



Marywood University

Policies and Procedures

Annual Assessment Submission Policy

Policy Statement

Assessment is an institutional practice that ensures continuous institutional improvement. The systematic tracking and recurring evaluation of assessment data, along with documentation of changes made within programs and units to achieve strategic objectives and learning outcomes, support Institutional Student Learning Objectives (ISLOs) that are essential to the effective functioning of all academic, nonacademic, and co-curricular areas of Marywood University.

Ongoing reporting of continuous improvement efforts is integral to advancing the University's mission and goals in the following ways:

1. Closing the Loop:

Closing the loop is the process of using assessment results to make informed improvements in teaching, learning, or program effectiveness, and then reassessing to determine whether those changes led to better outcomes. Its purpose is to ensure that assessment is not simply used to collect data, but to support continuous improvement by turning findings into action and evaluating the impact of those actions.

2. Centralized Data Collection:

Ensures the consistent and ongoing recording of assessment activities and results, providing continuity through leadership and personnel changes within departments and units.

3. Informed Decision-Making:

Provides programs and units with area-specific data and analysis to support evidence-based decisions that strengthen planning, operations, and outcomes.

4. Dynamic and Meaningful Assessment:

Enables programs and units to review and refine their assessment processes regularly, ensuring they remain relevant, meaningful, and aligned with institutional priorities.

5. Accreditation and Compliance:

Satisfies institutional assessment and documentation requirements articulated by **the Middle States Commission on Higher Education (MSCHE)** and other relevant accrediting or accountability bodies.

Definitions

Definitions can be found in the Marywood University Annual Assessment Guidelines on the Office of Planning and Institutional Effectiveness' website.

Procedures

1. Annual Assessment Expectations:

a. Academic Programs

For Academic Programs, strategic planning and assessment reporting is guided by the Institutional Student Learning Outcomes (ISLOs):

Every Academic Program is responsible to develop, implement, and maintain an active assessment plan that reflects the program's strategic goals, learning outcomes, and continuous improvement efforts.

Annually, all programs are responsible to submit an Assessment Report to the Office of Academic Affairs and the Office of Planning and Institutional Effectiveness (OPIE). This report shall include:

1. The submission of assessment plans that measure teaching effectiveness across all ISLOs.
2. The submission of assessment plans and reports that measure teaching effectiveness across all disciplinary SLOs. (These may be combined into a single, comprehensive department assessment plan and report.)

The annual assessment submission report includes:

- outcomes measured
- places in the curriculum in which it is measured
- identification of the artifact used in measurement
- target benchmarks that identify minimal achievement
- the record of meeting (or not meeting) the benchmark
- Clearly defined future directions to meet minimal benchmark targets if not met.

Note; while elective courses may address SLOs in a variety of ways, all SLOs should be represented in required courses to eliminate the possibility of a student completing the program without encountering one or more of the objectives.

Submitted reports will be reviewed by the co-chairs of the Outcomes Assessment Committee (OAC) and committee members. Programs will receive intentional, constructive, and holistic feedback designed to strengthen assessment practices and contribute to institutional effectiveness.

Programs are encouraged to use the official Assessment Plan and Report Templates, available on the **Institutional Research** [webpage](#), along with the rubric for ISLOs, to ensure consistency in documentation and reporting. Other assessment formats for submission are acceptable.

Programs with existing programmatic accreditation reports that address the University's ISLOs may submit those reports in lieu of or in addition to the standard templates or other assessment documents.

Additional supporting materials, such as accreditation self-studies, pass rate reports, assessment rubrics, examples of direct and indirect measures, or other relevant data, may also be included to provide comprehensive evidence of assessment activities and outcomes.

b. Operational Areas and Departments:

Each operational area and/or administrative department (such as Human Resources, the Office of the Registrar, Office of Institutional Advancement, and other support units) is required to prepare and submit an annual assessment report to the Office of Planning and Institutional Effectiveness (OPIE).

These reports shall be submitted in a format that documents goals, performance indicators, outcomes, and evidence of continuous improvement efforts tied to the University's Strategic Plan. Submissions will be reviewed by the co-chairs of the Outcomes Assessment Committee (OAC) and committee members, who will provide constructive, holistic feedback to promote alignment with institutional priorities and to support continuous improvement and alignment of departmental objectives with institutional priorities.

The inclusion of operational and administrative assessment ensures that Marywood University's effectiveness efforts extend beyond academics to encompass the full range of institutional functions that support student success and mission fulfillment.

c. Co-curricular and Non-academic Areas:

Each co-curricular and/or non-academic area, including departments such as Athletics, Student Engagement, Residence Life, Campus Ministry, and student organizations or clubs, is required to participate in the institutional assessment process.

These reports shall be submitted in a format that documents goals, performance indicators, outcomes, and evidence of continuous improvement efforts tied to the University's Strategic Plan. Annual assessment reports will be reviewed by the co-chairs and members of the Outcomes Assessment Committee (OAC). The committee will provide constructive, holistic feedback to promote alignment with institutional priorities and to support continuous improvement efforts across co-curricular and non-academic functions.

This process ensures that student learning and development extend beyond the classroom and that all aspects of the Marywood experience contribute to the University's mission and institutional excellence.

2. Assessment Reporting:

Reports are due by the first day of the fall semester via email institutionalresearch@maryu.marywood.edu.

3. Updating Assessment Plans:

Assessment plans should be reviewed regularly at the program and departmental level to ensure stated goals, outcomes/ objectives, measures, and targets are aligned and relevant to current strategic goals and priorities. This is best done early in the academic year in case adjustments need to be made. New or updated plans can be submitted at any time during the current assessment cycle to the OAC co-chairs for feedback and approval.

4. Review of Plans and Reports:

The OAC co-chairs and committee members will review new and updated assessment plans on a rolling basis. The OAC will review assessment reports and evidence during the fall semester and provide feedback, along with any recommendations or requests for additional information, no later than the end of the fall semester. The OAC will share this feedback with the President's Cabinet, Academic Leadership Executive Cabinet (ALEC), and the administrative leadership for each program or department. Leadership will be responsible for communicating and responding to OAC feedback and requests to their areas.

OPIE is responsible for publishing an Annual Executive Summary of collective assessment findings by the beginning of the Spring semester of the current Academic Year.

History:

04-24-2026 – The President of the University approved the establishment of this policy upon the recommendation of the Policy Committee of the University made at their April 24th, 2026 meeting.

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel