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**Assessment Hiatus Policy**

**University Assessment Committee**

When departments or programs engage in extensive revisions it is often necessary to rethink how assessment will be conducted, what will be assessed, and the timeline for assessment projects. This University Assessment Committee policy addresses this scenario by allowing academic programs in these circumstances to take a year-long hiatus from the regular assessment activities described in their five year plans. If a hiatus is approved by the University Assessment Committee, the program will be granted the year off from conducting an annual assessment project and submitting the normal report on that activity the following Fall.

Departments or programs engaged in major revisions and seeking a hiatus should follow these steps:

1. Fall Quarter: Submit a written request to their dean by the end of Fall of the year the hiatus is being sought.
2. Winter Quarter: Forward the request, with the dean’s approval, to the University Assessment Committee by February 1.
3. Fall Quarter of the following year: Instead of submitting a report on completed assessment activities, programs granted a hiatus will provide the UAC with a summary of how the changes in the program impact assessment efforts. As with normal assessment reports, this information is due by November 1, and should be submitted via your college or school assessment coordinator. Please include the following information in this report:

* A summary of the changes made in the program.
* A list of the program’s learning outcomes, with some brief explanation of each how outcome will be delivered and assessed in the revised curriculum or program design.
* An updated five-year assessment plan that specifies the place in the curriculum where each outcome will be assessed.