

Protocol 1033 Assessment of Predoctoral Researcher Learning Outcomes

Protocol Number: 1033

Effective Date: 07/30/19

Revised Date: 09/25/19; 10/03/19; 10/12/2020; 11/30/2022

Protocol

PURPOSE OF ASSESSMENT

Assessment of predoctoral researcher learning outcomes is to determine how well predoctoral researchers as a whole are meeting expected learning goals, and inform decisions about how to innovate, improve, and maintain excellence in program content, delivery, and pedagogy. Assessment is intended to inform action.

ASSESSMENT PROCESS

The Graduate School Office collects the data from each of the points/milestones in the program during the calendar year. In conjunction with the Academic Progression and Assessment Committee, the Graduate School Office produces an assessment report in December for internal distribution in January of the following calendar year. The report is shared with the Faculty Governing Council and given to committees to take appropriate actions regarding the curriculum. The faculty committees review and take action on the data. The Dean provides an assessment update to the Board of Directors at the February meeting. The assessment report is included in the annual program review conducted by the Dean's Council.

FACULTY COMMITTEES

The functions of the **Dean's Council** as it relates to the assessment data:

1. Review and analyze the complete assessment report.
2. Create a Dean's Council Report to accompany Assessment Report that includes:
 - a. Goals created for the program based on the data.
 - b. Action plan created based on the goals and the data.
 - c. Track, review, and update the actions taken the previous year.
3. Work with respective committees to implement action plan.

The functions of the **Academic Progression and Assessment Committee** as it relates to the assessment data:

1. Regularly evaluate and adjust learning goals as needed for the academic program.
 - a. Annually review learning goals (core competencies) of the academic program.
 - b. Analyze and make changes as appropriate.
2. Establish and maintain an assessment program.
3. Facilitate the ongoing assessment of predoctoral researcher learning.
4. Evaluate criteria and policies to be utilized for the progression and graduation of predoctoral researchers.
5. Review progression and matriculation data to identify trends for failure to matriculate and make recommendations to the FGC and the Dean.

6. Develop, revise or evaluate academic policies and procedures related to predoctoral researcher progress or reinstatement.
7. Continue to monitor academic and professional standards issues within the program and make recommendations to the faculty and the Dean with respect to mechanisms to improve the development, monitoring, and enforcement of academic and professional standards within GSSIMR.

The functions of the **Admissions Committee** as it relates to the assessment data:

1. Evaluate criteria and policies to be utilized in the admissions of predoctoral researchers while considering how to bridge the admissions process to evaluation.
2. Review progression and matriculation data to identify trends for failure to matriculate and make admissions change recommendations to the FGC and the Dean.

The functions of the **Curriculum Committee** as it relates to the assessment data:

1. Evaluate the scope and content of the courses by critically reviewing course syllabi, faculty and predoctoral researchers' evaluations; discussing with faculty and predoctoral researchers; and considering other formal and informal forms of feedback.
2. Submit recommendations including, but not limited to, changes in course objectives, syllabi, topics covered, module course sequence, and evaluation revisions. Faculty personnel issues, appointments, and assignments are the responsibility of the Dean.
3. Other responsibilities, in consultation with the Dean, include supervising the implementation of the curriculum, determining the educational policies regarding methods of teaching and evaluation, and offering development support for teaching faculty.

The functions of the **Rotation Committee** as it relates to the assessment data:

1. Revises learning goals for laboratory rotations and laboratory presentations.
2. Develop, revise or evaluate policies and procedures related to laboratory rotations and rotation presentations.

The following reports will be reviewed and data from those reports will be included in the final Assessment Report:

1. Module Course Assessment
2. Rotation Assessment
3. Academic Progression Matrix Summary
4. Qualifying Assessment
5. Scientific Presentation and Writing Scoring Templates
6. Thesis Lab Assessment
7. Co-Curricular Assessment

ASSESSMENT CYCLE

The assessment cycle is January – December. Point in time data is collected from the assigned tool in the indicated months. Cumulative data is collected for the year in the indicated months.

Some reports are due at the end of an academic term. The academic terms are (exact start and end dates vary):

Fall Term: August to December

Spring Term: January to June

Sumer Term: June to August

Month of data collection	Point in time data collected	Cumulative data collected
January		
February	<ul style="list-style-type: none">• Rotation I Reports	
March	<ul style="list-style-type: none">• Predoctoral Researcher Satisfaction Survey	
April	<ul style="list-style-type: none">• Rotation II Reports	
May	<ul style="list-style-type: none">• Rotation Presentations Reports	<ul style="list-style-type: none">• Qualifying Assessment Reports
June	<ul style="list-style-type: none">• Rotation III Reports• Scientific Communication Course Report• Spring Term Reports (Thesis Labs)	<ul style="list-style-type: none">• Co-Curricular Assessment
July		
August	<ul style="list-style-type: none">• Summer Term Reports (Thesis Labs)	
September	<ul style="list-style-type: none">• Module Course Reports (I and II)• Academic Progression Matrix	
October	<ul style="list-style-type: none">• Module Course Reports (III and IV)• Alumni Survey	
November	<ul style="list-style-type: none">• Module Course Reports (V and VI)	
December	<ul style="list-style-type: none">• Module Course Reports (VII)• Fall Term Reports (Thesis Labs)• Faculty Module Review Forms for all module courses	<ul style="list-style-type: none">• Thesis Defense Reports• Supervisory Committee Reports• Predoctoral Researcher Data• Scientific Work Scoring Templates