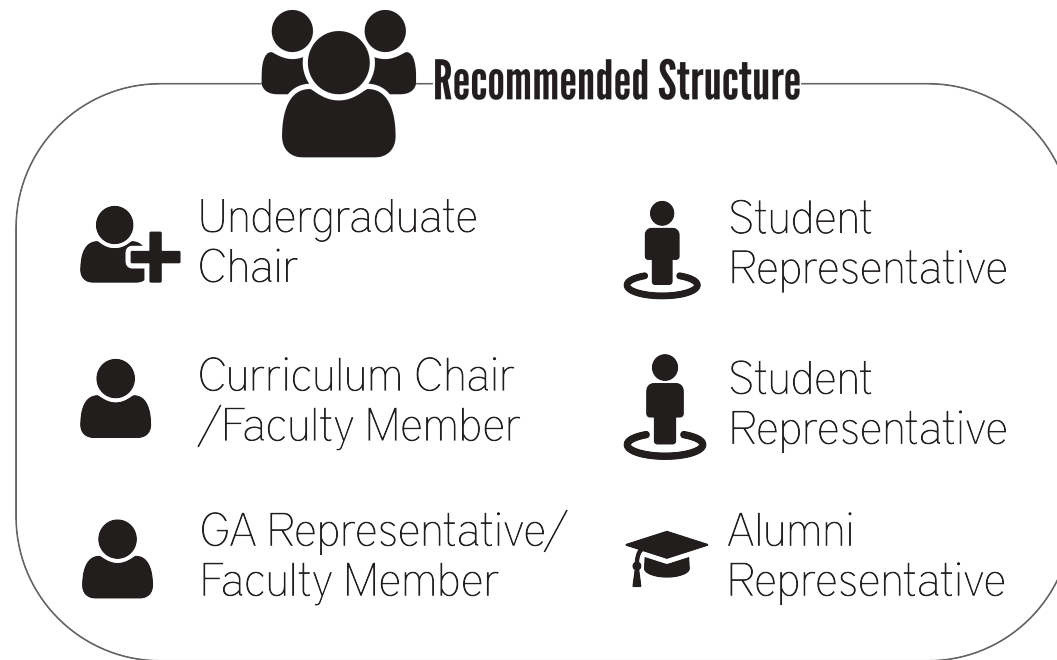Goal of the Committee· To address the accreditation requirements with long-term planning and short-term focus on criteria fulfillment.

Determine the makeup and mandate for the committee that will oversee the Graduate Attribute process

Recommended Structure

Undergraduate Chair

Student Representative

Curriculum Chair /Faculty Member

Student Representative

GA Representative/ Faculty Member

Alumni Representative

Consider

The people on the committee

Members with a range of accreditation experience

The size of the committee

Member(s) familiar with data analysis

Frequency of meetings

Whether to include other reps (alumni, staff, Teaching & Learning)

Task 2: Evaluating the Data

The committee that will oversee the Graduate Attribute (GA) process, evaluates data for the program

Consider:
- What data do you have?
- What is the data telling you?
- Are there issues?
- Should they trigger action?
- Does the data need to be supplemented with other sources?

Examples of Data sources:

- Curriculum maps
- Assessments
- Surveys
- Focus groups

Collecting

Start with what's available
Collect what's necessary
Supplement as needed

Understanding

Visualizing can help view relationships, changes, trends

Trusting Data

Do multiple sources agree?
If you measured something again would it agree?
Do you trust the methods behind the data?
Is there a reasonable amount of data?

Possible Issues & Possible Solutions

Some GAs are measured in only one course → Is there another course where GA can be assessed?

The curriculum may seem to focus on certain GAs → Refocus existing courses

Reported lack of practical experience → Balance curriculum

Task 2: Evaluating the Data

Curriculum Map – Courses grouped by Graduate Attribute

Tree map

Focus Groups

Focus groups

Student Performance Data

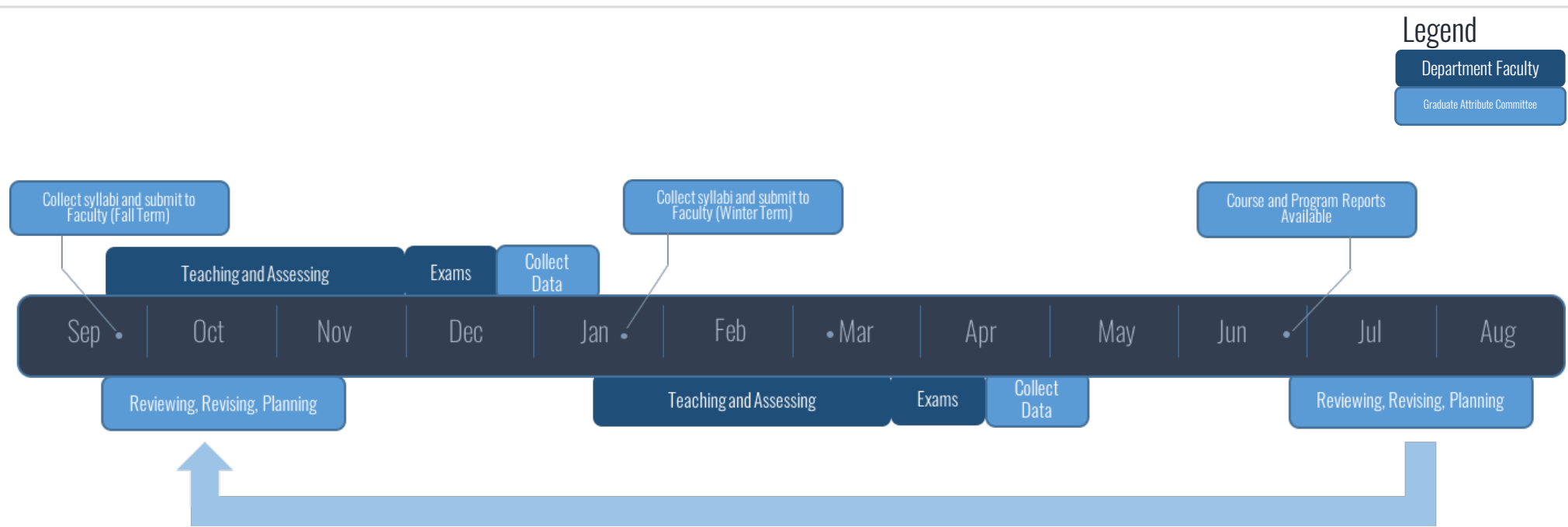Scatter

Task 3: Setting the Timeline

Determine what the overall process will look like by creating a plan for the committee for the next year

Consider:
- Which events will occur
- When they will occur
- What drives each event
- What each event triggers
- How all events are all connected

Additionally, think about including:

- When will the data be analysed
- When will reports be available
- Is there external data relevant to graduate attributes (eg NSSE)
- Whether to administer an entrance survey
- When will you adjust the mapping (process refinement)
- When the committee reports back to each department
- When and how to collect data outside of courses
- When to launch GA surveys

Legend
- Department Faculty
- Graduate Attribute Committee

Collect syllabi and submit to Faculty (Fall Term)

Collect syllabi and submit to Faculty (Winter Term)

Course and Program Reports Available

| Teaching and Assessing | Exams | Collect Data |

| Sep | Oct | Nov | Dec | Jan | Feb | •Mar | Apr | May | Jun | Jul | Aug |

Reviewing, Revising, Planning

| Teaching and Assessing | Exams | Collect Data |

Reviewing, Revising, Planning

An example of a timeline which shows activities related to the Continuous Improvement Oversight Committee.