



**Campus Administrative Policy**

**Policy Title: Outcomes Assessment**

Policy Number: 7024                      Functional Area: Student Affairs

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Effective: July 1, 2011  
Date Last Amended/Reviewed: July 1, 2011  
Date Scheduled for Review: July 1, 2018  
Supersedes: Outcomes Assessment (January 15, 2003)

Approved by: Roderick Nairn  
Provost and Vice Chancellor for Academic and Student Affairs

Prepared by: Director of Assessment  
Reviewing Office: Provost and Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Vice Chancellor for Academic and Student Affairs

Applies to: CU Anschutz  
CU Denver

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**A. INTRODUCTION**

Assessment of student learning outcomes is a sustainable part of the CU Denver and CU Anschutz culture that continually informs academic decision-making and program design and improvement. This document describes the policy and procedures for the design and implementation of a coherent and comprehensive program for annual assessment of student learning in all programs.

**B. POLICY STATEMENT**

All academic programs will conduct student learning assessment in order to continually inform academic programs and improve student learning. A “program” is defined as (1) a course of study that leads to a degree, certificate, or license; (2) the academic programs offered by Library faculty; and (3) the core curriculum. The development and implementation of outcomes assessment plans are the responsibility of the faculty members in each academic program, including the Library.

### **C. THE OUTCOMES ASSESSMENT ADVISORY COMMITTEES**

Each campus has its own separate Outcomes Assessment Advisory Committee (OAAC) that meets on its campus monthly during the academic year. The OAAC is the steering committee for outcomes assessment activities on each campus. Members share information and examples, coordinate efforts across programs, and identify ways to provide support to faculty groups. The Outcomes Assessment Advisory Committees (OAAC) are comprised of faculty members from every school, college, and library on the campus, who serve as liaisons between the programs that they represent and the OAAC. The members are elected or selected by the faculty and/or the dean in each school, college, and library. The Director of Assessment serves as the committee chair on the two campus committees. Serving as advisors to the OAAC may also be representatives from other departments or programs, such as Faculty Assembly, the Office of Institutional Research, the Center for Faculty Development, CU-Online, and the Office of Academic and Student Affairs.

### **D. SCHEDULE**

The outcomes assessment schedule is designed to allow a full cycle of assessment activities from planning to “closing the feedback loop” during each academic year. The steps are as follows:

1. The faculty members for each program meet early in the academic year to discuss the outcomes assessment results from the previous year along with the plans for the upcoming year, including any modifications from the plans used in the previous year.
2. By September 30, each program submits a written plan for outcomes assessment for the current academic year. The OAAC members collect these plans from the programs that they represent and submit them to the Office of Assessment and to the dean’s office in their respective schools and colleges. The Director of Assessment, with the assistance of the OAAC, then provides written feedback to the programs and their deans about their plans. An optional template for the plans is available from the Office of Assessment and on the Outcomes Assessment website. Programs that have submitted satisfactory assessment reports in the previous year are not required to submit assessment plans for the following year. These programs will use their existing plans.
3. Throughout the academic year, the OAAC meets at least monthly.
4. Throughout the academic year, the faculty implement each program’s assessment plans.
5. At CU Denver, by May 30, or an alternate date agreed upon by the school/college and Office of Assessment, and August 30 on CU Anschutz, each program submits a written report on its outcomes assessment procedures and results for the academic year as well as any changes in its assessment plans for the following year. The OAAC members collect these reports from the programs that they represent and submit them to the Office of Assessment and their deans. The Director of

Assessment, with the assistance of the OAAC, then provides written feedback to the programs and the deans. An optional template for the reports is available from the Office of Assessment and on the Outcomes Assessment website.

6. By September 1, all schools and colleges submit an annual summary of their key assessment activities for the previous year. The Director of Assessment, with the assistance of the OAAC, then provides written feedback to the respective school and college assessment committee members and their deans.
7. By September 15, the Office of Assessment prepares the annual University of Colorado Denver Institutional Report on Outcomes Assessment, which includes an overview of the program and college level reports, general education assessment, and any other assessment-related initiatives at the university that academic year.
8. Schedule of Due Dates for Reports:

September 30: Program Assessment Plans Due (if required)

May 30 (or alternate date agreed upon by the school/college and the Office of Assessment): (CU Denver) Program Assessment Reports Due

August 30: (CU Anschutz) Program Assessment Reports Due

September 1: School/College Reports from Deans' Offices Due

September 15: Institutional Report from Office of Assessment Due

## **E. COMPLETION OF THE PROCESS**

The annual Institutional Report on Outcomes Assessment, prepared by the Office of Assessment by September 15, is submitted to the Vice Chancellor for Academic and Student Affairs (provost). All program and school and college level annual assessment reports and feedback, as well as committee minutes and the institutional report, are entered into "Institutional Accreditation" found on the Provost Office's website.

### **Notes**

1. Dates of official enactment and amendments:  
January 15, 2003: Adopted  
July 1, 2011: Updated and reinstated by the Provost  
April 19, 2019: Modified
2. History:  
April 19, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.

3. Initial Policy Effective Date: January 15, 2013
4. Cross References/Appendix: N/A