



**HIED 637**  
**Institutional Effectiveness and Outcomes Assessment**  
01W/CRW

COURSE SYLLABUS: Summer I 2026

**INSTRUCTOR INFORMATION**

**Instructor:** David V. Tolliver, III, Ph.D.

**Office Location:** Virtual

**Office Hours:** Virtual (by appointment)

**Office Phone:** 903-886-5618 (use email for faster response)

**University Email Address:** david.tolliver@etamu.edu

**Preferred Form of Communication:** Email

**Communication Response Time:** Email is the best way to reach me as I check it daily. A reply will be sent within 24 - 48 hours (excluding weekends and holidays), depending upon the time your message was received.

**COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

**Textbook(s) Required**

Banta, T.W. & Palomba, C.A. (2015). *Assessment essentials: Planning, implementing, and improving assessment in higher education* (2nd ed.). Jossey-Bass.

**Resources Provided**

[Assessment in Practice: Companion Guide to ASK Content Standards | ACPA](#)

## **Software Required**

Microsoft Word and an internet browser

## **Optional Texts and/or Materials**

Additional course materials will be provided or found in the East Texas A&M library's online literature database or in the D2L 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**

Demonstrate an understanding of institutional effectiveness and outcomes assessment via identification and assessments of critical programs, divisions, etc. in higher education. Specifically, the student will be able to evaluate and implement different approaches to institutional effectiveness and outcomes assessment in higher education institutions.

## **Activities Outside of Regular Class Meetings**

As an asynchronous course, there are no required course meetings. During the semester, I will be available for regular one-on-one check-ins to work with individuals on their assignments. These check-ins are not required but are greatly encouraged. For students who are physically present in Commerce all or part of the semester, I am also happy to meet in person if our schedules can align. These one-on-one check-ins provide a great opportunity for me to learn more about you and your interests and work. An asynchronous learning environment provides greater flexibility to meet learning needs, but I hope to connect with students during the semester to help them maximize what they can get out of the course. I suggest scheduling a check-in as often as needed to be helpful. I am also open to scheduling optional synchronous online meetings for multiple students, such as in response to a topic that comes up on our D2L discussion board or assignments. No matter what the medium, I encourage (welcome) students to be in contact with me throughout the semester as needed!

# **COURSE REQUIREMENTS**

## **Minimal Technical Skills Needed**

Utilization of Microsoft Word, D2L, and an internet browser.

## **Instructional Methods**

Asynchronous Online Course Delivery

## **Student Responsibilities or Tips for Success in the Course**

Do not hesitate to ask questions. Contact me by email if you have questions or need assistance in the course.

All paper submissions must adhere to APA format and style guidelines. Errors will decrease your grade percentage and continue to increase if the errors are consistent. Refer to your copy of the APA Manual and Style Guide. Plagiarism will be treated critically, and penalties will be enforced according to the East Texas A&M University Student Conduct Policy regarding academic dishonesty.

## **GRADING**

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

**A = 90%-100%**

**B = 80%-89%**

**C = 70%-79%**

**D = 60%-69%**

**F = 59% or Below**

**Total points corresponding to the final letter grades**

**A = 225- 250 Points**

**B = 200- 224 Points**

**C = 175- 199 Points**

**D = 150- 174 Points**

**F = 149 & < Points**

### Summer I 2026 Student Learning Assessments

<b>Class Introductions</b>		<b>10 points</b>
<b>Library Activity</b>	<b>(2) 30 points</b>	<b>60 points</b>
<b>Assignments</b>	<b>(4) 35 points</b>	<b>140 points</b>
<b>Final Assignment</b>		<b>40 points</b>
<b>Total</b>		<b>250 points</b>

### Assessments

Refer to the content section in D2L.

## 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](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](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](mailto: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>

### **Interaction with Instructor Statement**

Send an email to schedule a Zoom appointment.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

#### **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>

## **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](mailto: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.

### **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 Texas A&M University 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 Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **East Texas A&M University Supports Students' Mental Health**

The Counseling Center at East Texas A&M University, 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.etamu.edu/counsel](http://www.etamu.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>

## **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