



## HIED 5366: Assessment in Higher Education Fall, 2017

*HIED 5366 is a required course for Master of Arts in Higher Education Administration*

### College of Education, Department of Educational Leadership

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**Preferred Communication:** The best way to reach me is through email. I am available Monday through Friday 8am to 5pm. You can typically expect responses to e-mail messages within 24 hours. I do not usually check email over the weekend so please plan ahead by reviewing assignments and asking questions before the weekend they are due.

**Class Format:** The class primarily occurs through asynchronous work conducted in SHSU Online (blackboard). In addition, a few synchronous meetings could be scheduled during the course to assist students with class requirements. Advance warning of these meetings and additional information regarding content and purpose will be provided.

**Course Description:** This course explores the philosophy, technique, and application of assessment in higher education settings. Students engage in guided development of an assessment project, exploring methods of assessment and means of advocating for evidence-based change. Credit 3

**Textbooks:** Henning, G. W., & Roberts, D. (2016). *Student affairs assessment: Theory to practice*. Sterling, VA: Stylus Publishing

**Course Objectives:** The following objectives will be met during this course:

1. Discuss the history of assessment in higher education.
2. Articulate philosophical views of assessment in higher education.
3. Formulate reasonable recommendations to improve higher education programs based on assessment data.
4. Design and implement sound methods for assessing student learning and program outcomes.

**IDEA Objectives:** The instruction in this course will address the following major objectives (as assessed by the IDEA course evaluation system):

#### Essential:

- Learning fundamental principles, generalizations, or theories
- Learning to apply course material (to improve thinking problem solving, and decision making.)

#### Important:

- Gaining factual knowledge (terminology, classification, methods, trends)



## Course Outline

### Academic Community Engagement (ACE)

This is an Academic Community Engagement course. While you are learning valuable skills and knowledge for your professional career, you will also assist a higher education program with a needed assessment project. You will participate in assessment projects that will have a real-world impact on the data collection and informed decision making for this program. This project will require at least 15 hours of work and has earned the Academic Community Engagement (ACE) designation.

### Assignments

#### Discussions (100 points)

Students will participate in five discussions regarding assessment topics (20 points each). The purpose of these discussions to provide an opportunity to critically think about assessment concepts and interact with peers. Responses should be thoughtful and not simply a reply of “I agree” or “that was interesting.” Each student will be responsible for making at least two (2) posts during the week of the discussion. Your first discussion post should be made to the discussion board by 11:59PM Wednesday of that week.

#### Assessment Podcast (100 Points)

Students will select an assessment topic to research and then will prepare a podcast to help educate their colleagues about the topic. Students will then view all of the podcasts and provide comments to their peers.

#### Assessment Project (500 Points)

Students will work on an assessment project during the course. The project will involve a real-world assessment of an existing challenge for a higher education organization. The assignment will unfold in steps throughout the semester. This is an ACE Project.

#### Reflection Activity (50 Points)

Students will participate in a reflection activity at the conclusion of the course regarding what was learned. The reflection will included thoughts on the ACE project along with what was learned in the process.

Due dates for all assignments are posted in the course schedule and noted on assignment links within the SHSU Online Blackboard course site. Assignments are due as stated.

### Grades

Grades will be based on points accumulated on the assignments.

A = 675 to 750 total points

B = 600 to 674 total points

C = 525 to 599 total points

F = Below 525 total points

Note: The online grade book is not the official grade book for the course. The instructor maintains the official grade book offline.

## Course Schedule

Each week, course content will open to students at 12am on Monday morning and will close at 11:59pm on Sunday Evening. Weekly materials and assignments will be posted during those times for students to access.

Wk	Date	Topic	Readings	Assignments
1	Aug 23 – Aug 27	Welcome		Introductions
2	Aug 28 – Sep 3	Intro. to Assessment <i>**Optional Live Course Meeting Mon. 8/28 (7-8pm)</i>	Ch. 1 – 2	Discussion 1
3	Sep 4 – Sep 10	The Assessment Process	Ch. 3	Podcast Topic
4	Sep 11 – Sep 17	Planning and Designing Assessments Projects	Ch. 4-6	Assessment Plan (Literature Review)
5	Sep 18 – Sep 24	Planning and Designing Assessment (Cont.)	Ch. 4-6	Discussion 2
6	Sep 25 – Oct 1	Quantitative Designs	Ch. 7-9	Assessment Plan (Methods)
7	Oct 2 – Oct 8	Quantitative Designs <i>**Optional Live Course Meeting Mon. 10/2 (7-8pm)</i>	Ch. 7-9	Discussion 3
8	Oct 9 – Oct 15	Qualitative Designs	Ch. 10-11	Podcast
9	Oct 16 – Oct 22	Qualitative Designs	Ch. 10-11	Discussion 4
10	Oct 23 – Oct 29	Sharing & Using Results	Ch. 13-14	
11	Oct 30 – Nov 5	Other Assessment Methods	Ch. 12	Infographic
12	Nov 6 – Nov 12	Ethics	Ch. 15	Discussion 5
13	Nov 13 – Nov 19	Politics & Institutional Culture <i>**Optional Live Course Meeting Mon. 11/13 (7-8pm)</i>	Ch. 16-17	
14	Nov 20 – Nov 26	Accreditation & Accountability		Final Project
15	Nov 27 – Dec 3	Wrap-Up	Ch. 18-19	Reflection

\*\*\*Please note that while I make every effort to adhere to the schedule above, I reserve the right to make adjustments, as needed. If it becomes necessary to adjust the course schedule, I will notify you by e-mail and through blackboard.

### **Live Course Meetings (Optional)**

Students will have an opportunity to participate in live synchronous course meetings during the semester. We will cover course content during these meetings. This will also be an opportunity to address any questions. Although participation in the live course meetings is *recommended*, attendance is NOT required. All live meetings will be recorded and made available on blackboard.

## **Student Guidelines**

### **University Policies**

- SHSU Academic Policy Manual-Students
  - [Procedures in Cases of Academic Dishonesty #810213](#)
  - [Disabled Student Policy #811006](#)
  - [Student Absences on Religious Holy Days #861001](#)
  - [Academic Grievance Procedures for Students #900823](#)
- SHSU Academic Policy Manual-Curriculum and Instruction
  - [Use of Telephones and Text Messagers in Academic Classrooms and Facilities #100728](#)

### **Attendance**

This course is fully online and most course activities are asynchronous (i.e., recorded lectures, discussion boards, etc.). On occasion, a live course meeting may be scheduled to assist students with readings or assignments. These meetings will be optional unless otherwise noted in the syllabus.

- The last day to drop Full Term courses and receive 100% refund is September 8, 2017.
- Last day to drop with a "Q" grade for Fall courses is November 10, 2017.

For more information about resignations, refunds and drop deadlines, please visit the following university website: <https://www.shsu.edu/dept/registrar/students/registration/resignations-refunds-drops.html>

### **Course Expectations**

Assignments: Assignments are due as stated. Any project handed in after the due date will result in lowering your project grade by one letter grade for every calendar day it is late (including weekends). For example, if the project is handed in the day after the due date, then the project will be lowered by 10 points. If the project is handed in the next day, then it will be 20 points.

Email: All students are expected to check and use the University-provided e-mail address as the primary mode of communication for this course. If I need to communicate with you regarding course announcements, questions, changes to the schedule, etc. I will do so through your Sam Houston State University e-mail address. If you choose to forward your SHSU e-mail to an alternate account (e.g., Gmail, Hotmail, etc.), then you are responsible for making sure it is forwarded correctly.

Professionalism and Civility: This course provides a professional environment consisting of colleagues within the same career field. When communicating your ideas, please refrain from using demeaning language or conducting personal attacks.



## College of Education Information

### Accreditation

The programs within the SHSU College of Education have the distinction of receiving accreditation and national recognition from multiple accrediting bodies. All educator certification programs, including teaching and professional certifications, have received ongoing accreditation from the Texas Education Agency ([TEA](#)). Additionally, the educator preparation program has been accredited by the Council for the Accreditation of Educator Preparation ([CAEP](#)-formerly NCATE) since 1954. Many of the educator preparation concentration areas have also chosen to pursue national recognition from their respective Specialized Professional Associations ([SPA](#)), signifying the program is among the best in the nation. The programs within the Department of Counselor Education have also received accreditation from the Council for Accreditation of Counseling and Related Educational Programs ([CACREP](#)).

### Course and Program Evaluation

Near the end of the semester, students are asked to take part in the University's adopted course evaluation system, IDEA. The assessments are completed online and instructions are emailed to each student. Students' assessments of courses are taken are systematically reviewed by the Dean, Associate Deans, Department Chairs, and individual faculty members. Only after the semester has completed are faculty members allowed to view aggregated results of non-personally-identifiable student responses.

The College of Education conducts ongoing research regarding the effectiveness of the programs. Students receive one survey in the final semester prior to graduation regarding the operations of the unit during their time here. A second survey occurs within one year following completion of a program, and is sent to students and their employers. This survey requests information related to students' quality of preparation while at SHSU. Students' responses to these surveys are critical to maintaining SHSU's programs' excellence.