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MEMO FOR: Department Heads and Chairs
FROM: Martha Stassen, Associate Provost
SUBJECT: Assessment Update For Heads and Chairs: Launch of the EEP Process

In November we provided a preliminary announcement of the Educational Effectiveness Plan (EEP) for Departments and Programs with some details promising more specifics early in the spring semester.

I write now to officially launch the EEP process for this semester, with a reminder that department responses should be **submitted by April 15, 2018**. The EEP is focused on Undergraduate Programs, although Graduate Programs will need to identify and submit Graduate learning objectives as a part of this process.

Here are those specifics to help you as you move forward in developing your plan:

- Our office (OAPA) has developed an EEP guide that outlines the components of the EEP process, and offers examples and some tools to help you move forward. This guide is available [online](#), and also as a [pdf](#).
- Departments will submit their EEP information through an online form using *Qualtrics*. Each department will have their own link (which we will send to you by the end of next week). You can access the word version of the [EEP Submission Form](#) online. We encourage you to complete your responses using the word version and then cut and paste into the *Qualtrics* form when your responses are finalized and you are ready to submit them.
- Each Dean has identified an EEP Liaison to serve as a bridge between OAPA, the Provost's Office, and their College/School. The Liaisons and our office will be working together to identify any additional support you might need in developing your EEP, facilitate connections between the EEP and your College/School priorities, and help review and provide feedback on EEP responses as we move forward.
- OAPA is available to assist you in the ways that are most helpful to you. This includes, for example, individual consultation, a workshop for a group of departments on specific EEP components, a more general discussion with Heads and Chairs, and direction on information and resources that might be useful to you. We are also eager to hear from you if you have ideas for tools or information that would help you. We will do our best to respond (for example, the [Curriculum Mapping tool](#) that is available from our office came out of early conversations with a couple of departments).

While this initial round of EEP will require additional time and thought from us all, the goal is to regularize department inquiry and assessment in a way that offers insights into the student experience and student learning while not being burdensome. As one of the EEP Liaisons noted as we reviewed the EEP requirements, "The reason we are doing this is we want our students to have a quality experience." The EEP provides the ongoing opportunity to focus together on that.

Please do contact me if you have any questions or suggestions.