



Provost's

Policy Statement
University Policy Library
May 1, 2021

Operational Area:	Academics and Research
Responsible Executive:	Chief Academic Officer
Responsible Office:	Academic Affairs
Effective:	2021

Ethical Use of General Studies Assessment Data

Academics and Research

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I. **Introduction**

- A. **Authority:** Colorado Revised Statutes (C.R.S.) § 23-54-102, *et seq.* (2020) authorizes the Trustees of Metropolitan State University of Denver ("MSU Denver" or "University") to establish rules and regulations to govern and operate the University and its programs. The MSU Denver Trustees authorize the MSU Denver President, who subsequently authorizes the MSU Denver Provost, to approve, administer, and interpret policies pertaining to the academic functions of the University.
- B. **Purpose:** The goal is to collect authentic data that leads to the enhancement of student learning in General Studies courses. This policy will ensure the privacy and ethical use of General Studies assessment data to encourage widespread participation and accurate reporting.
- C. **Scope:** The policy applies to all faculty providing assessment data for General Studies courses and all who have access to that data.



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II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Academic Officer
- B. **Responsible Administrator:** Associate Vice President of Academic Effectiveness
- C. **Responsible Office:** Office of Academic Effectiveness
- D. **Policy Contact:** Director of General Studies, Keah Schuenemann, 303-615-0780
- E. **Additional Roles and Responsibilities:** The Data Manager in the Office of Academic Effectiveness will receive and store any data with identifying information.

III. Policy Statement

Faculty may be asked to rate artifacts from a General Studies course to measure student learning as part of the assessment process. Once data is reported to the Office of Academic Effectiveness, the only people with access to individual course section data will be the Academic Effectiveness Data Manager, the AVP of Academic Effectiveness, and the Director of General Studies. All data will be stored in a secure permission-based system (as recommended by ITS professionals). Both disaggregated and aggregated data will be stored indefinitely in order to fulfil program assessment or accreditation reporting requirements. All data shared by the Academic Effectiveness Data Manager, the AVP of Academic Effectiveness, or the Director of General Studies will be aggregated to preserve both student and faculty anonymity. The following people will not have access to individual course section data: faculty not teaching the course section, chairs, other directors, associate deans, deans, the Provost, the President, the Board of Trustees, or anyone involved in performance evaluation and retention, tenure, and promotion decisions.



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General Studies assessment data may be used to improve student learning in a variety of ways, such as:

- Aggregated data will be used to reflect on how the General Studies program as a whole is serving students. This type of data will be reported to accrediting bodies.
- Conclusions drawn from aggregated data will be used to prompt faculty reflections on student learning and discussions within the General Studies Categories. This type of data by General Studies category will also be reported to accrediting bodies.
- Academic programs or departments may use data to show growth from General Studies through the major. They may use this data in their program assessment, review, and accreditation. If the sample size is large enough to not enable identifying individuals, reports can be used to focus on learning in individual courses. These reports will be run by the Office of Academic Effectiveness when asked, but only reports that maintain faculty and student anonymity will be shared with programs.
- If data is collected in a way that identifies the students, data may be disaggregated by student demographic or subgroup, depending on population size, with the intention of informing student learning, while preserving individual student anonymity.

General Studies assessment data shall not be used in any way that is either punitive or rewarding for individual faculty. In contrast to Student Rating of Instruction (SRI) scores, General Studies assessment data shall not be directly used in tenure/promotion materials. Although Faculty will know how their students performed as well as what the aggregated

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data looks like, they shall not discuss ratings of their sections in any tenure/promotion materials. In these materials, faculty are encouraged to reflect on how they implemented teaching strategies in their courses to improve student learning, but they shall not compare their numbers to any aggregate numbers made available. If such information is included, it shall be ignored at every level of review. The accidental inclusion of numbers by faculty member will have no repercussions. If the Director of General Studies is also faculty, they shall recuse themselves from any Retention, Tenure, Promotion (RTP) or post-tenure review (PTR) committees.

IV. Procedures

1. Faculty assess student learning by applying a rubric to key assignment(s) submitted by students.
2. The data is reported to and secured by the Data Manager in the Office of Academic Effectiveness.
3. The Data Manager, AVP of Academic Effectiveness, or the Director of General Studies run reports to aggregate the data and analyze the data.
4. Faculty are invited to reflect on the aggregated data by category and implement any pedagogical changes they'd like before collecting more data.
5. When appropriate, aggregated data is reported to accrediting bodies. If asked, the Data Manager, with the help of others in the Office of Academic Effectiveness, may create reports for individual programs or courses, as long as they can maintain faculty and student anonymity.

V. Related Information

- A. Related Policies and Procedures: None
- B. Forms and Other References: None



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VI. Policy History

- A. **Effective:** May 1, 2021
- B. **Review:** This policy should be reviewed June 2023, and every three years after.

VII. Policy Approval

Alfred W. Tatum, Ph.D.
*Provost and Executive Vice President for Academic Affairs
Metropolitan State University of Denver*