and OAC 2 2004-2005 Contact List

cc: Jozi DeLeon, Associate Provost
Miriam Meyer, Director, Institutional Research, Planning & Outcomes Assessment
Members of OAC 1 and OAC 2

Branch Community College
 Outcomes Assessment Progress Summary Report
 Reports Requested and Reviewed
 Requests for Assistance
Academic Programs

	Reports Requested		The program is using the results of outcomes assessment to improve				Request Assist?	Assessment plan under revision program still using results to improve				Request Assist?	
	02-03	03-04	02-03	%	03-04	%	03-04	02-03	%	03-04	%	03-04	
Aca. Program													
	5	6	1	20%	1	17%	1	1	20%	1	17%	1	Using OA Results
	5	6	1	20%	1	17%	1	1	20%	1	17%	1	Totals
	5	6	1	20%	1	17%	1	1	20%	1	17%	1	02-03 03-04
TOTAL	15	18	3	20%	3	17%	3	3	20%	3	17%	3	40% 34%

	The program has initiated data collection				Request Assist?	The program is still developing its Assessment Plan				Request Assist?
	02-03	%	03-04	%	03-04	02-03	%	03-04	%	03-04
Aca. Program										
	1	20%	1	17%	1	1	20%	1	17%	1
	1	20%	1	17%	1	1	20%	1	17%	1
	1	20%	1	17%	1	1	20%	1	17%	1
TOTAL	3	20%	3	17%	3	3	20%	3	17%	3

	The program is not assessing outcomes.				Request Assist?	
	02-03	%	03-04	%	03-04	
Aca. Program						
	1	20%	2	33%	1	All Stages = %100
	1	20%	2	33%	1	Check Totals (+ 1% OK)
	1	20%	2	33%	1	02-03 03-04
TOTAL	3	20%	6	33%	3	100% 101%

Results shown are to verify worksheet formulas only and should be replaced with "real" results.
 Add rows as needed to reflect academic programs reviewed.
 If outcomes assessment process does not include Requests for Assistance, clear contents of these cells.
 In the first year of reporting (04-05 for 03-04 results), clear contents of 02-03 results if not readily available.

Branch Community College
 Outcomes Assessment Progress Summary Report
 Reports Requested and Reviewed
 Requests for Assistance
Nonacademic Units/Programs

Unit/Program	Reports Requested		The unit/program is using the results of outcomes assessment to improve				Request Assist?	Assessment plan under revision Unit/Program still using results to improve				Request Assist?	Using OA Results	
	02-03	03-04	02-03	%	03-04	%	03-04	02-03	%	03-04	%	03-04		
	5	6	1	20%	1	17%	1	1	20%	1	17%	1		
	5	6	1	20%	1	17%	1	1	20%	1	17%	1	Totals	
	5	6	1	20%	1	17%	1	1	20%	1	17%	1	02-03	03-04
TOTAL	15	18	3	20%	3	17%	3	3	20%	3	17%	3	40%	34%

Unit/Program	The unit/program has initiated data collection				Request Assist?	The unit/program is still developing its Assessment Plan				Request Assist?
	02-03	%	03-04	%	03-04	02-03	%	03-04	%	03-04
	1	20%	1	17%	1	1	20%	1	17%	1
	1	20%	1	17%	1	1	20%	1	17%	1
	1	20%	1	17%	1	1	20%	1	17%	1
TOTAL	3	20%	3	17%	3	3	20%	3	17%	3

Unit/Program	The unit/program is not assessing outcomes.				Request Assist?		
	02-03	%	03-04	%	03-04	02-03	03-04
	1	20%	2	33%	1	All Stages = %100	
	1	20%	2	33%	1	Check Totals (+ 1% OK)	
	1	20%	2	33%	1	02-03	03-04
TOTAL	3	20%	6	33%	3	100%	101%

Results shown are to verify worksheet formulas only and should be replaced with "real" results.
 Add rows as needed to reflect nonacademic units/programs reviewed.
 If outcomes assessment process does not include Requests for Assistance, clear contents of these cells.
 In the first year of reporting (04-05 for 03-04 results), clear contents of 02-03 results if not readily available.

Branch Community College
Outcomes Assessment Implementation Stage Descriptions
Report Request 11/22/04

Stage Descriptions for Academic Programs

- Not assessing learning/cannot determine
- Planning for assessment of learning assessment measures: OA plan under development
- Implementing assessment of learning: OA plan in place & data collection initiated
- Using the results of student learning outcomes assessment to change/improve the academic program
- OA plan under substantial revision: used results of student learning OA in the prior year and continuing to use at least some results of student learning OA to change/improve the academic program

Stage Descriptions for Nonacademic Units/Programs

- The unit/program is not assessing outcomes.
- The unit/program is still developing its assessment plan.
- The unit/program has initiated data collection.
- The unit/program is actively assessing outcomes and using the results of its assessment activities to identify and implement program and service improvements.
- During 2003-2004, the unit/program was revising its outcomes assessment plan while continuing to use at least some outcomes assessment results to identify and implement program and service improvements.

Branch Community College
OAC 1 and OAC 2 Review Process and Time Line
Report Request 11/22/04

February 1, 2005 (Tuesday)

Branch Community Colleges forward summary OA progress report and 1-2 page narrative summary of OA process to Provost

Submit an e-file in MSWord or Adobe (.pdf) format. E-files of OA progress report and 1-2 page narrative OA process summary may be emailed to rderlin@nmsu.edu or submitted on CD-Rom.

Week of February 2 (Wednesday) –February 6, 2005 (Thursday)

Distribute branch community college summary OA progress report and narrative summary at OAC 1 meeting (2/2/04) and via email to OAC 2 members

February 17 (Thursday)

OAC 2 meeting to discuss branch community college and other OA Progress reports received.

Week of February 28 (Monday) – March 3, 2005 (Thursday)

Distribution of draft OAC 2 report to Provost distributed to OAC 2 members

Monday, March 14, 2005

Email OAC 1 Summary Report to OAC 1 members for comment

Monday, March 22, 2005

Finalized OAC 1 and OAC 2 Summary Reports to Provost

After March 22, 2005

Provost forwards finalized OAC 1 Summary Report to College Deans
Opportunity for departments to meet with OAC 1

Branch Community College
STUDENT LEARNING OUTCOMES ASSESSMENT – Academic Programs
Report Request 11/22/04

- **What is student learning outcomes assessment in academic programs?** When we speak of the assessment of student learning/academic achievement, we are talking about assessment beyond the individual course. Student learning outcomes assessment in academic programs is intended to assess the integration of student learning across courses in the degree program. Thus, the combined departmental faculty, not the individual faculty member, is responsible for determining the intended learning outcomes of a degree program and for assessing the extent to which program graduates are achieving those intended learning outcomes.
- **How should we measure student learning outcomes?** Departmental assessment activities should provide information useful to departmental faculty in improving the instructional program and increasing student learning. To provide a more complete and reliable picture of student learning, NMSU encourages departments to use multiple measures of assessment for each program, **at least one of which must be a direct measure of student learning.**
- **What are direct measures of student learning?** Direct measures of student learning include comprehensive examinations, such as professional/graduate school admissions tests, licensure examinations, standardized achievement tests, and locally developed tests reflecting the intended student outcomes of the department.

Direct measures of student learning also include other techniques which require students to integrate and apply the knowledge gained from the range of courses in a degree program. These may include assessing student performance and cognitive development through capstone courses, student academic portfolios, theses or culminating research projects, structured interviews measuring student learning (not attitudes or satisfaction) with panels of faculty, and structured evaluations of internship experiences. These methods of measurement require systematic criteria, standards of performance and faculty review processes to provide meaningful feedback on student outcomes.

Direct measures also may assess student behavioral and attitudinal change, if specific behaviors and attitudes are a part of the intended student outcomes identified by the departmental faculty.

Branch Community College
Outcomes Assessment Committee 1 - 2004-2005 Member Contact List
Report Request 11/22/04

Representing: <i>Contact Information</i>	Name:	Term Expiration:
Arts and Sciences/Sciences Chemistry, MSC 3C, (505) 646-3627 johnson@nmsu.edu	Michael Johnson (OAC 1 Chair)	May 2005
Arts and Sciences/Arts & Humanities Theatre Arts, MSC 3072, (505) 646-4517 tpinnow@nmsu.edu	Timothy Pinnow	May 2005
Agriculture & Home Economics Ag. Econ. & Ag. Bus., MSC 3169, (505) 646-2674 bhhurd@nmsu.edu	Brian Hurd	May 2007
Arts and Sciences/Social Sciences Geography, MSC MAP, (505) 646-4806 jowright@nmsu.edu	Jack Wright	May 2007
Business Administration & Economics Accounting & BCS, MSC 3DH, (505) 646-5681 smills@nmsu.edu	Sherry Mills	May 2007
Education Ed. Mgt. & Development, MSC 3N, (505) 646-6842 givory@nmsu.edu	Gary Ivory	May 2007
Engineering Civil & Geological Engineering, MSC 3CE, (505) 646-3463 rjaquez@nmsu.edu	Ricardo Jacquez	May 2007
Health & Social Services Nursing, MSC 3185, (505) 646-2527 mpase@nmsu.edu	Marilyn Pase	May 2005
Library Library, MSC 3475, (505) 646-6932 kmanual@lib.nmsu.edu	Kate Manual	May 2005
Graduate School MSC 3G, (505) 646-5746 lacey@nmsu.edu	Linda Lacey	Position Appt.
Staff - Institutional Research, Planning & Outcomes Assessment MSC 3004, (505) 646-1720 rderlin@nmsu.edu	Roberta Derlin	N/A
Staff - Institutional Research, Planning & Outcomes Assessment MSC 3004, (505) 646-1720 vreed@nmsu.edu	Valerie Stuart	N/A
Ex. Officio - Institutional Research, Planning & Outcomes Assessment MSC 3004, (505) 646-1720 mmeyer@nmsu.edu	Miriam Meyer, Director	N/A
Ex. Officio - Provost's Office, MSC 3445, (505) 646-2127 provost@nmsu.edu	Provost William V. Flores	N/A

Branch Community College
 Outcomes Assessment Committee 2 - (2004-2005) Members
 Report Request 11/22/04

<u>Representing:</u> Contact Information	Name:	<u>Term</u> <u>Expiration:</u>
Student Services Student Financial Aid, MSC 5100, (505) 646-1704 khuddle@nmsu.edu	Kim Huddleston (OAC 2 Chair)	May 2005
Information Communication Technologies Academic Information Services, MSC 3AT, (505) 646-5129 sleask@nmsu.edu	Steve Leask	May 2007
Student Services Hispanic Programs, MSC 4188, (505) 646-4296 lgutzspc@nmsu.edu	Laura Gutierrez Spencer	May 2007
Student Services Center for Learning Assistance, MSC 5278, (505) 646-7208 vienglin@nmsu.edu	Vincent Engling	May 2007
Library Access Services, MSC 3475, (505) 646-5091 nlee@nmsu.edu	Norice Lee	May 2007
Advancement Office of VP, MSC 3590, (505) 646-6124 lgascoig@nmsu.edu	Leslie Gascoigne	May 2006
Student Services Placement & Career Services, MSC 3205, (505) 646-4115 elortega@nmsu.edu	Liz Ortega	May 2005
International Programs Office of VProv., MSC 3567, (505) 646-4528 ibaca@nmsu.edu	Ida Baca	May 2005
Business & Finance Asst. VP, MSC 3AA, (505) 646-2432 jetaylor@nmsu.edu	Jennifer Taylor	May 2006
Staff Institutional Research, Planning & Outcomes Assessment MSC 3004, (505) 646-1720 rderlin@nmsu.edu	Roberta Derlin	N/A
Staff Institutional Research, Planning & Outcomes Assessment MSC 3004, (505) 646-1720 vreed@nmsu.edu	Valerie Stuart	N/A
Ex. Officio Institutional Research, Planning & Outcomes Assessment MSC 3004, (505) 646-1720 vreed@nmsu.edu	Miriam Meyer	N/A
Ex. Officio Provost's Office, MSC 3445, (505) 646-2127 provost@nmsu.edu	Provost William V. Flores	N/A

Branch Community College
OAC 1 and OAC 2 Representatives (2004-2005)
Report Request 11/22/04

<u>Representing:</u> Contact Information	Name:
Outcomes Assessment Committee 1 Representatives	
NMSU at Alamogordo Campus Academic Officer (505) 439-3622, teachman@nmsua.nmsu.edu	Debra Teachman
NMSU at Carlsbad Office of Institutional Research (505) 234-9241, vnielsen@cavern.nmsu.edu	Vance Nielson
Dona Ana Branch Community College Interim Campus Academic Officer (505) 528-7220, achieffo@nmsu.edu	Anna Chieffo
NMSU at Grants Interim Campus Academic Officer (505) 287-6653, tmeehan@nmsu.edu	Theresa Meehan
Outcomes Assessment Committee 2 Representatives	
NMSU at Alamogordo Campus Student Services Officer (505) 439-3717, lynch@nmsua.nmsu.edu	Doris Lynch
NMSU at Carlsbad Office of Institutional Research (505) 234-9241, vnielsen@cavern.nmsu.edu	Vance Nielson
Dona Ana Branch Community College Institutional Effectiveness Officer (505) 527-7728, filibr@NMSU.Edu	Fred Lillibridge
NMSU at Grants Campus Financial Officer (505) 287-6633, ichavez@grants.nmsu.edu	Ida Chavez
Ex-Officio Representatives	
NMSU at Alamogordo Campus Executive Officer (505) 439-3640, rbates@nmsua.nmsu.edu	Rodger Bates
NMSU at Carlsbad Campus Executive Officer (505) 234-9210, mvuk@cavern.nmsu.edu	Mel Vuk
Dona Ana Branch Community College Campus Executive Officer (505) 527-7520, marhuert@nmsu.edu	Margie Huerta
NMSU at Grants Interim Campus Executive Officer (505) 287-6624, mparks@grants.nmsu.edu	Martin Parks