

Student Learning Assessment Procedure

Effective: August 1st, 2022

Purpose

Universidad del Sagrado Corazón (hereinafter “Sagrado” or “University”) establishes this procedure for the assessment of student learning. The main purpose of this process is to identify changes that are considered necessary to improve the effectiveness of student learning and other factors that could affect it both at the institutional and programmatic levels.

Duties and Responsibilities

All faculty (as described in the Faculty Manual), academic units’ leaderships, the Vice Presidency of Academic Affairs (VPAA), and related units, have the duty and responsibility to complete the student learning assessment processes as described herein.

Assessment Procedure

1. Each June, the Student Learning Assessment Institutional Committee (hereinafter, the Institutional Committee) will review the rubrics, exercises, and assessment maps for the cycle that begins in August (undergraduate and graduate). The Institutional Committee will take into consideration the faculty’s input in the discussion of the last cycle’s results.
2. Once approved and reviewed by the Institutional Committee, the exercises and rubrics will be integrated into each course in the *LMS*. The team of instructional designers will offer support to the academic leadership, the coordinators, and/or the faculty with this task.
3. Prior to the start of classes in each semester or term, the University will offer faculty trainings on how to document assessments, best teaching practices, and successful faculty experiences in this process. The Assistant VP of Academic Quality and the Academic Researchers will be in charge of these trainings.
4. During the semester kick-off meeting of each academic unit, the representatives of the Institutional Committee, together with the unit’s Assessment Committees, will discuss the new-enrollment student profile and will establish the quality criteria- baseline measures for each competence, for each level of courses.

General Education Unit Courses

1. In the case of first-year courses assigned to the General Education Unit, the faculty will conduct the first assessment activity (baseline measure) no later than the fifth week of classes. Each faculty member must manage, correct, and document the assessment activity in the *LMS* on the date stipulated in the calendar by the VPAA. Academic researchers will issue a report with the results on the date stipulated in the calendar prepared by the VPAA.
2. Later in the semester, faculty members of these first-year courses will be required to administer, correct, and document in the *LMS* the second assessment activity on the date stipulated in the calendar by the VPAA (second measure). Academic researchers will issue a report with the results on the date stipulated in the calendar prepared by the VPAA.
3. The leader of the General Education Unit will convene their full-time and part-time faculty with the academic leaders and the academic researchers on the date stipulated in the calendar, to discuss the results (baseline measure and second measure) and generate recommendations on teaching strategies. Such recommendations must be delivered by academic researchers to the Assistant VP for Academic Quality.
4. For second year courses onwards of the General Education Unit, faculty will document the assessment only once following the established calendar.
5. This information will serve as a basis for decision-making related to training, changes in courses, programs, or curriculum, faculty evaluation, activation of the curriculum review committee, among others.

Accredited Program Courses

1. In the case of accredited programs or programs pursuing accreditation, competences shall be defined as established by the accrediting body and aligned with institutional competences. Each program, with the support of its academic leadership and the role of academic researchers, will create an assessment map, rubrics, and corresponding exercises for each course.
2. These programs will have a coordinator or academic leader responsible for the process. This role will be named by the unit's academic leadership.
3. The academic researchers will issue a report with the results on the date established in the calendar. Subsequently, the dean should convene their faculty together with academic leaders, academic researchers, and student representation to discuss the results and generate recommendations on teaching strategies. The final recommendations must be delivered by the academic researchers to the Assistant VP of Academic Quality on the date established in the

calendar. This information will serve as a basis for decision-making related to training, changes in courses, programs, or curriculum, faculty evaluation, activation of the curriculum review committee, among others.

Professional Competences Courses

1. In the case of programs that do not have accreditation or belong to the General Education Unit, the academic leadership will define the professional competences of each program using the graduate profile and the objectives of the program. Each program will have an assessment map, rubrics, and corresponding exercises for each course.
2. The academic researchers will issue a report with the results on the date established in the calendar. The dean of each unit should convene their faculty together with academic leaders, academic researchers, and student representation to discuss the results and generate recommendations on teaching strategies. The final recommendations must be delivered by the academic researchers to the Assistant VP of Academic Quality on the date established in the calendar.
3. Upon completing the data collection, academic researchers will compile a report with preliminary findings. Each academic unit will convene its committee to discuss the results. The observations and recommendations of the faculty will be collected in a report by the academic researchers who will discuss it with the Provost and the Assistant VP of Academic Quality. This information will serve as a basis for decision-making related to training, changes in courses, programs, or curriculum, faculty evaluation, activation of the curriculum review committee, among others.

Co-curricular Projects

1. Co-curricular projects will be evaluated using a rubric. The academic researchers and project directors and managers will develop this rubric. Indirect and qualitative measures may also be incorporated to triangulate the results.
2. Some of the co-curricular projects that will use this rubric are:
 - a. Academic Advising
 - b. PAE and PAE+
 - c. Title V
 - d. Library
 - e. Sagrado Careers
 - f. Office of Internationalization and Interuniversity Relations
 - g. Neeuko
 - h. Language Lab
 - i. *Centro Sofía*

- j. Community Outreach Center
3. The information collected will be evaluated each semester by academic researchers, project directors and managers, and presented to the VPAA with recommendations to optimize the experience or services offered. The results will be shared with the faculty and students.
4. Academic researchers will include the results and analysis of these evaluations in the annual report they will present at the end of the assessment cycle.

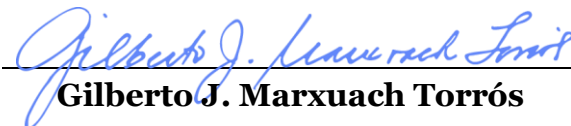
Questions About this Procedure

Inquiries about the scope and interpretation of this Procedure should be directed to the Assistant Vice Presidency of Academic Quality by writing to VPAA@sagrado.edu.

Reporting Violations to this Procedure

Violations of this Procedure should be directed to the Office of Compliance, Internal Audit, and Institutional Integrity via email at cumplimiento@sagrado.edu. Any violation of this Procedure will be addressed in accordance with institutional policies and procedures.

Universidad del Sagrado Corazón reserves the right to interpret this Procedure in its administration, implementation, and application. Any violation of this Procedure by a student, faculty or staff, or any other person may result in disciplinary action which may include expulsion from the University (students) or termination of employment (faculty and administrative staff) or other appropriate legal actions.



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President