

ASSESSMENT COUNSEL

Upcoming Workshops: Assessment Reporting

- Friday, September 21
10:10 a.m.—12:00 noon
Park Library Room 413

Need help? Contact your Assessment Coordinator!

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Online Resources

- [CMU Mission Statement](#)
- [Policy on Student Learning Outcomes Assessment](#)
- [Assessment Vocabulary](#)
- [Guidelines and Application for Funding Support](#)
- [Submission Process for Annual Reports](#)
- [WEAVEOnline User's Guide for Annual Assessment Reporting](#)

WELCOME BACK! HERE'S WHAT'S ON TAP FOR THE 2012-2013 YEAR.

Hello and welcome to the first ever newsletter from the Assessment Council. We are going to try to provide you with updates and useful information on assessment activities several times a year.

For September, the most important issues involve the **Annual Assessment Reports that are due by October 1, 2012**. We want to stress four points:

- Remember that there are two steps to annual assessment reporting. The first step is to ADD FINDINGS (in WEAVE). The second step is to answer three analysis questions (developed by the Assessment Council) and to add them to ACHIEVEMENT SUMMARY (in WEAVE).
- It is necessary to ADD FINDINGS for each of your targets (found under Measures). In other words, if during 2011-12 you did not administer an alumni survey, go into the Target associated with the Measure "Alumni Survey" and say some-

Assessment Analysis Question 1 (Analysis of Results):

Reflecting on this year's assessment(s), how does the evidence of student learning impact your faculty's confidence in the program being reviewed; how does that analysis change when compared with previous assessment evidence?

To answer this question, compare evidence from prior years to the evidence from the current year. Discuss trends of evidence that increases your confidence in the strengths of the program. Also discuss trends of concern (e.g. students struggling to achieve particular student learning outcomes). Your answer should be a bit different from your summary of discoveries included in the Findings section in WEAVE, since this answer is based on the program as a whole.

Assessment Analysis Question 2 (Dissemination of Findings):

How and with whom were the results shared?

Dissemination is at the discretion of the department; however, at a minimum results and findings should be shared with program faculty and chair/director. Discuss how the findings were shared among stakeholders (e.g. departmental discussions, classroom discussions with students, and web site postings). Describe how findings may have been distributed to alumni and other stakeholders.

Assessment Analysis Question 3 (Action Plans):

Based on your program's assessment findings, what subsequent action will your program take?

The purpose of this question is to provoke thoughtful action to either improve the program or to maintain the high level of student learning already present within the program. If a program is producing exceptional results, obviously there are elements of success. The action plan details should describe how that level of success will be maintained in the future.

For programs striving to achieve a higher level of success, discuss how the program will take action to improve student learning as a result of the findings. Include a discussion of how faculty will help students overcome their weaknesses and improve their strengths.

As an assessment plan is implemented, program faculty may find that the plan itself needs to be modified. A discussion of these types of changes can be included in this section of the Assessment report as well.

Note: WEAVE offers a component called Action Plan Tracking that allows programs to develop action plans for more information, please contact the Office of Assessment and Curriculum at 774-7714.

The three assessment questions you'll see in WEAVEOnline

thing like "Our alumni survey will be administered in 2013-14; it was not administered in 2011-12." Then, click the little radio button on the right that says "Not Reported This Cycle" and click SAVE.

- Academic Affairs and FacIT are sponsoring workshops on WEAVE. See the attached flyer!
- When you are finished with your annual assessment report (the two steps), contact your College Assessment Coordina-

tor, who will then look it over. If something is missing or incomplete, the Coordinator will contact the department. There have been Coordinators changes, the current list is in the left column of this newsletter.

Don't hesitate to contact your College Assessment Coordinator or Mike Carson (carso1ma@cmich.edu) if you have questions or are experiencing problem crafting and/or submitting your assessment

ASSESSMENT BASICS—STUDENT LEARNING OUTCOMES

What are Student Learning Outcomes?

Student learning outcomes statements clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire at an institution of higher educa-

tion. Transparent student learning outcomes statements are:

- Clearly expressed and understandable by multiple audiences
- Updated regularly to reflect current outcomes

• Receptive to feedback or comments on the quality and utility of the information provided

More information at <http://www.learningoutcomeassessment.org/TFComponentSLOS.htm>