



June 3, 2004

To: Deans and Department Chairs

Fr: Cynthia J. Price, Associate Vice President for Academic Affairs

Re: Faculty In-Service and Annual Assessment Report

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As we approach our annual spring faculty in-service I would like to prepare you for the work that will need to be accomplished as a result of your departmental efforts at next week's workshop. As announced, the morning will be spent with Peggy Maki, Ph.D. a national expert on student learning and assessment. In the afternoon we will remain in Upper Gwinn so that she can "float" between departments providing a time for departmental consultations.

As a result of the day's efforts each department will need to prepare its Annual Assessment Report; attached you will find an outline for the report due to me by June 30, 2004.

The expectations for this year's report are similar to last year's though I have deleted and streamlined some questions. A few comments regarding this report:

- While the report needs to cover each of the questions presented I am not asking for long, detailed reports. This report should be a summary of your efforts over the past year.
- I anticipate this document will be of benefit both to your department/school as well as to the work I do with assessment. It is hoped this exercise will guide your department in a conversation around student learning.
- Note, also, that as with last year's report there are questions regarding advancements your department/school have made in the area of diversity.

We continue to have evidence that demonstrates our efforts in assessment have enhanced student learning. Departments who are further along in the process indicate that as they have focused on assessment they are having more and more conversations about student learning and pedagogy. It is my hope that Monday's in-service will only work to enhance these efforts.

If I can be of further assistance please do not hesitate to contact me.

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