

# Standing Learning Outcomes Assessment Committees

Standing learning outcomes assessment (LOA) committees at the department, the college, and the university levels are responsible for implementing the approved assessment processes. Each LOA committee has a set of rules and responsibilities detailed below. Faculty work together to develop consensus on learning outcomes articulation, alignment, and assessment. LOA committees regularly meet and engage program constituencies in the discussion regarding the assessment results and the remedial actions recommended to address discovered deficiencies.



## Department LOA Committee (DLOAC)

- Each academic department at UAEU shall have a learning outcomes assessment committee appointed by the department chair at the beginning of each academic year.
- The DLOAC should have at least one representative for each graduate and undergraduate program offered by the department.

- The DLOAC is responsible for all activities related to the assessment of learning outcomes carried out by the department.
- Terms of reference
  1. Ensure that CLOs are assessed every course offering.
  2. Review and approve the CLOs assessment files and analysis reports.
  3. Develop and maintain sustainable PLO assessment plans.
  4. Ensure that all PLOs are periodically assessed as per the assessment plan.
  5. Identify appropriate assessment tools (direct and indirect) for each PLO, and develop effective rubrics to measure their attainment levels.
  6. Collect and verify PLO assessment data, and generate the PLO assessment files.
  7. Ensure that the assessment loop is closed (i.e., discovered deficiencies are addressed with appropriate remedial actions), and documented.
  8. Implement and maintain a repository for all the department assessment related documents.

### College LOA Committee (CLOAC)

- Each college at UAEU shall have a standing learning outcomes assessment committee appointed by the college dean at the beginning of each academic year.
- The chair of a DLOAC is the department's ex-officio representative on the CLOAC.
- The coordinator of a college level or an interdisciplinary program is the program's ex-officio representative on the CLOAC.
- The CLOAC assumes the responsibilities of the DLOAC, if the DLOAC appointment is not possible.
- Terms of Reference :
  1. Review all due assessment documents for correctness and completeness.
  2. Review and approve the program learning outcome (PLO) assessment plans.
  3. Oversee the execution of the programs' assessment plans.
  4. Collect PLO assessment data and generate the PLO assessment files for interdisciplinary and college level programs.
  5. Review and approve the PLO assessment files.
  6. Submit the annual program assessment reports to the College Council for approval.
  7. If applicable, oversee other College accreditation commitments related to learning outcome assessment.
  8. Increase the awareness of the learning outcome assessment within the college through seminars and workshops.

## University LOA Committee (ULOAC)

- The ULOAC is appointed by the VC at the beginning of each academic year.
- The chairs of a CLOAC is the college’s ex-officio representative on the ULOAC.
- The Director of the General Education program is the program’s ex-officio representative on the ULOAC.
- The committee shall be chaired by the University Learning Outcomes Assessment Coordinator.
- Terms of reference
  1. The ULOAC oversees all UAEU assessment activities to ensure uniformity, consistency, and compliance with the University processes.
  2. Review and analyze the annual ILO assessment results.
  3. Oversee the implementation of the ILO remedial actions at the college level, and report on their effectiveness.
  4. Conduct an audit on the correctness, appropriateness, and completeness of the assessment processes and reports.
  5. Periodically review the effectiveness and the appropriateness of the University assessment processes.
  6. Investigate new tools and methods to streamline the assessment processes and increase their effectiveness
  7. Review and analyze the annual university assessment statistics
  8. Prepare the University annual assessment report
  9. Promote the assessment culture within the UAEU community