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ASSESSMENT NEWS

First Steps Toward
General Education Re-
view

Dr. Kristee Boehm, Assistant Professor of Spanish has assumed a part-time position within the newly established Office of Institutional Effectiveness (OIE). Her post is one of six assessment support positions provided for in the grant, and it focuses primarily upon assessment and review of the College's general education program. Because SNC's general education program lies at the heart of our liberal arts curriculum and because it affects large numbers of faculty and students, the OIE realizes that many of you may have concerns, suggestions, and insights to share. As a way to begin the dialogue, we thought it might be helpful to provide a brief description of the role and duties of Kristee's position over (Continued on Page 2)

St. Norbert College Current Student Survey

Q22a-p: To what extent has your education at SNC helped you achieve the following:

		Graduating Class of 2001 as:			
		Freshmen	Sophomores	Juniors	Seniors
		1997	1998	1999	2000
Q22a	Personal Goals	83%	86%	86%	91%
Q22b	Self-worth	76%	83%	81%	83%
Q22c	Self-understanding	82%	79%	86%	88%
Q22d	Relationships	70%	74%	71%	73%
Q22e	Self-educating	91%	88%	92%	93%
Q22f	Independence in Decision Making	88%	85%	88%	88%
Q22g	Moral Issues	76%	75%	82%	81%
Q22h	Synthesize Knowledge	75%	82%	88%	91%
Q22i	Problem Solving	79%	86%	90%	94%
Q22j	Develop Skills for Complex World	76%	81%	84%	88%
Q22k	Western Traditions	55%	62%	71%	77%
Q22l	Non-Western Traditions	50%	51%	65%	71%
Q22m	Knowledge in Major Field	80%	88%	94%	95%
Q22n	Graduate School	55%	62%	72%	73%
Q22o	Professional Career	74%	80%	87%	85%
Q22p	Judeo-Christian Heritage	42%	48%	60%	67%

*Percentage of respondents who answered College helped "to a great extent" or "to some extent." (excludes "not sure" responses from calculation)

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ASSESSMENT RESOURCES

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

Dr. Robert A. Rutter is the Director of Institutional Effectiveness. His Office is located in Main Hall, Room 215. Phone: (920) 403-3964. FAX: (920) 403-4096. Email: bob.rutter@snc.edu.

OFFICE OF INSTITUTIONAL EFFECTIVENESS

The Office of Institutional Effectiveness is located in Main Hall, Room 219. Patricia Wery is the Administrative Assistant. Office Hours are from 8:00 a.m.- 4:30 p.m. Monday-Friday. If you have any questions, you may call the Office at: (920) 403-3855.

INSTITUTIONAL EFFECTIVENESS TEAM

The Members of the Assessment Team are: Kristee Boehm (Phone: 403-3448), Deborah Anderson (Phone: 403-3199), Jack Williamsen (Phone: 403-3993), Ray Zurawski (Phone: 403-3202) Robert Rutter (Phone: 403-3964)

Special points of interest:

- General Education Outcomes Workshop: February 14, 2002 from 2:00-4:00 p.m., Bemis 20.
- CIRP Workshop w/Dr. Stephanie Wernig: February 19, 2002 in the Shield Room.
- Assessment of General Education and Values Assessment in Higher Education Workshop: April 11-12, 2002.
- SNC General Education Assessment Workshop w/Dr. James Nichols Workshop on April 15, 2002.

First Steps Toward General Education Review (Continued from Page 1)

the five-year life of the grant as well as an overview of the specific activities planned for this semester and summer. We also wish to extend two invitations for participation in the process, first more formal and the second very informal. First, we welcome all interested faculty to a workshop on the articulation of objectives and learning outcomes for SNC's general education program (see details below). We also invite all colleagues who may have questions, suggestions, or concerns regarding Kristee's work in this area to give her a call or stop by for conversation. Her role is one of facilitator and director of activities, and she will look to you, her faculty colleagues, to help provide the ideas and expertise necessary to help us carry out the challenging task that lies ahead.

Overview of the Position

The Institutional Effectiveness Team member responsible for the area of general education has two central tasks: 1) to begin assessment of our general education program, starting with pilot assessment activities during the current academic year and leading to more comprehensive and systematic assessment activities in 2002-2003, and 2) to facilitate—in consultation with a diverse faculty committee—a review of our current general education program. This review process begins formally in the 2003-2004 academic year and concludes by the spring of 2006. The review process may or may not lead to changes in the general education program. This work in no way replaces that of the General Education and Honors Committee.

Invitation to General Education Outcomes Workshop

All interested faculty and student life staff are invited to attend a workshop on Thursday, February 14 from 2-4 p.m. in the Bemis International Center Room 20. Dr. Ray Zurawski will lead the workshop which will focus on the articulation of objectives and student learning outcomes for our general education program. We will begin with the current goals, philosophies, and purposes of our general education program as stated in the College Catalog, General Education Handbook, Faculty Handbook, and other campus documents and learn how to compose formal outcome statements that may be used in the process of assessment. This process will be useful for all academic disciplines and student life programs with broad (including dispositions) objectives.

Activities Planned for Spring/Summer 2002

Following this workshop, a small group of faculty will continue work on the outcomes statements. The work of this group will include regular meetings throughout the spring semester and an on-site workshop with a nationally-recognized expert on General Education Assessment, Dr. James O. Nichols, on Monday, April 15. This working group will then continue meeting following the workshop. OIE funds are available for stipends to support interested faculty. It is hoped that these efforts will result in identified means of assessment for selected general education outcomes and a partial draft assessment plan for the program. Anyone interested in participating in these activities may contact Kristee or the OIE for further information. The OIE will be using the work done by the faculty on this committee to conduct pilot assessments of selected (two to four maximum) general education outcomes in late spring and early summer of 2002.

In addition to this specialized workshop for SNC faculty, the Office of Professional Continuing Education of St. Norbert College is hosting a national seminar on General Education Assessment with Dr. James O. Nichols, Karen W. Nichols, and Dr. Eliot S. Elfner. **The OIE will pay registration costs for faculty interested in participating.** Members of the General Education and Honors Committee and members of the Institutional Effectiveness Team will be invited to attend the seminar. (see attached flyer for additional information or to register).

Request for Input, Suggestions, Questions, Concerns

If you have questions or concerns about any of the activities outlined above, or if you wish to be more involved in the process, please do not hesitate to contact Kristee Boehm at extension 3448, Boyle 324, or kristee.boehm@snc.edu. Broad faculty interest and involvement is the key to making this challenging process a successful and productive one.



**Funds to Support Assessment
Activities Available**

The Title III Strengthening Institutions Grant includes funds to support student outcomes assessment activities. The OIE hopes that faculty, staff, and administrators will take advantage of this opportunity to build assessment capacity and/or conduct meaningful outcomes assessment. Requested funds may support any of the following assessment activities:

- Carrying out one or more elements of a academic discipline or student life program assessment plan
- Analyzing data and/or report writing
- Elaborating, revising, or developing a discipline or program assessment plan
- Acquiring, administering, or scoring assessment instruments
- Enhancing individual expertise regarding student outcomes assessment

Funds are available for the summer or academic year. An RFP is attached to this newsletter.

Student outcomes assessment is a natural extension of our work. That St. Norbert College faculty, staff, and administrators take great pride in our academic and student life programs is evident everywhere on campus. Indicative of this is the frequency with which faculty and staff extend themselves beyond the normal confines of their work to ensure that students receive the best that we can offer. Meaningful program assessment can assist our quest for quality programs by yielding instructive insights and raising important questions about program performance. Through careful analysis, quality assessment data can inform program modifications and ultimately enhance our effectiveness.

Much of our reticence regarding assessment has reflected concerns about workload as well as a lack of resource support. The Title III Grant addresses these concerns, but only in part. The College still has a long way to go in terms of fashioning an overall institutional assessment plan, defining expectations for all campus units, and providing appropriate support and recognition for assessment activities. The OIE intends to work on these issues in the months and years ahead.

Additional details regarding grant amounts, proposal format, criteria for acceptance, etc. are included in the RFP. Feel free to call or email if you have questions or need assistance.

**CIRP Expert to
Present Workshops**

Dr. Stephanie Wernig, Associate Vice-President for Student Services at Creighton University, will visit St. Norbert College on Tuesday, February 19, and Wednesday, February 20. Her consulting visit is supported by an award from the College's Strategic Plan Committee, with additional funding from the Title III Institutional Effectiveness Committee.

Dr. Wernig holds a Ph. D. in Higher Education Administration and has been at Creighton University for over thirteen years. In 1997 she was the recipient of the Jesuit Association of Student Personnel Administrators (JASPA) Scholarship Award. She received the *Ignatian Medal* for outstanding service to JASPA in 1999.

Dr. Wernig will consult on effective institutional use of two national surveys from the Higher Education Research Institute (HERI) at UCLA—the CIRP (given to entering freshmen) and it's follow-up companion instrument, the CSS (given to graduating seniors). St. Norbert has administered the CIRP since 1971. The CSS has been given to SNC graduating seniors in 2000 and 2001.

Dr. Wernig analyzes and disseminates information from the CIRP and CSS annually for a consortium of Jesuit colleges and universities. Her interest in the use of these instruments was stimulated in part by recommendations from the North Central Association to Creighton University. The recommendations urged the increased use of assessment data to provide evidence of student learning consistent with the institution's mission.

Using information from the College's CIRP and CSS data files, Dr. Wernig will consult with individuals and groups responsible for assessment of student learning at St. Norbert College. She will also make a presentation to all interested members of the SNC community profiling SNC students, analyzing self-reported learning outcomes, and comparing these to data from other religiously affiliated colleges. Dr. Wernig's presentation will take place from 3:00-4:00 p.m. on February 19, 2002 in the Shield Room.

National Assessment Conferences

- American Association of Colleges and Universities, February 21-23, 2002, Dallas.
- AAHE Assessment Conference, June 20-23, 2002, Boston.

Assessment of General Education and Values Assessment in Higher Education



April 11-12, 2002

Location: St. Norbert College, De Pere, Wisconsin
(Green Bay area)

Hands on Experience! Working Groups!

✓ Goal

Provide an active learning experience in which participants will be able to address and facilitate the assessment of student learning outcomes resulting from their own institution's general education programs.

✓ Objectives

- 1) Learn the mission-oriented context in which general education programs reside, and the need for assessing the learning outcomes resulting from student experiences.
- 2) Understand the types of learning outcomes that are generally associated with general education programs and ways in which your institution can assess the level of success you have had in achieving these learning outcomes.
- 3) Examine processes that help to see how the results of assessment efforts are used to revise and improve your institution's general education programs.

✓ Outcomes

- 1) Understand the need for assessing general education learning outcomes.
- 2) Know the kinds of relevant general education outcomes that there are.
- 3) Understand the process for assessing learning outcomes.
- 4) Know what to do with the results.
- 5) Be able to recommend changes to make as a result of this information.

Workshop Staff

Dr. James O. Nichols is a well-known national and international speaker and author concerning institutional effectiveness and assessment. He is the primary author of *A Practitioner's Handbook for Institutional Effectiveness and Student Outcomes Assessment Implementation*, 3rd Edition, *Assessment Case Studies*, and others. His new book – *General Education Assessment for Improvement of Student Academic Achievement: Guidelines for Academic Departments and Committees* reflects his focus in IEA on educational (student) outcome assessment. Jim recently retired from service as Director of University Planning and Institutional Research and Assistant Professor of Higher Education at the University of Mississippi in order to devote full time to institutional effectiveness and assessment.

Eliot S. Elfner, charter member of the Institutional Effectiveness Associates summer staff, brings to the workshop vast experience as a facilitator and workshop presenter. Known for his keen insights and comprehensive views of higher education, he has been a frequent presenter for HLC-NCA Annual Conferences and participated in the HLC Regional Seminars of Assessment of Student Academic Achievement. Eliot is the author of "Assessment and Continuous Quality Improvements" appearing in Dr. Nichols' book, *A Practitioner's Handbook for Institutional Effectiveness and Student Outcomes Assessment Implementation*, 3rd Edition. Eliot currently serves as Chair of the Division of Social Sciences at St. Norbert College, where he holds academic rank as Professor of Business Administration.

Karen W. Nichols is a National Board Certified and Reality Therapy trained counselor, and served over ten years in student affairs administration at The University of Mississippi. Her interest in comprehensive institutional assessment has prompted recent publications providing guidance to institutions regarding assessment in administrative and educational support areas. She is the lead author of *The Department Head's Guide to Assessment Implementation in Administrative and Educational Support Units*. She is also author of "Implementation of Institutional Effectiveness Within Administrative Support Departments", *The Department Guide and Record Book of Student Outcomes Assessment and Institutional Effectiveness*, 2nd Edition.



Please see reverse for schedule and registration details.

**Assessment of General Education and Values
Assessment in Higher Education
Schedule – April 11-12, 2002**

Day I:	Program Outline Accreditation Requirements Models and Approaches General Education Outcomes Values Means of Assessment	Qualitative Portfolio Quantitative Portfolio Cognitive Attitudinal Performance Criteria for Success
Day II:	Exercise Critique and Discussion Closing the Loop Documentation	Organizing for Assessment Encouraging Use of Results Implementation Steps

Fee: \$399 for 2-day workshop
Includes a copy of the General Education guidelines book

Accommodations: Stay at our new on-campus Kress Inn located across the street from the state-of-the-art Bemis Conference Center at St. Norbert College.

Contact: Professional Continuing Education, St. Norbert College,
100 Grant Street, De Pere, WI 54115-2099
Telephone: (920) 403-3100 Fax: (920) 403-4036 E-Mail: pcereg@snc.edu
After December 3, 2001, check our web page for more details: www.snc.edu/pce

REGISTRATION FORM

Assessment of General Education and Values Assessment in Higher Education
April 11-12, 2002
Or register on-line at www.snc.edu/pce after December 3, 2001

Name _____ Title _____
Company _____ Address _____
City _____ State _____ Zip _____
Phone(w) _____ Fax _____ E-Mail _____
Method of Payment: Check enclosed _____ (made payable to St. Norbert College)
Visa _____ MasterCard _____ Card Number _____
Expiration Date: Month _____ Year _____
Card Holder's Name _____ Card Holder's Zip Code _____

Mail or fax registration to:
Professional Continuing Education, Bemis International Center
St. Norbert College, 100 Grant Street, DePere, WI 54115-2099



INSTITUTIONAL EFFECTIVENESS

100 Grant Street, De Pere, Wisconsin 54115-2099 • (920) 403-3964 • www.snc.edu

Request for Funds to Support Assessment Activities

The Office of Institutional Effectiveness offers faculty, student life staff, administrators, academic disciplines, and student life programs the opportunity to obtain financial support for assessment activities. Assessment activities may be undertaken during the academic year or during the summer. Collaborative projects are welcome. To ensure the widest possible distribution of funds, the following guidelines have been established. The typical request for funds should not exceed \$3000. Of that amount, applicants may request stipends of up to \$2200 (equivalent to approximately 60 hours of work effort). Expenses (e.g. cost of procuring nationally validated subject area tests, providing a stipend to a group of portfolio reviewers) may consume all or part of the \$3000. Some proposals will be for expenses only. Because the cost of acquiring and administering certain assessment instruments may exceed these guidelines, potentially larger requests may be justifiable. Requests of this nature should be discussed with the Director of Institutional Effectiveness in advance of making a formal application and will be considered on a case by case basis.

Eligibility: Any St. Norbert College faculty, student life staff, administrator, academic discipline, or student life program is eligible to receive funds. Ordinarily, faculty should not apply for a Faculty Development Summer Grant and support for assessment activities in the same summer. Faculty who teach summer school courses must show (via their proposed timeline) that their teaching and assessment activities can both be accomplished without compromising either activity.

Funds Available: \$56,000

Application Deadline: March 1 for summer projects

April 1 for projects beginning Fall Semester

November 1 for projects beginning Spring Semester

Purposes: Requested funds may support any of the following assessment activities:

- Carrying out one or more elements of a academic discipline or student life program assessment plan
- Data analysis or report writing
- Elaborating, revising, or developing a discipline or program assessment plan
- Acquiring, administering, or scoring assessment instruments
- Enhancing expertise regarding student outcomes assessment

Selection Criteria: Proposals will be reviewed and approved by the Institutional Effectiveness Team based on the following criteria:

- Proposal quality
- Institutional need
- Attention to student learning outcomes
- Project scope and impact
- Significance to discipline/program and St. Norbert College
- Reasonable timeline
- Demonstrated need for funding

Accountability: A brief final report and/or a copy of any data analysis or reports generated as part of the funded project will be submitted to the Office of Institutional Effectiveness at the end of the project timeline. These materials will be kept on file for Title III documentation and NCA accreditation purposes. Stipends will be paid in two installments: midway through the proposed timeline and upon receipt of the final report and documentation. Failure to submit a final report will also disqualify the grantee from future awards.

Assistance Available: Anyone who wishes to take advantage of this opportunity but is uncertain about how best to utilize these funds is encouraged to meet with the Director of Institutional Effectiveness as soon as possible. The Director and members of the Institutional Effectiveness Team can make many useful suggestions and, in some cases, help jump start your efforts. Individual expertise or the state of one's discipline or program assessment plan should not preclude anyone from applying for funds. The Title III grant is intended not only to increase assessment activity on campus, but also to build increased assessment capacity by enhancing faculty/staff/administrator expertise.

To Apply: Please fill out and submit the attached **cover page with a narrative** including all of the following :

- Description of project or activity
- Attention to student learning outcomes
- Relationship of project/activity to discipline/program assessment plan
- Significance to discipline/program and St. Norbert College
- Tangible Products/Outcomes (e.g. SPSS file, report, revised assessment plan)
- Timeline
- Budget

Applicants will receive written notification of the Institutional Effectiveness Team's decision within 30 days of the application deadline.



INSTITUTIONAL EFFECTIVENESS

100 Grant Street, De Pere, Wisconsin 54115-2099 • (920) 403-3964 • www.snc.edu

Request for Funds to Support Assessment Activities

Cover Page

Name _____ Name _____

Position _____ Position _____

Campus Address _____ Campus Address _____

Phone _____ Email _____ Phone _____ Email _____

Assessment Activity Abstract or Brief Description: _____

Inclusive Dates of Project or Assessment Activity: _____

Amount of Request: Stipend _____
Expenses _____
Total _____

Applicant #1 Signature _____ Date _____

Applicant #2 Signature _____ Date _____

Discipline Coordinator/Program Director Signature _____

Division Chair or VP Student Life Signature _____

Please Attach Narrative

Disposition _____ Notification _____