The Higher Learning Commission Action Project Directory
University of St. Francis: Developing a portfolio process to measure university wide outcomes.

Project Details

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1: Describe this Action Project’s goal in 100 words or fewer:

A: The overall goal is to develop a portfolio process for university wide outcomes. To do this, there are two sub-goals that have to be achieved. 1. The Assessment Council will develop a portfolio process for on campus full time students to collect the appropriate artifacts and develop reflections on the university wide outcomes. To include it as a graduation requirement in the catalog, it must be approved by the appropriate academic committee by the end of the spring 2008 semester. 2. We have to develop tools (rubrics) and a process for faculty to assess the portfolios.

2: Describe briefly your institution’s reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

A: This project is a natural flow from our first AQIP Project for Category 1 which was to measure university wide outcomes. We first needed to develop an assessment process that is consistent in each college and we looked at how we measure university wide outcomes now. We found that our measures were inconsistent and incomplete. We determined that we will begin to use a national assessment tool to measure our university wide outcomes and benchmark nationally with our peers. The national tool however does not include some of our outcomes related to our mission. The Assessment Council decided that the portfolio process would allow us to measure all our university wide outcomes as well as allowing us to have multiple measures for most of our outcomes.

3: List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

A: The organizational areas most involved and affected by this project are: The five academic colleges and therefore all full time faculty, Student Life and University Ministry areas, and Institutional Research.

4: Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

A: This project will enhance the learning process for undergraduate students as well as the assessment process for the university. By developing a process that requires the student to be responsible to collect artifacts and papers as well as proof of attendance at activities and then reflect on how the outcome was achieved, enhances a student’s learning considerably as well as provides an example of critical thinking and technological skills. It will make the assessment process for university wide outcomes uniform and help us to develop an assessment
5: **Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):**

A: The initial goal as developed by the Assessment Council is one year to develop the process and get university wide buy in and approval may take more than one year. Developing the process for the on campus full time students to develop a portfolio will take a university wide discussion. Selecting the right portfolio software tool will not be accomplished this year, but building the necessary structure in a university wide assessment software tool will take additional resources that need to be approved in this year’s budget process.

6: **Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:**

A: The Assessment Council will be the monitoring body as the members move through their goals for this year.

7: **Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:**

A: • The portfolio process is approved as a graduation requirement in the 2008-10 USF catalog. • A student process which begins as a student enters the university which includes tools

8: **Other information (e.g., publicity, sponsor or champion, etc):**

A: There will need to be several champions for this project to be successful. The university will need to add resources to ensure that this project is completed. There also needs to be faculty buy-in to the process so that students see a university commitment and understand the need for assessment and understand why we need to measure what students learn.