From: Maggiotto, Michael A.

Sent: Monday, November 28, 2011 11:55 AM

To: Council of Deans

Cc: Grigsby, Jeffry D.; Johnson, Susan M.; Thompson, Kecia D.; Osborne, Loralee; Miller, Susan; Buck, Marilyn M.; Buck, Theodore W.; Byers, Bryan D.; Chatot, Clare L.; Cronk, Nancy Lynn; Davis, Rodney E.; Hannon, Bernard M.; Hargrave, Alan L.; Hodson-Carlton, Kay E.; Jaggers, Charles R.; Knight, William Edward; Lutz, Daniel R.; Maggiotto, Michael A.; Perkins, David V.; Wright, Gregory L.; Badger, Kemuel S.; Buis, Paul E.; Clark, Jeffrey K.; Concepcion, David W.; Eflin, James Conrad; Germani, Mary Jo; Hendricks, James E.; Hogue, S. Homes; Lang, Patricia L.; Losco, Joseph A.; Luke, Christopher L.; Pellerin, Lisa A.; Rice-Snow, Robin Scott; Riddle, Elizabeth M.; Robertson, Thomas Herbert; Smith, Kevin E.; Stone, Glenn E.; Stump, Sheryl L.; Turcotte, Kevin M.; Whitley, Bernard E.; Wojtkiewicz, Roger A.

Subject: SharePoint Data File for Higher Learning Committee Self Study and Review Team Appraisal

Colleagues:

At our last Steering Committee meeting, I volunteered the kind of information that I was assembling for deposit in the SharePoint site created for Sciences and Humanities. My fellow committee members asked that I share that information with you and provide them a copy as well. In addition, I am copying my department chairs, associate deans, budget director and office supervisor.

We all realize that this will be the first cut at the required data and that not everyone calls their data by the same names. However, we hope that is will provide some guidance on where to begin in populating your site. I have also included a short section on what might be the kind of data each department should provide. Marilyn and I welcome your feedback on the adequacy of this information. Please note that it is confined to Academic Affairs. Parallel information will be required from the other vice presidential areas.

Annual Reports and Planning Documents

- *College Annual Reports
- *Department Annual Reports
- *Periodic Program Reviews (self study, reviewers comments, action plan) –most recent
- *Accreditations (self study, reviewers report, response/action plan, result)

Assessment of Learning Outcomes

- *Department assessment plans for each undergraduate, graduate or certificate program; updates, if any.
 - *Department annual assessment reports

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- *Course assessment plans approved by UCC
- *Rubrics used to evaluate artifacts
- *Artifacts (3 or 4) sufficient to demonstrate consistency in level of expected performance and consistent evaluation for each evaluation level of each rubric.

Dean's Office

- *Chairs Handbook
- *Faculty Field Guide
- *Recruiting and Retaining Diverse Faculty
- *College Promotion and Tenure Policy

- *College Graduate Faculty Status Policy
- *College Assigned Time Policy

Departments

- *Department Policy Handbook (if one exists)
- *Promotion and Tenure Policy
- *Salary and Merit Policy
- *Graduate Faculty Status Policy
- *Assigned Time Policy
- *Assessment Data (a) minutes of assessment committee meetings and minutes of assessment discussions in faculty meetings/retreats, etc.; (b) illustrations (e.g., course syllabi, new experiments, changed experiences, order of presentation, different pedagogies, etc.) of changes that have been made as a consequence of assessment; (c) rubrics used to evaluate artifacts, organized by learning outcome; (d) a fuller collection of artifacts not necessarily exhaustive for each learning outcome.
 - *UCC-21 the same data as in assessment data immediately above.

Mike

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