ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

ASSESSMENT OFFICE

171.01 Assessment Files

Dates: 1984 Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of ongoing materials from the Office of Assessment and Program Review on the basis of ten year site visits from the Higher Learning Commission of the North Central Association; departmental assessment plans, annual assessment reports of departments to the office of Assessment, minutes of campus-wide Assessment Committee meetings, correspondence of the Director of the Office of Assessment, and Literacy Project portfolios of student writing, plans, scoring sheets, and artifacts. These materials document the university's first coordinated comprehensive assessment activities before immediately after the site visited by representatives from the Higher Learning Commission of the North Central Association of Colleges and Schools. These assessments are reviewed every ten years on the basis of the ten year site visits from the Higher Learning Commission of the North Central Association.

Recommendation: Retain in office for three (3) years, then

microfilm and destroy originals in a secure manner after images have been verified. Retain microfilm permanently.