

	Athletic Training Department Policy & Procedure	Approved Signatures & Date: Department Chair: _____ College Dean: _____			
	Policy Title: ATH Course Assessment (ATEP.Academic P&P.Student Course Assessment.wpd)	Date Effective: 01.15.02	Date Replaces: N/A	Policy Number: 04.29	Page: 1 of 1

PURPOSE: To ensure effective collection and analysis of data related to individual course assessment

POLICY: Each ATH course is to receive a Kirkpatrick's Level I student perception of learning assessment for each semester that the course is taught with appropriate analysis and memorialization of data.

PROCEDURE:

- 1.0 Assessment Preparation
 - 1.1 Faculty member to schedule course evaluations with department secretary at some point of convenience after mid-term of the semester in which the course is being taught.
 - 1.2 Department secretary will secure and compile the appropriate number of blind assessment tools (ATEP form 05-01).
 - 1.3 The faculty member and department secretary will work in concert to have a neutral staff or faculty member administer the course assessments at the desired time.
- 2.0 Assessment Implementation
 - 2.1 The neutral faculty or staff member will administer the course assessment tools received from the department secretary.
 - 2.2 The neutral faculty or staff member will collect and return the tools to the department secretary.
- 3.0 Assessment Processing
 - 3.0 The department secretary will compile the written data in an electronic format and forward to the Dean of the College.
 - 3.1 The department secretary will forward the Likert Type score sheets to appropriate University service:
 - 3.1.1 The University service will compile the Likert scores and return to the department secretary and/or the Dean of the College
 - 3.1.3 The department secretary and/or Dean of the College will keep the scores until the termination of the course for the semester, upon which all assessment data will be released to the faculty member.
 - 3.1.4 A copy of the raw data is circulated to the ATEP program director.
- 4.0 Assessment Analysis
 - 4.0 Upon receiving the raw data from the department secretary and/or the Dean of the College, the faculty member will review and analyze the data.
 - 4.1 A memorandum will be generated by the faculty member directed to the ATEP program director including at least the following:
 - 4.1.1 Course number and semester delivered
 - 4.1.2 Summary of student feedback and perceptions
 - 4.1.3 Summary or interpretation of faculty of feedback and delivery of course
 - 4.1.4 Recommendations for improvement of course delivery for next cycle
- 5.0 Memorialization of Assessment
 - 5.1 Memorandum of course analysis will be filed in ATEP curriculum notebook by course number for reference purposes
 - 5.2 Raw data, copy of memorandum, and copy of syllabi will be filed in confidential ATEP individual faculty folder.
 - 5.3 Faculty are encouraged to keep a copy of course syllabi, assessment data, and analysis in private files for purposes of promotion, tenure and review