

<p style="text-align: center;">UMD ASSESSMENT OF STUDENT LEARNING</p> <p style="text-align: center;">REPORTING PROCEDURES</p>	<p style="text-align: center;">Fall 2018</p>
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<p style="text-align: center;">A NEW APPROACH</p>
<ul style="list-style-type: none">▪ No more Compliance Assist/Planning▪ Replaces separate program learning outcome reports▪ Replaces/centralizes separate files for collecting information from within the program – no more copying and pasting▪ Streamlines report reviews – PAL peer reviews and administrative reviews▪ Provides a mechanism for assessment data dashboards▪ Based on practices at Kansas State University – a recognized leader in student learning assessment

ANNUAL PROGRAM ASSESSMENT (APA) REPORT

- The first of two steps
- Standardized template – Word file
 - Started by the PAL
 - Shareable via Google docs
 - Usable throughout the year
- Includes all program assessment information for the year
- May add appendices and reference them within Section 2
- Used for PAL peer review sessions

APA REPORT: SECTION 1

SECTION 1: PROGRAM INFORMATION

Program Name (from the assessment plan):

Program Assessment Liaison (PAL):

PAL Email:

Department Head or Director:

Website(s) where SLOs are publicly available:

Program Type (mark one):

- Academic Affairs Co-Curricular
- CEHSP Undergraduate
- CLA Undergraduate
- LSBE Undergraduate
- SCSE Undergraduate
- SFA Undergraduate

- Student Life Co-Curricular
- CEHSP Graduate
- CLA Graduate
- LSBE Graduate
- SCSE Graduate
- SFA Graduate

<http://www.d.umn.edu/assessment-student-learning/assessment-plans>

APA REPORT: SECTION 2

SECTION 2: PROGRAM LEARNING OUTCOMES REPORTED

Copy and paste the box of items below for each program learning outcome reported for the year, then complete each set of items accordingly.

- 1.a. Program Learning Outcome (number and statement from assessment plan):
- 1.b. UMD SLO primary alignment (number from assessment plan):
2. Brief description of the assessment measure(s):
3. Data and results summary:
4. Interpretations of results, including the comparison(s) to the performance indicator(s) stated on the assessment plan as well as changes in student performance since the previous report for the learning outcome and program's attributions for the change:
5. Recommendations for improvement as informed by the assessment data:

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SELECT TEXT, COPY, PASTE AS NEEDED

- 1.a. Program Learning Outcome (number and statement from assessment plan):
- 1.b. UMD SLO primary alignment (number from assessment plan):
2. Brief description of the assessment measure(s):
3. Data and results summary:
4. Interpretations of results, including the comparison(s) to the performance indicator(s) stated on the assessment plan as well as changes in student performance since the previous report for the learning outcome and program's attributions for the change:
5. Recommendations for improvement as informed by the assessment data:

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You can remove the border format and apply any other formatting you'd like.


APA REPORT: SECTION 3

SECTION 3: ASSESSMENT PROCESSES AND SUMMARY

Provide responses to these items collectively for the year's assessment work.

Description of the Faculty and/or Staff Assessment Review Process:

Input/Involvement of Students, Other Stakeholders, and External Sources in Assessment Activities:

Overall Assessment Summary and Action Plan (include resources and timeline as applicable): 

The response provided for this item will also be used on the Campus Assessment Data form.

OVERALL ASSESSMENT SUMMARY AND ACTION PLAN - EXAMPLE

For the two program learning outcomes assessed this year, overall results mostly met our expectations for student performance. The department discussed ways to improve upon writing skills, and this fall we will create a Writing Guide to post online and distribute to students by spring semester. This year we will also conduct assessment of two other program learning outcomes, which occur in ABDC 4xxx and 4xxx.

APA REPORT SUBMISSION

- **Include the program name from the assessment plan in the APA Report file name**
 - **APA Report Fall 2018 Program Name**
- **Email the completed APA Report to UMD Assessment**
 - **assess@d.umn.edu**
- **Due date: Monday, October 1, 2018**
- **The Campus Assessment Team will coordinate file sharing among peer groups, determined by PAL RSVPs for the specific sessions**

CAMPUS ASSESSMENT DATA FORM

- **The second of two steps**
- **Qualtrics survey**
- **Organized by campus learning outcomes**
 - **Undergraduate SLOs**
 - **Graduate Goal Learning Categories for the year**
- **Summarizes program assessment data from the APA Report**
- **Data populates the campus assessment dashboard (Tableau)**

FORM: FIRST PAGE

- **Program Name (from the assessment plan)**
- **Program Type**
 - Same options listed on the APA Report
 - The following questions are based on the Program Type selected
- **For Undergraduate programs**
 - Select only the UMD SLOs that were aligned with the program's learning outcomes on the APA Report
 - SLO 6 is split into three separate items: a) writing, b) speaking, c) interpersonal group interactions
- **For Graduate programs**
 - No selections needed; automatic
 - Program learning outcomes reported Fall 2018 for the 2017-18 academic year align with Graduate Learning Goal Categories 1 and 3

QUESTIONS FOR EACH CAMPUS OUTCOME

[Undergraduate: Selected / Graduate: Automatic]

1. Measures used to assess the learning outcome(s) aligned with the SLO/GLGC - checklist [check all that apply]
2. Total number of students assessed for the program learning outcome(s) that aligned with the SLO/GLGC [number]
3. Total number of students that met or exceeded performance expectations for the program learning outcome(s) that aligned with the SLO/GLGC [number]
4. How were assessment results for the program learning outcome(s) aligned with the SLO/GLGC interpreted by the program? [select one: met, partially to mostly met, did not meet]
5. Types of recommendations for improvement - checklist [check all that apply]

LAST PAGE: SUMMARY

- **Overall Assessment Summary and Action Plan**
 - Copy the response from the APA Report to paste here, keeping in mind that this summary will be made publicly available within the assessment dashboard
- **Report submitted by: (your name)**
- **Walk-through**

CAMPUS ASSESSMENT DATA FORM SUBMISSION

- **The survey link will be provided electronically to every person who submits an APA Report**
 - The same person may use the link for more than one program
- **Due date: Friday, October 12, 2018**
- **The campus assessment dashboard is expected to be live by November 1**

EVALUATING NEW PRACTICES

- Once the PAL peer review sessions are complete, individuals attending review sessions, submitting the APA Report, and completing the Campus Assessment Data form will receive a survey
 - We want to know if the new procedures are effective and whether further changes may be needed
- Survey questions for:
 1. APA Report
 2. Campus Assessment Data Form
 3. PAL Peer Review – new location (Griggs), more similar peers, flexibility for Graduate PALs, new rating form

A NOTE ABOUT CLOSING THE LOOP

- Late spring semester
- Survey form
- Checklists: types of changes recommended on APA Report and status of the changes
- Brief description, including any barriers that may be present

OUR CONTACT INFORMATION

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