Accreditation and Assessment Unit

9/20/17 VERSION

Principal Functions - Accreditation

1. Monitor accreditation status and activities across all schools and programs by creating and maintaining a webpage, including a schedule, of accreditation activity for each school and program.
2. Create and maintain a shared directory with accreditation documentation for each school and program.

Discussion: The Unit will become the University’s central resource and repository for all accreditation documents and correspondence, keeping the President and executive leadership informed of the status of accreditation activities and specific issues encountered.

1. Serve as a resource for accreditation activities across all schools and programs and provide a preliminary review of materials prior to submission.

Discussion: The Unit will review draft self-studies and periodic reports produced by each of the schools and programs, corroborating and providing data relating to overall University activities.

1. Engage as a point of contact for resolution of corrective actions.

Discussion: Representing the Office of the President, the Unit will be actively engaged with schools and programs concerning the resolution of findings, suggestions, recommendations, and especially the development and implementation of action and / or monitoring plans.

1. Facilitate mapping of UMB’s Strategic Outcomes to new Middle States Standards and devise performance tracking.

Discussion: The Unit will assist in the development of metrics involving Strategic Outcomes related to Middle States Standards for Accreditation.

1. Staff Accreditation Coordinating Taskforce meetings
	1. Propose meeting agenda
	2. Periodically provide summary of current school / program accreditation activity
	3. Report on implementation of metrics for Middle States’ Annual Institutional Update

Discussion: The Unit will provide guidance to the Chief Accountability Officer who directs the activities of the Accreditation Coordinating Taskforce.

1. Prepare for Middle States Midpoint and Verification reporting obligations by monitoring data keeping of schools and programs.

Discussion: The Unit will be the central resource to meet ongoing Middle States reporting requirements.

1. Complete Middle States Annual Institutional Update

Discussion: The Unit will oversee the timely completion and submission of the Annual Institutional Update.

Principal Functions – Assessment

Background: The Middle States Site Visit Team made two suggestions relating to assessment.

*Standard 7: Institutional Assessment.* The team suggests that UMB periodically evaluate the effectiveness and comprehensiveness of its institutional assessment processes.

*Standard 14: Assessment of Student Learning.* The team suggests that UMB have the Associate Deans for Academic Affairs regularly address assessment during their monthly meetings or through the development of an assessment subcommittee to address and share assessment best practices and tools.

1. Catalog and monitor assessment activities and tools utilized across schools and programs according to a structured schedule, including but not limited to the following:
2. Student learning outcomes
	* 1. Online learning
		2. Retention and graduation
		3. Licensing examination pass rates
3. Inter-professional education
4. Course evaluations – e.g SmartEvals (School of Nursing)
5. Faculty evaluations – Digital Measures, Campus Labs, TK20, Blackboard Nursing etc.
6. Survey techniques

Discussion: The Unit will create a template keyed to the metrics to be periodically completed by each of the schools. The Unit will use the information provided to develop and maintain an inventory of current and planned assessment processes and share this information with the schools and programs.

1. Convene Assessment “Best Practices” Discussion Group

Discussion: During 2016 representatives from many of the schools met monthly on an informal basis. The Unit will facilitate regular meetings to discuss and share information on best practices for assessment. The efficacy of standardized tools will be considered.

1. Recommend University Assessment policies, standards, or expectations based on “Best Practices”

Discussion: Under the guidance of the Chief Accountability Officer the Unit will propose expectations for assessment activity to be regularly performed by each of the schools and programs.

1. Create and maintain University Assessment webpage

Discussion: The Unit will create and maintain a webpage that identifies assessment leadership and staff in each of the schools and programs along with related expectations as noted above.