

CURRICULUM DESIGN AND ASSESSMENT

POLICY SUMMARY

In pursuit of high-quality student learning, each Academic Program shall achieve and maintain compliance with the University's Degree Program Expectations adopted by the Faculty Senate as an essential component of their seven-year Academic Program review or discipline-specific accreditation processes. In furtherance of this goal, all Academic Units conduct regular curriculum design and assessment reporting for each Academic Program offered. The Vice Provost for Teaching, Learning Design, and Assessment and the Office of Curriculum, Learning Design and Academic Assessment coordinate these efforts. With some exceptions, Academic Program annual assessment reports that comply with the template provided for this purpose are generally due within thirty (30) days of the end of each regular academic year's spring semester. In the alternative, Academic Units engaged in discipline-specific accreditation processes may submit their accreditor annual reports, while Educator Preparation programs accredited by the Council for the Accreditation of Educator Preparation may submit their accreditation reports every other year.

REASON FOR THIS POLICY

A comprehensive and ongoing Academic Program curriculum design and assessment process for all Academic Programs supports continual advancement of the University's educational mission and achievement of its Higher Learning Commission accreditation requirements.

ENTITIES AFFECTED BY THIS POLICY

- Office of the Provost
- All Academic Units
- Office of Curriculum, Learning Design and Academic Assessment

WHO SHOULD KNOW THIS POLICY

- Academic Unit leaders
- All faculty
- Deans
- Vice Provost for Teaching, Learning Design, and Assessment

DEFINITIONS

Academic Program: the required courses, elective course requirements, and other requirements whose successful completion results in the award of a degree, minor, or certificate. Each undergraduate degree, undergraduate minor (available only in conjunction with an undergraduate degree), graduate degree, and undergraduate and graduate certificate constitutes an Academic Program.

Academic Unit: a college, school, department, program, or other division of the University that offers course work and minors, certificates, or degrees in a field of study.

Degree Program Expectations: enumerated indicators of educational quality related to curriculum design and assessment developed by the Faculty Senate Curriculum and Assessment Committees and approved by the

Faculty Senate to ensure academic programs at NAU fulfill the accreditation requirements of its accreditor, the Higher Learning Commission

POLICY

A. Degree Program Expectations

As directed by the appropriate dean in concurrence with the Vice Provost for Teaching, Learning Design and Assessment, each Academic Unit shall achieve and maintain compliance with the [Degree Program Expectations](#) adopted by the Faculty Senate as an essential component of Academic Program seven-year review or discipline-specific accreditation processes. Minors or certificates shall at minimum have written Program Purpose Statements and Program Student Learning Outcomes.

B. Annual Reporting

At the end of each regular academic year spring semester, each Academic Unit will prepare and submit to the Office of Curriculum, Learning Design and Academic Assessment an Annual Curriculum Design and Assessment Report for each Academic Program the unit offers, using the template that accompanies this policy. Academic Units may submit a single report covering all programs, or multiple reports covering each program individually, as is appropriate for the unit.

C. Annual Reporting During Discipline-Specific Accreditation Processes

In lieu of the annual reporting requirement outlined in Section B, Academic Units engaged in discipline-specific accreditation or re-accreditation processes may submit to the Office of Curriculum, Learning Design and Academic Assessment their accreditor body annual reports or self-study or action plans.

D. Educator Preparation Program Reporting

In lieu of the annual reporting requirement outlined in Section B, the following educator preparation programs may submit to the Office of Curriculum, Learning Design and Academic Assessment a comprehensive program assessment report every other year, or may submit the program's formal report when such reports are due to the accrediting agency or state: i) programs accredited by the Council for the Accreditation of Educator Preparation; ii) programs approved by the Arizona State Board of Education; and iii) programs accredited by other agencies.

E. Curriculum and Assessment Coordinating Committee

The Curriculum and Assessment Coordinating Committee is charged by the Faculty Senate to foster faculty stewardship of curriculum design and the assessment of student learning at the University as articulated in the Degree Program Expectations. The Committee accomplishes this charge by coordinating college and University committee processes and working to ensure consistent application of the Degree Program Expectations and the University's achievement of regional accreditor curriculum design and assessment requirements.

RESPONSIBILITIES

Academic Unit Leaders: ensure completion of curriculum design and assessment reporting and Degree Program Expectations obligations for their area in accordance with this policy.

Deans: review plans and reports and collaborate with Academic Units to ensure consistent progress with Degree Program Expectations achievement and maintenance; identify college-wide activities that would support faculty and units in the achievement of Degree Program Expectations; collaborate with the Office of Curriculum, Learning Design and Academic Assessment to implement curriculum design and assessment workshops and support initiatives.

Faculty: work to achieve and maintain compliance with the Degree Program Expectations for the Academic Units and Academic Programs with which they are affiliated.

Office of Curriculum, Learning Design and Academic Assessment: provides consultation, guidance, and administrative support regarding curriculum design and assessment best practices, reporting, and reviews.

Vice Provost for Teaching, Learning Design, and Assessment: administers through the Office of Curriculum, Learning Design and Academic Assessment and the University's curriculum design and assessment processes; works to ensure that all Academic Units comply with the requirements of this policy.

PROCEDURES

[Annual Curriculum and Assessment Report Submission Website](#)

RELATED INFORMATION

Forms or Tools

[Annual Curriculum and Assessment Report - Template](#)

[Annual Curriculum and Assessment Report - Example](#)

[Degree Program Expectations](#)

Cross-References

[Arizona Board of Regents Policy 2-225](#)

Sources

[Higher Learning Commission Accreditation Criteria](#)

APPENDIX

None.