

CENTRAL WASHINGTON UNIVERSITY

ACADEMIC ASSESSMENT MANAGEMENT SYSTEM

REQUEST FOR INFORMATION

ISSUE DATE: February 7, 2008

RESPONSES DUE: March 6, 2008

RETURN TO:

**CENTRAL WASHINGTON UNIVERSITY
PURCHASING OFFICE
2ND FLOOR MITCHELL HALL
400 E. UNIVERSITY WAY
ELLENSBURG, WA 98926-7480**

Visit our Internet Site: <http://www.cwu.edu/~purchase/rfp.html>

REQUEST FOR INFORMATION

Note: This RFI document is posted on our Internet Site: <http://www.cwu.edu/~purchase/rfp.html>

Central Washington University, (CWU, the University), is pleased to invite you to submit information about your company's product(s) that may meet the University's needs for a Comprehensive Academic Assessment System with one or preferably both of the following focuses:

1. Academic Program Planning, Tracking & Assessment
2. Academic Student Learning/Outcomes Assessment

The University has elected to pursue the selection of a solution through a two-step, formalized process consisting of this Request for Information (RFI) and a subsequent Request for Proposal (RFP). The issuance of a final RFP will be contingent upon available funding.

Objectives: This RFI is being issued by Central Washington University with the following objectives:

1. To research the capabilities of solution providers in an effort to match capabilities to the University's needs.
2. To establish a basis for RFP specifications, both mandatory and desired.
3. To assist in establishing the evaluation criteria and weighting process to be utilized in an RFP process.
4. To furnish providers with valuable feedback about their capabilities as relates to the University's needs prior to a final RFP.

Confidentiality: The University views this RFI as a formalized step in the procurement process and, as such, will not release responses and the evaluation of this RFI to competing providers until such time as a contract is awarded subsequent to an RFP process. Further, providers must request that specific portions of their submittals be considered exempt from disclosure subsequent to contract award pursuant to RCW 42.17.210. However, the University makes no assurances that such materials will be held in confidence if they are not deemed qualified for exemption by the University.

Requirement to Respond: While failure to respond to the RFI will not preclude any provider from responding to the subsequent RFP, the University believes that respondents will benefit. Some possible benefits include:

- Better understanding of the University's needs.
- Opportunity to revise and perfect submittals and presentations as a result of the University's feedback.
- Opportunity to spread resource utilization over a longer time period. For example, many submittals used in the RFI process might be used in the RFP process.
- Opportunity to concentrate research and development on specific weaknesses identified by the University.

Central Washington University is seeking an enterprise-wide solution that will assist the

University in academic assessment at both the programmatic and course levels. The product(s) selected may support either Program Level Assessment or Course Level Student Learning/Outcomes Assessment, or both. The ideal solution will track student learning, academic and service outcomes assessment, along with student, course programmatic/departmental and institutional level outcomes. The ideal solution(s) will be capable of integrating with CWU's current Course Management System (Blackboard Enterprise Edition), Enterprise Information System (PeopleSoft Campus Solutions), and other systems utilized in the development and tracking of academic department program initiatives/plans and student learning/outcomes.

Program Level Assessment: The University has recently completed a comprehensive upgrade of its Strategic Plan. All four Divisions of the University, including the Academic Affairs Division, have completed Strategic Plans in support of the University. Within the Academic Affairs Division, each of the four Colleges (College of the Sciences, College of Arts and Humanities, College of Business, and College of Education and Professional Studies) have completed plans in the support of the University and individual educational departments and programs have or are developing their support plans and programmatic goals. Information and plans are currently stored electronically on individual servers and directories, normally limited in access to the specific academic department. Intuitive relationships between programmatic goals, assessments and supporting information are often non-existent or difficult to develop, making program level assessments difficult to easily achieve.

Student Learning/Outcomes Assessment: As noted, the University currently uses the Blackboard Course Management System and the PeopleSoft Campus Solutions system to track individual student progress and performance. Current systems, however, do not easily allow for performing student learning progress assessments across academic departments, curriculums or other organizational boundaries. Intuitive and easy assessment of student learning and outcomes is limited to grading and other limited outcomes that are readily available in CWU's Course Management System and Enterprise Information System. CWU's College of Education and Professional Studies is currently using the Live-Text Portfolio System in a limited fashion.

CWU intends to acquire a system(s) that will provide the features necessary to accurately track and assess academic program and student performance across the University. The selected Program Level Assessment system must provide a centralized data retrieval and storage system that will capture/store information on various academic programs and initiatives for assessment, accreditation and reporting purposes and provide for easy correlation and establishment of relationships/links between the information. The Student Learning/Outcomes Assessment system must support the assessment and tracking of student learning with relationship to changes in course delivery and other improvements/activities, and across departmental and curriculum/instructional boundaries.

Some of the desired components of the system(s) include:

- Comprehensive solution for assessment (can be used for learning and academic administrative/service outcomes assessment; student, course, programmatic, academic division/departmental levels, and institutional levels.)
- Provides course and/or activity level outcomes correlation, validity and reliability measurements
- Ability to associate academic program/department outcomes/objectives with general education, strategic plans and institutional priorities
- Allows documented assessment of student learning outcomes in academic programs
- Allows documented assessment of outcomes and objectives in management, educational and support programs.
- Ability to link and track assessment data with departmental and academic goals to Academic Division goals, accreditation standards and external data sources/statistics.
- Ability to link planning and assessment into budgeting and fiscal accountability
- Ability to link course or activity level outcomes to assessment unit outcomes as well as to goals at system, institution, academic department/division and assessment unit levels.
- Supports recurring assessments to demonstrate longitudinal progress and continuous improvement
- Allows for data import from standardized tests (i.e., praxis, etc.), spreadsheets, databases, electronic portfolio systems and student management systems
- Tracks actions taken to review and/or improve a program or course, outcomes/results of any actions taken, and rationale for any decisions made.
- Provides for easy integration with CWU's PeopleSoft Enterprise Information System.
- Provides for easy ability to conduct assessment surveys
- Provides easy reporting capabilities and features including correlation and trend analysis, program and course level comparison, progress toward goals, and more.

Please respond by March 6, 2008, to: Central Washington University, Purchasing Office, 400 E. University Way, M/S 7480, Ellensburg, WA 98926-7480. Reference 'RFI 08-002' should be noted on the package. Please provide a cost estimate along with your company's suggested solution. Also include the name of a contact person, telephone and fax numbers, and an email address. Your participation is appreciated.