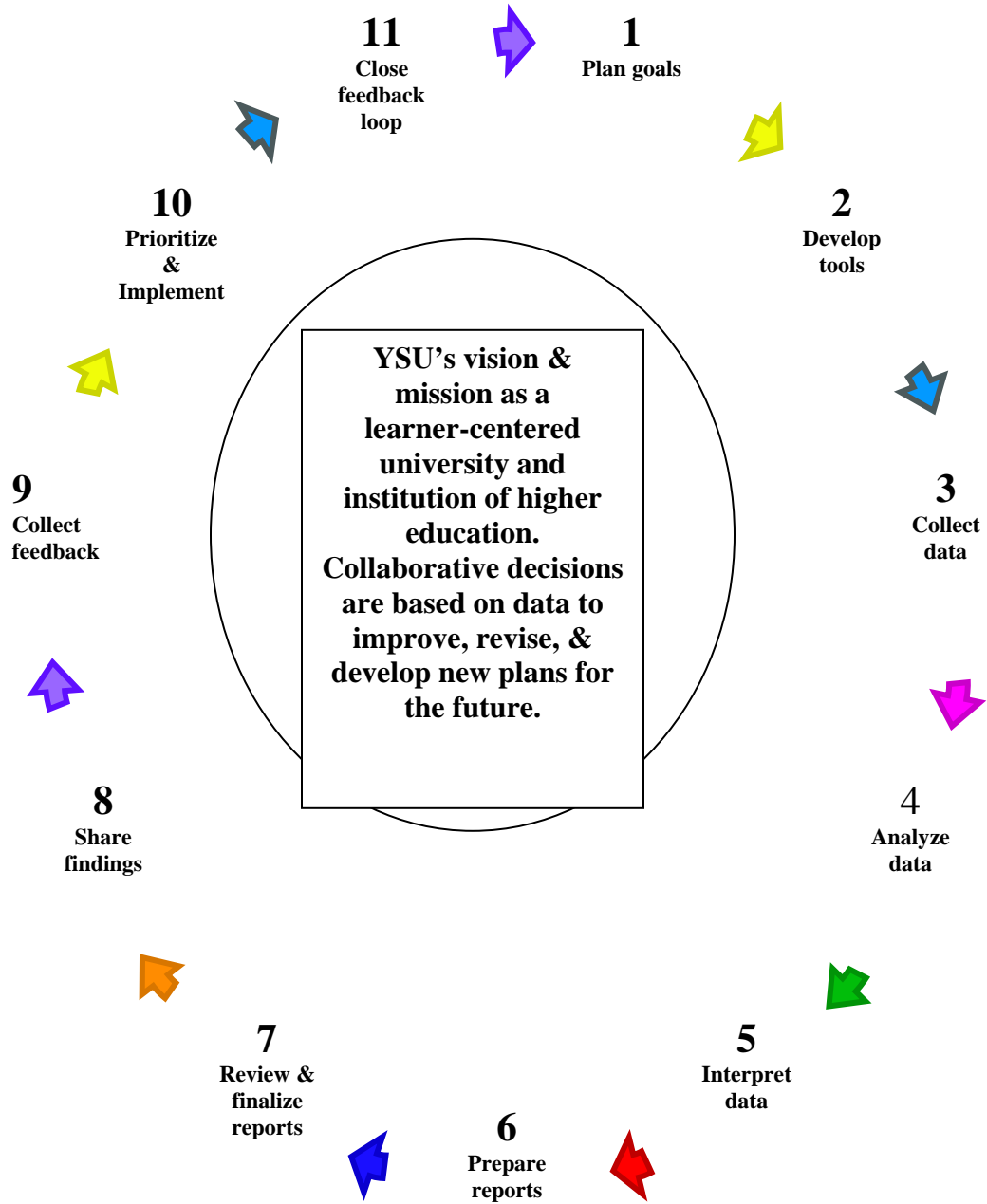









Assessment Flow Chart



Assessment & evaluation are fundamental and required activities of all YSU faculty and staff.

Explanation of Flow Chart

1. **Plan & prioritize goals and learning outcomes for programs, units, & general education. Define criteria for aggregating and evaluating data.** *Who is involved? Departments/units/faculty and staff.*

2. **Develop tools to measure assessment goals. Use both direct and indirect measures.** *Who? Assessment Council, General Education Council, departments, units, unit directors, chairs, program coordinators, faculty & staff.*

3. **Collect data (based on 2-3 learning outcomes or goals per cycle).** *Who? Departmental faculty, national organizations (ACT, ETS, NSSE, CAEL, HERI), self-study committees, focus group leaders & participants, advisory groups, non-academic units (Student Affairs, Financial Services, Alumni Office, and other units), non-college academic units (Maag Library, Honors Office), YSU student government, President's Office and other units.*

4. **Analyze data.** *Who? Departments, national & professional organizations/centers (ACT, NSSE, CAEL), Office of Institutional Research, OBOR, program analysts, & Office of Assessment.*

5. **Interpret data.** *Who? Assessment Council, General Education Council, Departments, Office of Institutional Research, Associate Provost, Provost, Assistant to the President, YSU student government, and other units.*

6. **Prepare Summary Reports.** Create and/or revise the cycle of deadlines, reports, and review processes so that the cycle is visible, transparent, and streamlined. A valuable goal of this step is to aggregate data so that fewer reports are generated for ongoing & meaningful assessment processes. *Who? Departments (Annual Reports, Annual Assessment Reports, Program Reviews, self studies for accreditation reviews), national research or testing centers (ACT, ETS, NSSE, HERI, CAEL for benchmark reports), state legislatures and leaders (OBOR performance reports) and other units.*

7. **Review and Define Reports Prior to Dissemination.** *Who? Departmental chairs, program coordinators, Assessment Council, General Education Council, President's Cabinet, Deans, Provost & Associate Provost, unit directors & VP's.*


8. **Disseminate Findings to:**

- Departments, college & university website
- Dean's Council
- Chairs
- SGA
- College wide meetings
- Departmental and unit meetings
- Meeting of Assessment and General Education Councils, Diversity Council, and various campus units (Student Affairs, Student Life, Admissions, and other groups)
- All committee members involved in self-study and self-study coordinators
- Labor Relations Council
- YSU Board of Trustees
- External constituencies, advisory groups, OBOR



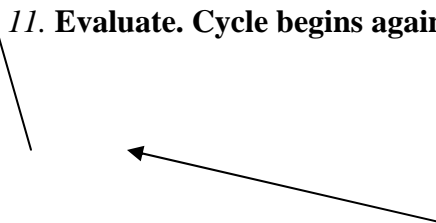
9. **Collect feedback and develop recommendations for program(s), unit(s), and university improvement.** *Who? All groups listed in # 8.*



10. **Prioritize and implement recommendations with specific action steps and a timeline to close the feedback loop.** *(Update and revise the learning outcomes for publications such as the undergraduate and graduate bulletins).*



11. **Evaluate. Cycle begins again. Close the feedback loop.**



Note: This flow chart may be modified on an ongoing basis as YSU's self-study and strategic planning continue.