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The Office of Accreditation and Assessment seeks to provide service and leadership to UNMC by providing oversight for:

- Higher Learning Commission (HLC) institutional accreditation
- Institutional assessment initiatives for continuous quality improvement in teaching and learning experiences

**staff**

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Accreditation Liaison Officer

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Accreditation and Assessment Coordinator
**OAA** collaborates with a variety of UNMC units on projects focused on continuous quality improvements in student learning outcomes. Such improvements are validated through effective **assessment** and are subsequently integral to **accreditation**. This inaugural report reflects the status of projects undertaken and current progress achieved during 2017-2019.

In early 2017, UNMC noted new opportunities to enrich its **assessment** activities, specifically the development and launch of premier institutional learning objectives (ILOs) based on the current UNMC ITEACH Values. OAA envisioned that the ILOs could demonstrate how UNMC's institutional values and common student competencies connect curricular and co-curricular learning across all colleges.

The launch of the assessment initiatives is an integral component of OAA’s **accreditation** goal of completing a mid-point report known as the **Year 4 Assurance Review**. The **Year 4 Assurance Review** is a key accreditation benchmark which will be submitted in June 2021 to the Higher Learning Commission, the institution’s regional accreditor. The report will summarize any progress and changes that have occurred at UNMC since its last accreditation reaffirmation in January 2017.

Therefore, OAA activities were coordinated to deliver specific assessment outcomes that contributed to meeting the overall accreditation goals of the institution.
AUG 2019

OAA conducted a strategic planning retreat which resulted in a refocused mission that better reflected its goal to create a sustainable culture of accreditation and assessment at UNMC. OAA also developed and adopted “quality improvement domains” which clearly define the overarching outcomes and goals that guide current and future accreditation and assessment initiatives.

NEW MISSION

- Ensure that HLC standards are understood and incorporated in UNMC operations.
- Effectively utilize outcomes data gathered through seamless, integrated assessment practices, data collection, and reporting cycles.
- Promote ongoing engagement by colleges/faculty/staff in accreditation and assessment processes.
- Pursue products that streamline and simplify the accreditation and assurance review cycle.
- Stay current with emerging best practices in accreditation and assessment.
- Demonstrate the interconnectivity between accreditation, assessment, and continuous improvement.
- Promote knowledge sharing within UNMC as well as throughout the NU enterprise.
Mission & Institutional Effectiveness
Enhancement of UNMC’s mission and continuous improvements to institutional effectiveness
- Participate in institutional effectiveness activities (as needed)
- Develop initiatives that ensure that assessment practices provide useful information for multiple audiences (ROI)

Community Building
Establish a network of accreditation and assessment stakeholders that champion continuous quality improvement efforts
- Demonstrate the critical connection between institutional accreditation (HLC) and program accreditation (special)
- Establish/join an HLC accreditation network that encompasses all NU campuses
- Establish UNMC’s network (local) of college/program accreditation experts/coordinators

Process & Procedure
Operations built on clearly defined project logistics, desired outcomes, assessment methods and useful utilization of outcomes data
- Conduct assessment of institutional learning objectives
- Establish ongoing/annual collection of HLC criterion evidence, especially for evidence from units that already publish annual reports/updates.
- Gain comprehensive information regarding types of assessment methods available at UNMC
- Identify assessment best practices
- Monitor/be informed that programs/colleges are conducting routine course, program, faculty and student assessments (evaluations) and “closing-the-loop” measures.
- Ensure stakeholders are appropriately involved in decision-making processes.

Cultivation & Communication
Establish sustainable cultures of accreditation and assessment through knowledge-sharing
- Provide the UNMC community with a central access point to current HLC information.
- Conduct frequent outreach via multiple media regarding accreditation and assessment news.
- Establish standing accreditation committees with long-term membership (Criterion Committee pipelines)
- Implement faculty/staff development program focused on assessment, i.e., workshops, special presentations, etc.
- Implement and manage UNMC’s assessment awards and grants recognition program
- Document/Increase student involvement in continuous improvement in assessment
- Academic Affairs/Student Affairs collaboration to highlight assessment on campus

Technology
Utilize innovative solutions that provide high-yield data for continuous quality improvement
- Explore new assessment technologies
- Provide ExamSoft management/oversight
- Provide AEFIS management/oversight

Higher Learning Commission Compliance
Ensure that activities and standards of practice satisfy accreditor’s criteria
- Determine if current practices (processes and policies) are indeed HLC compliant (HLC Criterion)
- Ensure that assessment activities meet HLC Criteria 4 (see page 12)
operations and expansion

Committee Work
OAA oversees and is advised by the following committees:
- UNMC Assessment Committee and subcommittees
- HLC Criterion Committees (accreditation)
- UNMC Accreditation Interest Group
- ExamSoft Users Group

OAA staff serve of the following committees:
- UNMC Education Council
- College of Pharmacy Curriculum Committee
- University of Nebraska-Omaha Academic Assessment Committee

Full committee member list on page 21

Professional Affiliations
- HLC Assessment Academy Fall 2017 Cohort
- Association for the Assessment of Learning in Higher Education (AALHE) Institutional Membership
- Heartland Pathways Consortium (Higher Learning Commission)

Conferences:
- Higher Learning Commission Annual Conference
- Indiana University Purdue University-Indiana (IUPUI) Assessment Institute
- Association for the Assessment of Learning in Higher Education (AALHE) Annual Conference
- ExamSoft Assessment Conference (EAC)
- AEFIS Users Meeting - Drexel Assessment Conference 2019
Website & Communications

**2018** OAA launched its website and created a central access point for accreditation and assessment information. The website features dedicated sections about institutional accreditation (Higher Learning Commission), program-specific accreditation, institutional assessment initiatives (ITEACH institutional learning objectives, see page X) and useful accreditation and assessment resources.

In an effort to streamline electronic communication, OAA also adopted a new department email which serves as a dedicated, public email available to internal and external contacts.

**URL:** https://www.unmc.edu/academicaffairs/institutional/accreditation-assessment/index.html

**Email:** oaa@unmc.edu

Staff Expansion

**MAY 2019** Due to an increase in mission-critical accreditation and assessment work at UNMC, the office expanded its team by adding an additional accreditation and assessment specialist in May 2019.

OAA also plans to add an additional part-time assessment specialist to assist with daily operations and technical support of assessment technology. This addition is slated for early 2020.
UNMC is currently accredited by the Higher Learning Commission (HLC) (www.hlcommission.org). OAA is responsible for maintaining institutional accreditation in accordance with the HLC’s Open Pathways, which follows a 10-year cycle focused on quality assurance and institutional improvement. The Open Pathway is unique in that its improvement component, the Quality Initiative, affords institutions the opportunity to pursue improvement projects that meet their current needs and aspirations.

**JAN 2017**

**YEARS 1-3**
Prep. Assurance Filing: Begin collecting accreditation criteria evidence documents and begin writing Assurance Argument for Year 4 Assurance Review

**JUN 2021**

**YEAR 4**
Assurance Review: Submit Assurance Filing (Assurance Argument and evidence files)

**YEARS 5-7**
Quality Initiative Proposal: Conduct Quality Initiative Proposal in preparation for Comprehensive Evaluation (Year 10)

**YEARS 7-9**
Quality Initiative Report: Submit Quality Initiative Report no later than August 31 of Year 9

**2026**

**YEAR 10**
Comprehensive Evaluation: Submit comprehensive evaluation materials and coordinate on-site review with Peer Review team
OAA is devoted to creating a sustainable culture of accreditation that identifies and leverages the interconnectivity of all units within the UNMC enterprise. A culture of accreditation consists of:

- Continuous communication emphasizing the importance of accreditation
- Opportunities for students, staff, and faculty to engage in the accreditation process
- Useful tools and resources available to the UNMC community
- Implementation of accreditation best-practices

**UNMC Accreditation Interest Group**

In October 2019, OAA established the UNMC Accreditation Interest Group. The interest group serves as a forum where members can exchange ideas, support, and accreditation tools and resources. OAA plans to hold quarterly group meetings as well as establish a repository of documents or data that may be relevant to college and program accreditation action items.

Current members include:
- College of Allied Health - Jan Tompkins
- College of Dentistry - Yun Saksena
- College of Medicine - Geoffrey Talmon, Renee Alley, Kitty Dybdall
- College of Nursing - Teresa Barry
- College of Pharmacy - Donald Klepser
- College of Public Health - Christine Arcari
- Graduate Studies - Kendra Schmid

**Heartland Pathways Consortium**

OAA joined the Heartland Pathways Consortium, a group of HLC ALOs (and others) that meets quarterly to share information, discuss issues regarding HLC accreditation, and provide peer-reviewer support of HLC deliverables. Member institutions include:

Bellevue University  
Bryan College of Health Sciences  
Central Community College  
Clarkson College  
College of Saint Mary  
Creighton University  
Doane University  
Hastings College  
Iowa Western Community College  
Little Priest Tribal College  
Methodist College  
Metropolitan Community College  
Midland University  
Mid-Plains Community College  
Nebraska Wesleyan University  
Northeast Community College  
Peru State College  
Southeast Community College  
Union College  
University of Nebraska at Kearney  
University of Nebraska Medical Center  
University of Nebraska at Omaha  
Wayne State College  
Western Iowa Tech Community College
OAA is preparing for the Year 4 Assurance Review, which is a mid-cycle checkpoint to ensure that UNMC is confirmed continued compliance with HLC’s criteria for Accreditation. OAA will submit a report (known as an “argument”) and documentation detailing how UNMC fulfills accreditation criteria. A HLC peer review team will evaluate these materials and recommend whether the institution should continue in the cycle or whether additional monitoring is required. HLC’s Institutional Actions Council (IAC) reviews and takes official action on the recommendation.

**MAY 2019**

UNMC’s College of Dentistry and College of Nursing Northern Division (Norfolk) participated in a Multi-Location Visit conducted by the Higher Learning Commission (HLC) peer reviewer. These visits occur within Year 3 and Year 8 of the institution’s 10-year accreditation cycle.

The purpose of the Multi-Location Visit is to confirm the continuing effective oversight by the institution of its additional locations. The College of Dentistry and College of Nursing were both deemed adequate in their continued compliance with HLC standards.
In order to complete the Year 4 Assurance Argument, OAA established five Criterion Committees, each dedicated to reviewing a specific accreditation criterion, collecting supporting documentation (evidence), and assisting with the drafting of the argument. Beginning August 2019, OAA holds monthly working meetings with each committee in order to meet timeline milestones (see Year 4 Assurance Argument Timeline above). For a full UNMC Assessment Committee list, see page 20.

**Criterion 1. Mission**  
The institution’s mission is clear and articulated publicly; it guides the institution’s operations.

**Criterion 2. Integrity: Ethical and Responsible Conduct**  
The institution acts with integrity; its conduct is ethical and responsible.

**Criterion 3. Teaching and Learning: Quality, Resources, and Support**  
The institution provides high quality education, wherever and however its offerings are delivered.

**Criterion 4. Teaching and Learning: Evaluation and Improvement**  
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

**Criterion 5. Resources, Planning, and Institutional Effectiveness**  
The institution’s resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.
sustainability  

OAA is committed to establishing a sustainable culture of assessment that is driven by sharing the importance of strategic and reliable assessment efforts in pursuit of tangible improvements to student learning, faculty development, and program quality. OAA engages with UNMC assessment champions in order to execute numerous short-term and long-term assessment projects.

**UNMC Assessment Committee**

The UNMC Assessment Committee is comprised of members from each college and several institutional units. The Committee works with OAA to promote the institution’s culture of assessment and emphasize the importance of systematic and ongoing assessment to improve student learning experiences and outcomes.

For a full UNMC Assessment Committee list, see page 20.
ExamSoft

ExamSoft is a developer of secure, computer-based testing software. The campus-wide implementation of ExamSoft (www.examsoft.com) began in June 2016 and is scheduled to be completed by August 2022. ExamSoft implementation outcomes are as follows:

- Every college is to achieve a “100% implementation” status (based on desired outcomes established by individual program/colleges)
- All exam questions (housed in individual program or college question banks) are to be assigned to “Categories”. “Categories” are identifiers (i.e., keywords, topics, learning objectives) which are useful in providing descriptive outcomes to ExamSoft Users (faculty and staff) and Exam Takers (students).

In August 2019, OAA determined that colleges have completed implementation of ExamSoft and moving forward with assigning “Categories” to all exam questions.

AEFIS (Assessment, Evaluation, Feedback & Intervention System)

FEB 2019 In early 2019, OAA purchased AEFIS, a web-based assessment management platform that facilitates the collection and application of assessment data. AEFIS will enable UNMC users (faculty, staff, academic administrators) to map their curriculum, view dashboards of learning and assessment outcomes, and conduct surveys and assessments. AEFIS will also allow OAA to identify the bottom-to-top connections between different levels of student learning objectives (program-, college- and institution-level learning objective). OAA continues to work with colleges to migrate relevant assessment data into AEFIS as well as explore other functions for accreditation workflow and program evaluations. Completion of AEFIS implementation is projected for 2022.

AEFIS provides the following functions:

- Curriculum mapping and outcomes alignment
- Outcomes assessment and evidence collection
- Outcomes transcript and competency portfolio
- Self study and accreditation reporting
- Strategic planning and data collection
- Faculty activity and curriculum vitae
- Course and syllabus management
- Course evaluation and feedback
Following UNMC’s institutional accreditation reaffirmation by the Higher Learning Commission (January 2017), OAA focused on expanding the university’s assessment activities in order to sustain continuous quality improvement. OAA envisioned that institutional learning objectives were needed in order to connect learning outcomes across all colleges. In October 2017, OAA launched the **ITEACH Institutional Learning Objectives (ILOs)** initiative in order to meet this assessment goal.

**Initiative Goals include:**
- Establish institutional learning objectives
- Begin assessing co-curricular learning
- Participate in the Higher Learning Commission (HLC) Assessment Academy Fall 2017 Cohort

The HLC Assessment Academy required UNMC to develop, implement, and evaluate a four-year assessment project led by a five-person Academy Team. Given the alignment of the three goals, OAA chose to focus its Academy project on establishing the **ITEACH ILOs** which could also be used to assess co-curricular learning. The rigor of the HLC Assessment Academy provided the appropriate timeline for project planning and implementation.

**Initiative Projects include:**
- Institutional Learning Objectives Assessment (implemented)
- Co-Curricular Learning Assessment (implemented)
- AEFIS assessment data management system (implemented)
In order to maintain a unified vision and execution, the HLC Assessment Academy Team assumed additional responsibilities as the ITEACH ILOs Steering Committee. UNMC’s Assessment Committee (overseen by OAA) was enlisted as the working group to advance the project towards completion.

ITEACH ILOs Steering Committee Members: (HLC Assessment Academy Team)

Kelly Caverzagie, MD
Dean Collier, Pharm.D., BCPS
Teresa Hultquist, PhD, RN, PHCNS-BC, NE-BC
Kendra Schmid, PhD (Team Co-Leader)
Ong Vang, MA (Team Co-Leader)

ITEACH ILOs Subcommittees:
The following subcommittees were also integral to the success of the ITEACH ILOs:

- **Co-Curricular Assessment Subcommittee**
  Work with colleges and programs to identify qualifying co-curricular activities and their assessment methods and outcomes.

- **ILO Communication and Assessment Vocabulary Subcommittee**
  Develop a long-term communication strategy aimed at increasing awareness of the ITEACH ILO Initiative.

- **ILO Mapping and Annual Reporting Subcommittee**
  Develop strategy and timeline for mapping ITEACH ILOs in all program curriculum as well as ILO annual reporting deliverables and deadlines.

- **ILO Value Rubrics**
  Develop a universal rubric in assessing ITEACH ILO outcomes.

**AUG 2018**

OAA, combined with the UNMC Assessment Committee, held an assessment retreat for the UNMC Education Council. The retreat introduced the ITEACH ILOs Initiative to the Council as well as hosted an assessment workshop. The retreat was highly successful and OAA plans to host more assessment workshops in the 2020-2021 years.
JAN 2019 Through the work of the ILO Value Rubrics Subcommittee, OAA implemented UNMC’s premiere ITEACH Institutional Learning Objectives. The ILOs, used to define student competencies at the institutional level, were derived from UNMC’s existing ITEACH institutional values.

“I” Innovation
Creative thinking, at the highest levels of performance, that pushes beyond boundaries in new and unique ways; utilizing one’s integrative experiences from multiple areas of knowledge to offer multiple solutions.

“T” Teamwork
Fostering a constructive, respectful team climate through constructive communication and conflict resolution, confidence in the team’s strengths, and effective collaboration for goal completion.

“E” Excellence
Achieving success through the synthesis of in-depth information from various points of view and relevant sources; implementing solutions that addresses the complexity of a problem.

“A” Accountability
Employing independent ethical reasoning and owning the full implications of decisions and their outcomes.

“C” Courage
Evaluating and applying diverse perspectives to complex problems and developing novel approaches to a solution without fear of failure.

“H” Healing
Embracing personal and social responsibility in addressing ethical, social, and global challenges; developing competence in ethical and moral reasoning, and engaging in self-reflection for lifelong learning.
In tandem with the ITEACH ILO Initiative, OAA also launched the ITEACH Co-Curricular Learning Assessment Pilot Program aimed at identifying how co-curricular activities align with the institution’s ITEACH values (see page 18). The pilot program began in October 2019 and will end May 2021.

**Goal:**
Begin collecting ITEACH ILO outcomes from UNMC co-curricular activities in order to demonstrate how co-curricular activities align with UNMC’s mission and values. Pilot program outcomes will be used for continued quality improvement efforts to strengthen the alignment of ITEACH ILOs and ongoing co-curricular activities.

**Benchmarks:**

- **AUG 2018** Define co-curricular criteria
- **APRIL 2019** Establish ITEACH ILOs as co-curricular learning outcomes
- **SEPT 2019** Recruit student organization for co-curricular assessment

**Expectations for 2020-21**

The pilot program will conclude May 2021. The following benchmarks have been planned for the remainder of this initiative:

- **JAN 2020** Develop an assessment tool based on the ITEACH ILOs Value Rubric.
- **APRIL - JUNE 2020** Begin collecting co-curricular learning data via online student survey. Survey data will be collected and summarized by OAA.
- **JULY 2020** Report findings to the UNMC Assessment Committee for feedback and pilot program modification.
- **AUG 2020-May 2021** Conduct Year 2 of the pilot program
- **JUNE 2021** Include final co-curricular findings in the Year 4 Assurance Review argument
OAA committees - member lists

UNMC Assessment Committee Members
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Megan Brown, MS, MSEd
Dean Collier, Pharm.D., BCPS
Melissa Diers, MEd
Karen Gould, PhD
Julie Gregg
Teresa Hartman, MLS
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Sarah McBrien, PhD
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Gigi Rogers
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Geoffrey A. Talmon, MD
Terri Vadovski

UNMC HLC Accreditation Criterion Committee Members:
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