

McKendree University

Continuous Improvement 2019-2020

COURSE-LEVEL ACTIVITIES	
	Include university mission, student learning outcomes, catalog description, and credit hours on all syllabi. (See syllabus template online or in Faculty Guide.)
	Ensure there is a syllabus for every course (internship, lab, independent study, etc.).
	Upload all syllabi to assessment.mckendree.edu .
	Complete Teaching Inventory at assessment.mckendree.edu at end of course.
	Encourage students to complete course evaluations at assessment.mckendree.edu .
	Complete the Incident Report/Referral Form to support student retention or to report academic honesty issues (WebAdvisor or MyMck).
PROGRAM/MAJOR-LEVEL ACTIVITIES	
	Include program-level student learning outcomes in catalog.
	Assess program outcomes according to assessment plan (e.g., capstone courses).
	Complete Assessment Action Plan due on May 30, 2020. (See assessment report template and action plans on Assessment 2.1 webpage.)
	Review Program Assessment Reports from May, 2019.
	Complete Program Review every 7 years; implement program review action plan items. (See Provost-Associate Provosts Share with Employees/Academic Program Review folder.)
	Include assessment and continuous improvement on school/division meeting agendas.
INSTITUTIONAL-LEVEL ACTIVITIES	
	Complete Blackboard rubrics for any general education class with associated rubric (e.g., communication, diversity, inquiry).
	Encourage students to complete the Fall Student Survey and the Graduation Exit Survey.
	Assist Career Services with the Graduate Success Survey.
	Encourage students to complete the NSSE (every three years); next NSSE is 2020.
	Complete Faculty Activity Report from 9/1-8/31 each year at activityreport.mckendree.edu .
	Participate in professional development activities: <ul style="list-style-type: none"> • Tuesday, August 20, 2019 9-8: Teaching for Excellence Fall Workshop • September 26-27, 2019: UMSL Focus on Teaching & Technology Conference • Fall Teaching Circles • Tuesday, January 7, 2020 1-8: Teaching for Excellence Spring Workshop • Spring Teaching Book/Reading Study • Tuesday, May 19, 2020 9-3: Closing the Loop Assessment Workshop • Wednesday, May 20, 2020 9-3: Academic Planning Retreat (FT faculty) • May 26-May 27, 2020: Make Your Mark Teaching Boot Camp