

Dear Writing Capacity Coordinators,

This year, the Assessment Committee would like to ask you to focus on ensuring that your Student Assessment Plan is up-to-date and that you have a clear plan for the future. Your 2019 Departmental Assessment Report should include two things and be e-mailed to Sasha Pfau (Assessment Committee Chair) by May 31, 2019:

1. An updated Student Assessment Plan.
2. An Action Plan for Improvement based on data.

1. Student Assessment Plan

In examining your Student Assessment Plan, we are recommending that everyone take a look at what is online here: <https://www.hendrix.edu/academicaffairs/annualassessments/>

You will need to be logged in to view your SAP. While the W1 section appears updated, the W2 section could use some more clarity.

A strong SAP includes:

- Learning Goals
- A Mapping of Goals to Components (where or how do you make sure that students achieve these goals? For example, in the syllabus, course content, required assignments, parameters for receiving credit, etc.)
- Plans for Gathering Information:
 - At least one form of indirect assessment (student survey, exit interview, etc.)
 - At least one form of direct assessment (rubric for a capstone, common course, or learning goal, standardized exam, etc.)
 - A planned cycle for assessment of the goals (i.e. you don't have to assess all goals every year)

2. Action Plan for Improvement

In your action plan for improvement, you will explain your goals for the next few years, based on data you have gathered. A good action plan should include the evidence-based reason behind the change, a concise explanation of the change, and a plan for continual evaluation of the change in order to determine its efficacy.

We welcome you to invite members of the Assessment Committee to come to one of your meetings this Spring if you think that would be helpful. We have been impressed with your dedication to improvement of student learning, and hope that you will carry on with the momentum that our whole campus developed in our preparation for the Higher Learning Commission's visit.

Thanks in advance,
Sasha and Megan