



MEMORANDUM

TO: Graduate Program Directors

FROM: Len Roberson, Dean
The Graduate School

A handwritten signature in cursive script that reads "Len Roberson".

DATE: November 23, 2010

RE: Graduate Academic Learning Compacts

I trust your Fall semester is going well as you approach the last six weeks or so of the fall term. I'm looking forward to the rest of the 2010-2011 academic year and hope that it is extremely productive for us all.

If you recall, at the September luncheon of the graduate council and graduate program directors, we discussed the plan for the Graduate Academic Learning Compacts (GALC). I wanted to send you a gentle reminder of both the timeline for this year as well as the new policy itself. The policy can be reviewed at: http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_0530P.aspx <http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_0530P.aspx>. We will be using this academic year to revise (or in some cases develop new ones) the GLO from the past into the new GALC.

Policy Summary

The new GALC policy requires that each graduate academic major have a GALC that includes 5 components that will be available both publically (a - d below) and internally (a-e below):

1. **learning outcomes** for program graduates. These outcomes must address, at a minimum, content/discipline-specific knowledge, knowledge of the literature of the discipline, and ability to engage in independent learning or scholarship, and demonstration of intermediate to advanced level professional skills. Additional outcomes should be considered in areas such as communication and critical thinking skills;
2. a list of the **types of assessments** that students might encounter in the program and that faculty will use to judge how student learning reflects the expected outcomes, and with a clear indication of the alignment between the types of assessments and the learning outcome(s) for which they provide evidence;
3. a **curriculum map** that demonstrates how program instructional content supports student attainment of the identified outcomes;

4. a plan for a four year cycle of assessment that includes assessment and continuous improvement of each outcome based on the results of the most recent assessment;
5. a program mission statement;

Next Steps

During the 2010-2011 academic year, all departments will need to either develop new GALC for their programs, or revise existing GLO from prior years to be up-to-date and inclusive of all of the required components (see above). The GALC will be submitted as a WORD document – **using the attached template**. This is primarily due to the fact that in the next few months a new assessment software will be acquired by the university and the implementation process will begin. The work we do between now and August of 2011 will be done in MS WORD. This format will allow us to provide feedback to you as you develop the GALC and will allow for an easy transition to the new software by allowing copy and pasting when that time comes.

Each GALC will need to be reviewed and accepted by me. Judy Miller, UNF's Executive Director of Assessment, has agreed to assist me in providing feedback on your GALC. . In order for us to review and provide enough time for you to make any necessary revisions, the GALC will need to be made available to me for review no later than **March 11, 2011**. We will then review them, provide feedback and give you enough time to revise the GALC prior to the fall of 2011. Once finalized, we will use this WORD document version of the GALC to enter it into the new assessment software (more to come on this in the near future!).

The four-year cycle of review **will be based on a calendar year** reporting cycle **beginning with 2012 calendar year**. The first reporting year will include fall 2011 and all of calendar year 2012. The first reporting due date will be **March 1, 2013** and this will be done in the new assessment software once it is operational (sometime during 2011). Subsequent reporting years will include just one calendar year. Each outcome will need to be assessed at least once in each four-year cycle.

If, during your development process, I can be of assistance to you, please do not hesitate to ask. Just as FYI, I will be forwarding this message to both your department chairs and your deans so that they are also aware.

Resources

Judy has provided our campus community with some invaluable resources via her *Assessment Matters* newsletter. I would point you to the archives of to review some excellent tips and instructions on the 5 key components of the GALC. The archive can be found at <http://www.unf.edu/dept/inst-research/assessment1.html> <<http://www.unf.edu/dept/inst-research/assessment1.html>> .

Topics presented include:

Curriculum Maps (Assessment Matters # 2, 10/23/2009)

Planning Guide (Four-year assessment plans) (Assessment Matters, # 3, 11/06/2009)

Exemplary ALC (Assessment Matters, # 5, 01/08/2010)

Measures of Assessment (Assessment Matters, # 10, 03/19/2010)

Thank you!