

Assessment Review—Charge to the Working Group

March 15, 2018

Background & Purpose

As NJIT embarks on the next phase of its strategic planning process and prepares for the upcoming Middle States reaccreditation, it is critical that university-wide assessment activities be reviewed and documented with the goal of standardizing best practices and creating a culture of assessment for continuous improvement.

Charge

The working group will lead the effort to conduct a comprehensive assessment review across the university. They will undertake the following activities:

1. Thoroughly review Middle States Standards for Accreditation and describe the expectations for assessment;
2. Identify all committees and working groups engaged in assessment and describe their scope and activities;
3. Identify all functional areas requiring assessment, including both academic and non-academic areas, and designate key stakeholders to assist in the assessment review process;
4. Document all ongoing assessment activities, including in units not currently engaged with assessment, how units perform assessment, and how the results of assessment have informed change;
5. Draft a report of findings to inform the design of a university assessment plan;
6. Develop an institutional assessment plan, including templates for assessment reports, recommendations for best practices, and timelines for assessment activities; identify “assessment champions” from all relevant departments to advance a culture of assessment;
7. Create a repository of all assessment documents and tools; implement a system for the sustained use of this repository.

Organization

Co-chairs: Perry Deess, Janice Daniel

Working Group Lead: Chuck Brooks

Members: OIE staff as assigned and divisional representatives as needed

Deliverables and Timeline

Draft report of assessment review to Provost due by 11/15/2018

Final report to President and Provost by 12/31/2018

Draft university assessment plan to Provost due by 3/31/2019

Final university assessment plan to President and Provost due by 4/30/2019