

Annual Program Assessment Policy

ACADEMIC AFFAIRS

Academic/Assessment of Student Learning

Policy Owner: Provost and Vice President for Academic Affairs

Effective date: Spring 2026

Approval date: Spring 2026

Schedule for Review: Fall 2028

1-Policy Summary

The aim of assessment at Fort Lewis College is continuous improvement of academic programs and the student learning experience. All degree and certificate-granting academic programs and student affairs programs will engage in assessment annually.

2-Purpose

The Annual Assessment Policy outlines how Programs will assess student learning to identify successes and challenges related to teaching and student learning. Faculty will use these findings to continuously improve the student learning experience and to draft or revise their Program learning outcomes.

Assessment is summative of student learning, focused on the Program level and on Program goals, not at the individual course level. Assessment results neither reflect nor judge individual faculty performance; the primary focus is on understanding and enhancing the approach to and outcomes of education and student learning. Assessment is intentional, organized, iterative, and reflective; it is a process to evaluate and improve student learning and Program goals through thoughtful data collection and analysis.

This document outlines the policies associated with assessment. Resources outlining procedures for documentation and filing of reports can be found on the [FLC Assessment SharePoint](#)

3-Personnel

Program Faculty

Each academic Program is responsible for creating annual and comprehensive assessment plans, completing assessment cycles, and submitting assessment reports.

Department/Program Chairs

It is the role of the department/program chair to assign responsibility for assessment activities to appropriate faculty. Collaboration is a key component to successful assessment of student learning, and it is vital for faculty members and staff to participate in the assessment process. All faculty members are responsible for evaluation of student learning and improvement to academic Programs.

Office of Assessment

The Assessment Coordinator is under the oversight of the Provost of Academic Affairs and manages all activities of the Office of Assessment. The Assessment Office is responsible for coordinating assessment initiatives within Academic Affairs and the Division of Student Engagement and Diversity Collaborative in collaboration with the Assessment Committee, Programs/Departments, and respective Deans, Chairs, faculty and staff; maintaining all files related to assessment initiatives and correspondence; serving as a resource for preparation of program learning outcomes, assessment plans, annual reports, and other reports pertaining to assessment activities; providing assistance in academic program review, annual assessment, liberal arts core assessment, comprehensive assessment, and other assessment-related initiatives; and maintaining the Office's website.

Assessment Committee.

The Assessment Committee is composed of faculty from across the college, and is defined by the Fort Lewis College Faculty Senate as follows:

- **Charge:** The Assessment Committee will work with the Office of Assessment to offer assessment aid to faculty, staff, and students, and to serve as peer consultants to Programs/Departments, providing support and guidance regarding assessment. Committee members will also review comprehensive and annual assessment plans and work to request any significant missing information and/or clarifications, provide feedback, and validate final plans with the intention of aligning assessment efforts to program learning outcomes, the strategic plans of the college, and Higher Learning Commission (HLC) assumed practices and criteria for accreditation.
- **Report:** The Committee will submit a report annually no later than May 31st summarizing accomplishments, major issues discussed, and recommendations.
- **Membership:** The Committee will consist of any number of Senate-assigned faculty members representing diverse Programs/Departments and representing tenured as well as tenure-track faculty. The Committee will also consist of an Assessment Coordinator as well as ex officio members from relevant administrative offices as needed. The Assessment Committee chair is elected by the Committee members.

4-Required Programs

All Programs must conduct annual assessment reporting unless otherwise operating on a provost approved assessment schedule or exempted by the FLC Assessment Coordinator or Committee. 'Programs' include all majors, minors and certificates but do not include concentrations within a major. All instructional methods, including in-person, hybrid and distance learning are included in assessed programs.

Program Minors. In cases where a program_Minor is a subset of a Major, with the same name and subset of courses but fewer credits, then the Minor's assessment may be reported on the same Annual Assessment Report as the Major. The Annual Assessment Report must clearly state the major and minor are both covered in the report.

Assessment of Certificates. All certificates which are awarded to students upon graduation must be assessed by the department or committee that oversees the certificate. All certificates must have learning outcomes. These learning outcomes can be program-based and/or skills-based. Certificates must report on assessment annually, following the reporting procedures outlined in this Policy

5-Annual Academic Assessment

The college is accountable to students, the Board of Trustees, the public, and others to demonstrate we provide the education to our students that we claim to provide. The process for the Annual Assessment Report provides a framework that supports this responsibility. Programs may use the templates available for Annual Assessment Report to complete their annual assessment reporting. The templates can be located through the Fort Lewis College Assessment SharePoint.

Timeline and Reporting. Each academic year by September 15th, Programs will complete a report on assessment findings from the previous academic year. The Assessment Committee will provide feedback to each Program on their assessment in a timely manner.

Exemption Request from Annual Assessment and Assessment Reporting. If a Program needs to be excused from annual assessment for one academic year, the assessment liaison or Chair may submit the Annual Assessment Exemption Request Form to the Assessment Coordinator no later than September 15th. This form can be found on SharePoint.

6-Annual Assessment of Division of Student Engagement and Diversity Collaborative

Each year, the Division of Student Engagement (DSE) and Diversity Collaborative will conduct one outcome-based assessment based on the Learning Domains, and each Department within the Division will conduct an assessment, either outcome-based or an assessment to measure effectiveness and/or efficiency of the Department and its program(s).

Before October 15th, the Chair of the DSE Assessment Committee and a member from each Department will complete the Template Assessment Plan provided by the DSE Assessment Committee.

The DSE Assessment Committee is composed of a representative from each Department and the Assessment Coordinator. The Committee Chair is elected annually by the DSE Assessment Committee members. Once per year, the DSE Assessment Committee will host an Assessment Showcase at which members from each Department and the Division will report on the assessments conducted. Annual exemptions may occasionally be given due to staffing turnover and/or lack of capacity. Departments may apply for an exemption to the Dean of Student Engagement.

7-Academic Program Review and Comprehensive Assessment Planning

Academic Program Review. Once every 7 years, Programs will engage in Academic Program Review (APR) in accordance with the Academic Program Review Policy and Schedule (2023- 2033). APR is performed at the departmental level and includes a review of all Programs within the department. Non-degree or non-certificate granting programs may go through APR at the request of the Dean or Provost.

Comprehensive Assessment Planning (CAP). After completing Academic Program Review, each Program must create a Comprehensive Assessment Plan. This dynamic Plan should reflect what was learned during APR. The Plan should include program learning outcomes, assessment methods, and timelines for the next 7-year cycle.

Timeline and Reporting. The Comprehensive Assessment Plan is due by September 15 the year after APR is complete. Programs with a Provost-approved assessment schedule may follow their approved timeline.

Programs may use the templates available for CAP to complete their comprehensive assessment plan. The templates and all documents referenced in this Policy can be located through the Fort Lewis Assessment website or SharePoint.

8-Liberal Arts Core (LAC) Assessment

Once every 7 years all Liberal Arts Core (LAC)-designated courses will participate in LAC assessment and reassessment in accordance with the LAC Assessment Schedule. The schedule is organized by the Assessment Coordinator in collaboration with the LAC Chair or Co-Chair(s) on an annual and rotating basis. Programs are excused from their program annual assessment while they are completing LAC assessment and reassessment.

9-Reason for Policy

In accordance with Higher Learning Commission Criteria 4, Fort Lewis College demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their

effectiveness for student learning through assessment which is designed to promote continuous improvement.

10-Referenced Policies

Academic Program Review Policy and Schedule

11-Responsibilities

Accountability for Policy: Provost and Vice President of Academic Affairs

For Procedures: The Office of Assessment

12-Consequences of Non-Compliance

The FLC Assessment Committee summarizes Program assessment reporting data annually and reports to the Faculty Senate and Provost. Failure to comply with this policy will result in notification to the Provost's Office and Board of Trustees that the program is out of statutory compliance. Sanctions may be applied for noncompliance.

13-Review and Revision History:

The policy and procedures were revised January 2026.