

# McKendree University

## Continuous Improvement 2020-2021

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 <a href="http://assessment.mckendree.edu">assessment.mckendree.edu</a> .
	Complete Teaching Inventory at <a href="http://assessment.mckendree.edu">assessment.mckendree.edu</a> at end of course.
	Encourage students to complete course evaluations at <a href="http://assessment.mckendree.edu">assessment.mckendree.edu</a> .
	Complete a Faculty Alert if a student is missing class, needs tutoring, counseling or other concerns. For more serious issues such as plagiarism use the Incident/Referral Reporting (both found on <a href="http://mymck">mymck</a> ).
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 and Reports. (See assessment report template and action plans on Assessment 2.1 webpage.)
	Review Program Assessment Reports.
	Complete Program Review every 7 years; implement program review action plan items. (See Provost Office Share with Employees/Academic Program Review folder.)
	Include assessment and continuous improvement on school/division meeting agendas.
INSTITUTIONAL-LEVEL ACTIVITIES	
	Complete Brightspace rubrics for any general education class with associated rubric (e.g., communication, diversity, inquiry) (Spring, 2021).
	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 2023.
	Complete Faculty Activity Report each year at <a href="http://activityreport.mckendree.edu">activityreport.mckendree.edu</a> .
	Participate in professional development activities: <ul style="list-style-type: none"> <li>• Tuesday, August 11, 2020 10-6: Teaching for Excellence Fall Workshop</li> <li>• September 24-25, 2020: UMSL Focus on Teaching &amp; Technology Conference</li> <li>• Fall Teaching Circles</li> <li>• Tuesday, January 5, 2021: Teaching for Excellence Spring Workshop</li> <li>• Spring Teaching Book/Reading Study</li> <li>• Tuesday, May 18, 2021 9-3: Closing the Loop Assessment Workshop</li> <li>• Wednesday, May 19, 2021 9-3: Academic Planning Retreat (FT faculty)</li> <li>• May 25-May 26, 2021: Make Your Mark Teaching Boot Camp</li> </ul>