

MEMORANDUM

TO: Fort Wayne Senate

FROM: Educational Policy Committee  
Linda Hite, Chair

SUBJECT: Acceptance of the proposal to amend [SD 98-21](#) (School, Department, and Program Statements of Mission, Goals, and Objectives) and [98-22](#) (The Plan for Assessment of Student Academic Achievement)

DATE: October 17, 2001

DISPOSITION: To the Presiding Officer for implementation

**Whereas**, current policies requiring Senate approval for changes in departmental mission and goal statements seems to add an unnecessary step to that process; and

**Whereas,** the Assessment Council has developed an alternative plan to review and to approve such changes that eliminates the need for Senate approval while still providing ample opportunity for input;

**Be it resolved,** that the Senate approve the recommended changes to SD 98-21 and 98-22.

(Approved, 11/12/01)

To: Educational Policy Committee

From: Jeanette Clausen, Assessment Council Chair

Date: October 8, 2001

Subj: Proposal to amend SD 98-21 and 98-22.

Recommendations

The Assessment Council recommends that SD 98-21 (School, Department, and Program Statements of Mission, Goals, and Objectives) and SD 98-22 (The Plan for Assessment of Student Academic Achievement) be amended to eliminate the requirement of Senate approval for changes in a departmental or program mission and goals statement. Specific recommendations follow (text to be deleted is ~~overstruck~~, text to be added is in **boldface**):

1. Recommended changes to SD 98-21, last resolution on first page (3-17-99 memo):

Be it further resolved that the following process be used for approval of future substantive changes to statements of mission and goals:

1. The change is proposed and approved by the department/program.

2. The change is approved by the dean/division director following any school-level approval processes that may exist and is then forwarded to the ~~Vice Chancellor for Academic Affairs~~ **Assessment Council**.

3. The ~~change~~ **revised document** is reviewed for style and content—~~approved by the~~ ~~VCAA~~, and prepared for consideration **by the Assessment Council, which will communicate with the originating department to resolve any concerns before approving the document.**

4. **Following approval of the revised document, the Assessment Council will notify chairs, deans, and faculty that the document is available electronically for comment during a one-month remonstrance period. Comments should be sent to the originating department, the dean/director, and the Assessment Council, in order to provide clarifications or resolve problems.**

5. **At the end of the remonstrance period, the document will be forwarded to the VCAA and the Educational Policy Committee for approval, as an amendment to this Senate resolution and to the Senate for information.**

2. Recommended change of status: The Assessment Council recommends that Senate Document SD 98-21 be defined as a Senate Reference.

3. Recommended changes to SD 98-22, page 1, section II, paragraph 1, last sentence:

Review of mission and goals is periodically undertaken by schools, divisions, and departments, ~~culminating in Senate approval of any revisions.~~ according to procedures **specified in SR 98-21.**

### Background and Rationale

The process of creating an IPFW Plan for the Assessment of Student Academic Achievement, which began in the early 1990s, took place in stages. As progress was made, older Senate documents were superseded. The recommended actions are another step in the process. The

requirement of Senate approval for each step along the way was appropriate to the task of creating a comprehensive set of mission and goals statements (SD 98-21) and a campus-wide policy on assessment (SD 98-22).

As IPFW moves beyond Level 1 of assessment implementation to a well-functioning program, departments, divisions, and programs will increasingly use assessment data for program improvement. In some cases that may lead to changes in the program's mission or goals. Changes to the mission and goals statements may also be prompted by shifts in emphasis of the campus mission. Senate approval of each such change will not necessarily enhance the goal of continuous improvement. Moreover, because obtaining Senate approval is a slow process, timely publication of the revised documents is delayed.

Rationale for assigning responsibility for reviewing changes in mission and goals to the Assessment Council: The faculty members of the Assessment Council serve overlapping three year terms. During their terms, they must become familiar with the missions and goals of many departments, in order to review and evaluate assessment reports from every school. This expertise makes the Assessment Council the appropriate body for this responsibility.

Rationale for the proposed remonstrance period: The proposed remonstrance period is analogous to the remonstrance period for changes to courses and curricula. It provides for campus-wide review of changes to mission and goals statements while eliminating the lengthy process that is necessary to amend Senate documents.