



January 20, 2017

TO: Ian McNeely, Associate Dean for Undergraduate Education
FROM: Carolyn Bergquist, Director of Composition
RE: Plan for Program Assessment Cycle

The Composition Program will use this program assessment opportunity to accomplish several new goals in its ongoing work with program assessment:

- Create a Program Assessment Committee within Composition
- Explore the possibility of using Canvas for scoring artifacts program-wide so as to make teacher scoring of all students possible
- Use the spring quarter program-wide staff meeting for analysis and discussion of artifacts collected from the random sampling of essay already collected each quarter
- Charge the Program Assessment Committee with making recommendations to the Composition Committee for revisions to the outcome, faculty development, curricular reform, and training by June 1, 2017
- Report results to the Composition Program teaching staff at our annual Fall Conference during Week of Welcome.

The plan for assessment is captured in the attached document, a version of which has been in place since we began designing our program assessment in 2010.