



HIED 637 01W Institutional Effectiveness and Outcomes Assessment
COURSE SYLLABUS: Summer 2025

INSTRUCTOR INFORMATION

Instructor: Anissa Guerin, Ph.D.

Office Hours: Please contact me via email to schedule an appointment

University Email Address: anissa.guerin@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: 24-36 hours (excluding holidays and weekends)

COURSE INFORMATION

- Gravells, A. (2021). Principles and Practices of Assessment (4th ed.). SAGE Publications, Ltd. (UK). <https://bookshelf.vitalsource.com/books/9781529764703>
- *Assigned online readings will be available on the HIED 637 course shell.*

Course Description

This course examines the application of a variety of institutional assessment processes to the development, or improvement, of the organization and to the measurement of accountability. Strategic planning as a necessary foundation for both assessment and development will be also covered.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Analyze the culture of an institution. Specifically, the student will be able to
 - a. Describe the nature of culture in higher education institutional program.
 - b. Explain how institutional culture can impact the success of an institution.

2. Develop an overall mission for higher education based on an understanding of the purpose of higher education in the United States. Specifically, the student will be able to
 - a. Describe the purposes of higher education in the United States.
 - b. Interpret mission statements.
3. Demonstrate an understanding of institutional effectiveness via identification and assessments of critical programs, divisions, etc. in higher education. Specifically, the student will be able to evaluate different approaches to institutional effectiveness in higher education institutions.
4. Analyze the concepts of assessment and improvement in higher education. Specifically, the student will be able to
 - a. Describe the purpose and culture of assessment in higher education.
 - b. Explain the basis and necessary requirements for institutional improvement in higher education.
5. Explain the purpose of outcomes assessment in higher education. Specifically, the student will be able to
 - a. Explain the influence of external accountability on higher education institutions.
 - b. Explain the purpose of assurances.
 - c. Discuss different approaches to ensuring online safety and security in
 - d. Identify appropriate methods for measuring outcomes
6. Synthesize the role of outcomes assessment in institutional effectiveness.
 - a. Understand how to provide feedback for continue learning and success
 - b. Understand how to handle appeals, complaints and disputes in the assessment process.

COURSE REQUIREMENTS

Instructional/Methods/Activities

- A serious commitment to mastery of the content and make a contribution to the learning community that the instructor will facilitate. An online course inherently requires students to be active, reflective, and self-directed learners.
- Assigned readings, as noted in this syllabus, as well as extensive outside reading in applicable literature. This reading will serve as a basis for online discussion. Late submissions **WILL NOT** be accepted.)

Student Responsibilities

- **Check D2L Regularly:** Log in multiple times each week to access announcements, course materials, assignments, and updates.
- **Engage Consistently:** Actively participate in discussions, group work, and individual assignments. Your insights contribute meaningfully to the learning environment.
- **Meet Deadlines:** Complete and submit assignments by the stated due dates. Late submissions may not be accepted without prior communication and approval.

The syllabus/schedule are subject to change.

- **Follow APA 7th Edition Guidelines:** All written work must adhere to APA 7th edition formatting and citation standards unless otherwise instructed.
- **Maintain Academic Integrity:** Submit original work and avoid plagiarism. Properly cite all sources and ideas that are not your own.
- **Communicate Promptly:** Notify the professor in advance if you encounter challenges that may impact your participation or ability to submit work on time.
- **Model Professionalism:** Treat classmates and the instructor with respect in all interactions, including emails, discussion posts, and group work.

Tips for Success

- **Set a Weekly Routine:** Designate time each week to complete readings, engage in online discussions, and work on assignments.
- **Log Into D2L Frequently:** Aim to check the course shell at least 3–4 times per week to stay current on all updates and requirements.
- **Participate with Purpose:** Offer thoughtful, reflective responses in discussion boards and actively engage with peers' ideas.
- **Stay Organized:** Use a planner or digital calendar to track assignments, deadlines, and key course milestones.
- **Apply Instructor Feedback:** Use feedback provided on assignments to strengthen your future work and deepen your understanding of the course content.
- **Utilize Campus Resources:** Access the writing center, library services, tech support, and other university resources to support your success.
- **Prioritize Well-Being:** Balance coursework with self-care. Reach out if personal or professional circumstances affect your participation.

GRADING

Final grades in this course will be based on the following scale:

Letter Grade Breakdown

- **A** = 180–200 points (90%–100%)
- **B** = 160–179 points (80%–89%)
- **C** = 140–159 points (70%–79%)
- **D** = 120–139 points (60%–69%)
- **F** = 119 points or below (Below 60%)

Assessment Breakdown

- **Final Project** – 100 points (50%)
- **Discussions (4 total @ 25 points each)** – 100 points (50%)
- **Total** – 200 points (100%)

The syllabus/schedule are subject to change.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

The syllabus/schedule are subject to change.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

As your professor, I am committed to providing timely and constructive feedback on all written assignments, including discussions, projects, and other submissions. My goal is to return feedback within one week of the due date.

In the event of an unexpected delay (e.g., illness or professional travel), I will communicate my availability and revised response timeline via a course announcement in D2L.

Please review the Course Requirements section for the full late submission policy. Note the following important points:

- Assignments submitted after the deadline may not receive qualitative comments and may be graded alongside the next assignment.
- **Students are responsible for notifying the professor** via email if an assignment is submitted late. A brief explanation is required for the delay.
- **No extra credit opportunities** are available in this course.

Staying current with due dates is essential for receiving full support and feedback throughout the term.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

The syllabus/schedule are subject to change.

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-services/>

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

The syllabus/schedule are subject to change.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and East A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East A&M Supports Students' Mental Health

The Counseling Center at East A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

The syllabus/schedule are subject to change.

AI use policy [Draft 2, May 25, 2023]

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

Summer Term: June 2 – July 3, 2025

All work is due Sundays at 11:59 PM (CST) unless otherwise noted.

Week	Dates	Assignments Due
Week 1	June 2 – June 8	• Introduce Yourself & Discussion Post #1 Due-June 8
Week 2	June 9 – June 15	• Discussion Post #2 Due-June 15
Week 3	June 16 – June 22	• Discussion Post #3 Due-June 22
Week 4	June 23 – June 29	• Discussion Post #4 Due-June 29
Week 5	June 30 – July 3	• Final Research Project Due-Thursday, July 3

The syllabus/schedule are subject to change.

The syllabus/schedule are subject to change.