

## Office of Institutional Effectiveness News - Fall 2023

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To: Provost's Academic Forum Associate Deans Mailing List <Academic-Forum-Associate-Deans@wmich.edu>; Provost's Academic Forum Chairs Mailing List <Academic-Forum-Chairs@wmich.edu>; Provost's Academic Forum Leadership Mailing List <Academic-Forum-Leadership@wmich.edu>



December 15, 2023

As the fall semester comes to a close, we would like to share our warmest wishes with the campus community for a restful and refreshing winter break. Enjoy, and be safe, and we look forward to seeing you all again in the new year!

[Contact us](#) with questions or to let us know how we can help. *Please pass this message along to anyone you think might be interested.*

## Accreditation

### Regional accreditation

#### **WMU to undergo a year four virtual assurance review by the Higher Learning Commission (HLC), spring 2025**

Western Michigan University will undergo a virtual assurance review by the Higher Learning Commission in March 2025. Institutions in Year 4 of the Open Pathway undergo a virtual assurance review as part of the broader comprehensive evaluation that occurs in Year 10, to demonstrate that they continue to be in compliance with the HLC's criteria for accreditation (Higher Learning Commission, 2023).

WMU's four-year assurance review process is being led by Dr. Christopher Cheatham, senior vice provost for academic affairs, budget and operations, and Adriana Cardoso Reyes, associate director for institutional accreditation and planning, and will be initiated in spring 2024. Further details including committee members, timelines and progress updates will be available as we progress through spring 2024 on <https://wmich.edu/hlc>.

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## **Specialized program accreditation**

### **Tips for preparing to initiate a new accreditation cycle**

In compliance with the Higher Learning Commission's Core Component 4.A.5, the Office of Institutional Effectiveness provides assistance during and between reaccreditation/reaffirmation cycles for accredited academic programs to ensure they remain in “good standing” with their accrediting bodies. As a reminder, academic programs preparing to initiate a new accreditation cycle must contact the Office of Institutional Effectiveness at the beginning of the process. Please contact Cathe Murphy, associate director, integrated program review and accreditation, at [cathe.murphy@wmich.edu](mailto:cathe.murphy@wmich.edu) to schedule an appointment to discuss your agency's process for reaccreditation/reaffirmation and the timeline for submitting required documents.

### **How to receive reimbursement of accreditation fees**

The Office of Institutional Effectiveness will reimburse the SRM responsibility units (RUs) for 80% of their annual maintenance of accreditation fees once the RU has paid the initial invoice and submitted a request to IE for reimbursement consideration. “Maintenance of accreditation fees” are limited to those fees published by the accrediting agency that are specifically identified as “annual fees.” IE also will reimburse separate membership fees in professional organizations that are associated with the accrediting agency when that membership is a specific requirement for maintaining accreditation. To receive reimbursement, RUs must email their request for reimbursement to Cathe Murphy at [cathe.murphy@wmich.edu](mailto:cathe.murphy@wmich.edu). The request must include a fund 11 department number, an electronic copy of the original invoice, and proof that payment was initiated (e.g., receipt, Procard statement, signed voucher, etc.).

# Assessment

## **2024 Assessment Mini Grant Program: Now accepting proposals**

The University Assessment Steering Committee is now accepting proposals for the 2024 Assessment Mini Grant Program. The grants are being offered to support assessment projects that promote improvements in teaching, learning, as well as curricular and co-curricular program delivery and enhancements. Funding of \$15,000 is available this fiscal year with a maximum award of \$2,200. All full and part-time instructors and staff are eligible to apply. Proposals are due on **Monday, January 29**, by 8 p.m. To learn more and how to submit a proposal, go to: <https://wmich.edu/assessment/minigrants>. Contact [Karen Stokes Chapo](#) with questions.

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## **Measures of Success Educator Impact Series - save the dates!**

During the weeks of **March 11-15** and **March 18-22**, the University Assessment Steering Committee in collaboration with WMUx, will once again be sharing the **Measures of Success Educator Impact Series**. This series of professional development sessions is being offered to provide an opportunity for our university community and beyond to come together to build and expand their toolboxes around the areas of outcomes assessment, student success, and continuous improvement efforts.

Topics for the March over-the-lunch-hour sessions will include: AI and assessment, assessment of experiential learning, how to involve students in the assessment process, and more!

Look for specific details to come in the new year, including the dates, times and session descriptions, and how you can sign up to participate. For now, we hope you will mark your calendar and set aside a few of your lunch hours to spend them with us in March!

Until then, don't miss the other excellent programming that will be shared by WMUx starting in January 2024. For more information and to sign up go to: <https://wmich.edu/x/instructors/events#upcoming>

# Course Evaluation and Curriculum

## **Campus Labs now Anthology Student Course Ratings System schedule**

For most courses, the Student Course Ratings Instrument becomes available to students at midnight on the first day of the evaluation period and closes at 11:59 p.m. on the last day. For fall and spring semester courses that end prior to exam week, however, student course ratings begin on the official course ending date and continue for an additional nine days (total of 10 days).

In all cases, faculty have until 11:59 p.m. on the day prior to the evaluation period to make changes to course ratings form(s). Because Campus Labs now Anthology Student Course Ratings System (SCRS) receives data from Banner, all faculty members (full-time, part-time, teaching assistants, and instructors of record), and all courses with three or more enrolled students, are automatically scheduled for the student ratings system each semester/session.

### **Activity Fall Term 2023**

Open Student Course Ratings Period	Monday, Nov. 27, 2023
Closed Student Course Ratings Period	Friday, Dec. 15, 2023
Final Grades Due	Tuesday, Dec. 19, 2023
Results of Student Course Ratings	Friday, Dec. 22, 2023

### **Activity Spring Term 2024**

Open Student Course Ratings Period	Monday, Apr. 8, 2024
Closed Student Course Ratings Period	Friday, Apr. 26, 2024
Final Grades Due	Tuesday, Apr. 30, 2024
Results of Student Course Ratings	Friday, May 3, 2024

### **Activity Summer I Term 2024**

Open Student Course Ratings Period	Monday, Jun. 17, 2024
Closed Student Course Ratings Period	Wednesday, Jun. 26, 2024
Final Grades Due	Tuesday, Jul. 2, 2024
Results of Student Course Ratings	Friday, Jul. 5, 2024

More information regarding the Anthology Student Course Ratings System can be found at: <https://wmich.edu/assessment/evaluationsystems/student-course-ratings-system>

Anthology has added a new feature to the mailing system called the Course Section Details. The details include course, section, open and close date of the evaluation period, and the status displayed will depend on the mailing audience. Course section

details are available in students' and instructors' email.

### Example of course section details for students

The course sections and status are tied to whether the recipient of the mailing has responded to assigned evaluations.

Course Section	Start Date	End Date	Response Status
<b>EMF 373 (1)</b> Electronic Field Production	3/15/22 12:00 AM EST	3/22/22 11:59 PM EST	Not Started
<b>ACC 101 (1)</b> Introduction to Accounting	3/15/22 11:59 PM EST	3/24/22 11:59 PM EST	Started
<b>TECH 200 (1)</b> Technology & Society	3/15/22 12:00 AM EST	3/22/22 11:59 PM EST	Completed

### Example course section details for instructors

The course sections and status are tied to evaluations for the instructor receiving the mail.

Course Section	Start Date	End Date	Evaluation Status
<b>EMF 373 (1)</b> Electronic Field Production	3/20/22 12:00 AM EST	3/26/22 11:59 PM EST	Upcoming
<b>ACC 101 (1)</b> Introduction to Accounting	3/15/22 11:59 PM EST	3/24/22 11:59 PM EST	Active
<b>TECH 200 (1)</b> Technology & Society	3/15/22 12:00 AM EST	3/22/22 11:59 PM EST	Completed

## Integrated Program Review

### Academic Program Review

WMU will begin Year 4 of its five-year cycle on January 29, 2024, with a total of 63 programs and their concentrations spanning the colleges of Arts and Sciences, Education and Human Development, Engineering and Applied Sciences, Fine Arts, Health and Human Services, the Haworth College of Business, and the Merze Tate College. The Office of Institutional Effectiveness will be working with programs throughout December and January to ensure self-study completers are identified, provided access to the online reporting system, and provided with appropriate training. Please watch our website at <https://wmich.edu/effectiveness/program/academic> for the full list of affected programs, spring 2024 timeline, and training information to be posted by the end of December. Contact Cathe Murphy, associate director, integrated program review and accreditation, at [cathe.murphy@wmich.edu](mailto:cathe.murphy@wmich.edu) for more information.

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## **Learner Support Review process**

Last conducted in AY 2016-17, the Learner Support Review process is under revision to become an annual, cross-collaborative process whereby approximately 20 percent of learner supports offered in the divisions of Academic Affairs; Bronco Athletics; Diversity, Equity, and Inclusion; and Student Affairs and the Office of the Ombuds will participate in developing and reviewing a comprehensive, online self-study intended to provide evidence of continuous quality improvement, and to identify areas of concentration for strategic planning. For the purpose of review, WMU defines learner support as “any unit, department, program, resource, or service that contributes to the education, growth, and development of learners outside curricular instruction.” These offerings typically set goals for learner development, and track and measure learning and process outcomes to test progress toward those goals. For more information, please visit our webpage at <https://wmich.edu/effectiveness/program/support> or contact Cathe Murphy at [cathe.murphy@wmich.edu](mailto:cathe.murphy@wmich.edu).

## Free Assessment Professional Development

### **Student Affairs Assessment Leaders (SAAL), free assessment course now open**

For those who would like to brush up on their assessment knowledge and tools, you might want to take a look at the Student Affairs Assessment Leaders free, open assessment course. This is a self-paced, asynchronous 8-module course to help you learn about and lead assessment efforts. It's geared towards student affairs folks, but easily 90% of the content is applicable assessment concepts which could benefit someone doing assessment in other spaces (academic programs, general education, etc.). The course is built with the expectation/goal of people spending 1-2 hours per module.

The course runs from February 5 - April 1, 2024. It was built to be a resource, first and foremost, and those who register retain access to the course indefinitely. So, if you're looking for assessment resources, sign up to gain access and review them when you're able. And if you happen to be able to engage/complete the course while it runs, you can earn a badge!

[Registration is open](#) and will remain open through March 22, 2024 (the 7th week of the 8-week course). For more information, explore the main page and subpages on [SAAL's website](#).

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Institutional Effectiveness

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