

McKendree University

Academic Continuous Improvement 2017-2018

	COURSE-LEVEL ACTIVITIES
	Include university mission, student learning outcomes (SLO's), catalog description, and credit hours on all syllabi. (See new syllabus template in VCTE or in Faculty Guide.)
	Ensure there is a syllabus for every course (internship, lab, independent study, directed study, etc.).
	Upload syllabi to assessment.mckendree.edu .
	Encourage students to complete course evaluations at assessment.mckendree.edu at end of course.
	Complete Teaching Inventory for every course at assessment.mckendree.edu at end of course.
	Complete the Incident Report/Referral Form to support student retention or to report academic honesty violations (WebAdvisor or MyMcK).
	PROGRAM/MAJOR-LEVEL ACTIVITIES
	Include program-level student learning outcomes in catalog.
	Assess program outcomes according to program assessment plan (e.g., in capstone courses).
	Create assessment action plan – due May 30, 2018.
	Complete biennial Program Assessment Report. (See assessment report template in Provost-Associate Deans Share with Employees/Assessment 2.0 folder; due on May 30, 2019.)
	Complete program review every 7 years; implement program review action plan. (See Provost-Associate Deans Share with Employees/Academic Program Review folder.)
	Include assessment and continuous improvement on division/school meeting agendas.
	INSTITUTIONAL-LEVEL ACTIVITIES
	Encourage students to complete the Graduation Exit Survey.
	Assist Career Services with the Graduate Success Survey.
	Complete Faculty Activity Report each year at activityreport.mckendree.edu .
	Participate in professional development activities: • Tuesday, May 22, 2018 9 am – 3 pm: T4E Closing the Loop • Wednesday, May 23, 9 am – 3:00 pm: Academic Planning Retreat (F'T faculty) • Tuesday, May 29 – Thursday, May 31, 9 am – 3 pm: Make Your Mark Teaching Boot Camp
	Prepare for HLC reaffirmation visit on October 1-3, 2018.