

SEPTEMBER 1, 2021

VERMONT TECH

PROJECT MANAGEMENT - STRATEGIC PLANNING DOCUMENTATION

PROJECT CHARTER

Project Name: Establishing a culture of assessment at Vermont Tech	Author/Date: Drafting Committee: Pat Moulton, Ana Gaillat
1. Project Justification	
Overall Project Goals: <ul style="list-style-type: none">-Develop a process to help create a culture of assessment and continuous improvement at Vermont Tech.-Develop a sustainable process for annual assessment of student learning for all Vermont Tech academic offerings (programs and courses).-Develop and implement a process to incorporate the insights gained by the assessment process in order to incorporate continuous quality improvement protocols as appropriate across ALL academic offerings.-Explore additional program-specific accreditations.	

Problem or Opportunity:

-The culture of assessment and data driven decision making for Vermont Tech academic programs needs further expansion in order to incorporate data from assessment of student learning.

-Externally accredited programs have embedded assessment practices at the course and program level. Those programs that lack external accreditation have varying degrees of assessment performance with a limited culture and understanding of assessment.

-Lack of assessment of student learning data negatively impacts the continuous improvement process of academic programs.

--NECHE has identified assessment as an area of concern in their recent accreditation visit and highlighted it as a point of focus for a follow up visit in the spring of 2022.

Project Benefits:

-Expand the reaches of the culture of assessment and continuous improvement at Vermont Tech.

-Achieve annual data driven assessment of academic offerings in order to impact program improvement, curricular and/or teaching method modifications.

-Development of a reliable, sustainable annual academic assessment process.

-Creation of an advisory and implementation team for WEAVE.

-Create a long-term leadership team for WEAVE implementation and other data collection and assessment initiatives.

-Collaborate in the development of a data inventory for the incoming Data Analyst and institutional research.

-The assessment lead/fellow will be a catalyst and mentor for the training for assessment process protocols.

-Development of critical benchmarks and questions to monitor to assure success.

Budget/Forecast:

- Release time of 3 credits for an assessment faculty lead/faculty fellow.
- Potential for some consultant assistance, not certain. Up to \$5,000
- Hiring an IR specialist/analyst (already budgeted)

Timeline:

Phase 1:

- Hire a data analyst/institutional research associate for VT Tech by September 2021.
- Develop job description for a faculty assessment lead/fellow to lead assessment of student learning initiatives.
- Bring in expertise from other VSC Centers for Teaching and Learning as well as external expertise as needed and pertinent to assist at an early kick off.
- Develop and Implement ongoing Assessment Days for all academic areas, with the first one taking place in the fall of 2021.
- Development of the framework of an assessment process for academic offerings by October 31, 2021.
- Support the implementation of an AY2021 Assessment of academic offerings.
- Evaluate the assessment process from 2021 and amend as appropriate.
- Collaborate in the scheduling of a Spring 2022 Assessment day for all academic and non-academic offerings.

Ongoing:

- Collaborate in the implementation of assessment days in both fall and spring semesters for all academic and non-academic offerings-

2. Project Scope

Project Deliverables

- Creation and hire of a data analyst/IR associate for VT Tech.
- A fully developed job description and hire of a faculty assessment lead/fellow.
- Fully developed and implemented Assessment day for fall and spring and ongoing.
- Development of a process to evaluate the assessment process.
- A fully developed assessment framework for use on Academic offerings.
- Establish long-range assessment protocols for VT Tech.
- Cement a sustainable culture of assessment and continuous improvement for Vermont Tech

Problem Success Criteria

- Establishing critical data needs and analysis for all data driven decisions and assessment.
- Well executed annual assessments of academic offerings that enable the implementation of a sustainable continued quality improvement approach to all academic offerings
- A comprehensive approach that instills a culture of real-time and relevant data to support decision-making.
- Ensures a culture of ongoing assessment and process improvement.

3. Team Charter

Participants and Stakeholder:

Sponsor: Executive Committee

Lead: Ana Gaillat, Assessment Fellow

Members: Suzanne Pickett; Ross Lieblappen; Robin Goodall, Joan Richmond-Hall; Jeremy Ouellette; Rachel Repstad, John Kidder, (Jason Pelletier, Lisa Fox), Jeff Higgins

Identified other stakeholder(s): Executive Committee for critical benchmarks and questions; Faculty, Staff, Accrediting bodies, Chancellor's office