

The Academic Program Assessment Components Revision Process

A Systematic Process for Building and Refining the Infrastructure of Assessment

Starting in the Fall 2022 semester, NJIT will initiate an extensive effort to facilitate, for all internally assessed programs, a collaborative review of their assessment components. These updates will inform more precise and effective program assessments and continuous improvement. Each recently established component's definition and key considerations was developed based on our Middle States accreditation standards, the current academic consensus on higher education assessment, and NJIT's particular context. This process is expected to take at least a year to complete and will be facilitated by the Assistant Director for Assessment and Accreditation (ADAA), however the goal is to finalize each program's revision prior to its next full assessment.

The Assistant Director for Assessment and Accreditation (ADAA) will facilitate each part of this process by sending guidance materials, reports, and foundational questions for each stage of the process ahead of each scheduled meeting. This will allow the revision team to prepare for effective and efficient collaborative meetings throughout the process. Below is the breakdown of each step of this process, each of which builds on the previous step.

1. **Process Initiation:** The Program Director works with the Assistant Director for Assessment and Accreditation (ADAA) to identify a team of key program stakeholders including the action planning team members, student representation, and any other identified stakeholders to take part in this collaborative process for building effective and efficient assessment and continuous improvement infrastructure.
2. **Mission Revision:** The revision team collaboratively reflect on the mission of the program and draft a statement based on the provided guidelines and key considerations.
3. **Program Goals Revision:** Collaboratively articulate the goals of the program and draft goal statements based on the provided guidelines, key considerations, and a review of the Degree Qualifications Profile (DQP).
4. **Student Learning Outcomes Revision:** The revision team collaboratively articulate the student learning outcomes (SLOs) under each program goal based on the provided guidelines, key considerations, and the program's JobsEQ RTI Program Report.
5. **Approval of Mission, Goals, and Outcomes:** The Program Director works with the Assistant Director for Assessment and Accreditation (ADAA) determines and implements the appropriate

steps for the approval and publication of the new mission statement, program goals, and student learning outcomes.

6. **Curriculum Mapping:** Once approved and published, the revision team collaboratively maps the program's curricular requirements to the new student learning outcomes (SLOs), as well as to NJIT's Institutional Learning Goals (ILGs). The Curricular Analytics report for the program is reviewed to assess the degree's complexity and the resulting curriculum map is reviewed to identify any gaps in the curriculum that may need to be addressed.
7. **Identifying Measures, Benchmarks, and Targets:** The revision team collaboratively identifies summative measures of assessment for each student learning outcome (SLO), and subsequently determines benchmarks and targets appropriate to their locations in the curriculum map.
8. **Preparing Assessment Dashboard/Reports & Finalizing the Process:** The Assistant Director for Assessment and Accreditation (ADAA) works with the Program Director, and possibly the IST Department, to prepare the reporting mechanism that will provide the program director and future action planning teams with direct assessment data based on the completed process which will inform future assessments and continuous improvement.
9. **Periodic Review and Adjustment:** As appropriate, the results of this process can be periodically reviewed and adjusted to account for the changing contexts and needs of the program and its field.