

University Assessment Advisory Committee

Tips for Developing Assessment Reports / SharePoint Sites

Degree Programs, Educational Support Programs, Outreach, Research and Administrative Units

I believe that every action, activity, and program should be strategic and intentional, as well as should add value to the University and all of her stakeholders
(Carolyn W. Meyers, First 100 Days Open Letter, October 2006).

- **School/Division Summary** (NARRATIVE) needs to be posted on the front page of the School/Division SharePoint Assessment Site in the Summary folder.
 - In what specific ways does the School/Division ensure **intentionality** of its programs/units? What **evidence** do you have that the School/Division programs/units **add value** to the University and to the program's students/unit customers?
 - Statements about (i) the value of the outcomes assessment process and data for the School/Division and (ii) how the outcomes assessment program is integrated in planning, budgeting, and decision-making in the School/Division;
 - A brief history of the assessment program in the School/Division (including any recent disciplinary accreditation reviews);
 - An overview of the assessment process in the School/Division (e.g., who coordinates the School/Division assessment program; what are the most common methods to collect data; who collects, analyzes, and interprets the data -- is it a collaborative process or department head's responsibility?, etc.);
 - Are the assessment data discussed at the School meetings?
 - **What has been learned from the assessment in the last year? What do overall program assessment results tell you and the School/Division administration about the effectiveness of the School/Division? What are the areas of excellence and areas for improvement?**
 - **3-4 specific documented examples of how assessment data have been recently used to make improvements in programs/services provided by the School/Division (e.g., curriculum changes, pedagogical changes, enhancement of the advising program, revision of outcomes statements, development or revision of assessment instruments, etc.)**
 - Problems encountered in implementing the assessment program in the School/Division **and** practical steps that need to be taken to enhance integration of assessment processes in the School/Division planning, budgeting, and decision-making processes.

- **Program/Unit Assessment Process Description** (NARRATIVE) needs to be posted on the front page of the program/unit SharePoint Assessment Site. The Assessment Process description provides evidence for SACS CR 2.5 by demonstrating the level at which NSU programs and units are engaged in ongoing integrated assessment evidence-based planning and decision making processes that result in continuing improvement of program/unit quality.

Required elements of the assessment process description:

 - Value of assessment information/feedback from student/customers/clients.
 - When is assessment conducted? (ongoing, annually, monthly, at the beginning of the program/at the end of the program, etc.) Provide timeline of assessment activities.
 - Who develops/identifies assessment instruments?
 - Who coordinates assessment data collection?
 - Who participates in data collection?
 - How are the data collected? (tests, exams, rubrics, surveys, document analysis, observations, etc.)
 - Who interprets/analyzes the data? Are the assessment data discussed at the departmental/committee meetings? Provide and discuss examples.
 - **What has been learned from the assessment in the past year? What do overall program assessment results tell you and the School/Division administration about the effectiveness of the program? What are the areas of excellence and areas for improvement?**

* Updated 4/2008

* For more information please refer to the University Policy 30.017, **Assessment Manual**
www.nsu.edu/iea, or contact Alexei Matveev at agmatveev@nsu.edu

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- **In what specific, concrete ways are the assessment data used for planning and decision-making? How were assessment results used in the past year to make improvements in student learning and development and/or program enhancement? Provide and discuss 2-3 concrete documented examples.**
- **Program/Unit Description** (NARRATIVE) needs to be posted in the Unit Description folder. The Program/Unit Description provides a context for the assessment reports. Rich description of the context allows for more objective and meaningful evaluation of the NSU assessment reports by SACS reviewers.
Required elements of the program/unit description:
 - The mission of the program/unit in the context of the University and School/Division
 - A brief history of the program/unit, including any recent disciplinary accreditations
 - Main program goals and intended learning outcomes (academic programs)
 - General scope of the activities in the program/unit (for non-academic programs)
 - Organizational structure of the unit (for non-academic programs)
 - Human and technological resources
 - Vision and aspirations
- **Assessment Instruments** that were used to collect data need to be posted in the Assessment Instruments folder. Please develop clear understandable file names.
- **Program Curriculum Maps** (updated biennially)
- **Assessment Report Summary Matrices.** Assessment Report Summary Matrices provide evidence for SACS CS 3.3.1 which requires that programs and units (i) identify expected outcomes; (ii) assess whether these outcomes are achieved; and (iii) provides evidence of improvement based on an analysis of the results.
 - **Outcomes/Objectives** must (i) focus on the student/customer gains, not on instructor/provider actions, (ii) focus on the outcome, not on the process, and (iii) be specific, measurable, and observable.
 - **Criteria** must provide a specific, usually quantitative, benchmark or standard that you will use as your measure of success in achieving your outcomes/objectives.
 - **Methodology** refers not to the steps you take to achieve outcomes/objectives, but to the multiple data collection strategies and instruments that you use to collect data to measure your progress on achieving your outcomes/objectives.
 - **Results** section should provide (i) actual assessment data (numbers, %); (ii) comparison of assessment data against established criteria; (iii) **interpretation and brief discussion of the assessment results** – what do the data tell us about the unit's effectiveness? What are our strengths and weaknesses in achieving objectives and serving our customers? What might have contributed to these outcomes?
 - **Improvement Plans** need to be derived directly from the analysis and interpretation of assessment results. Improvement Plans should specify concrete meaningful action steps the unit will take to improve performance on the given outcome/objective.
 - **Improvements Made** need to be directly related to the improvement plans and outcomes, need to be documented, and need to be verifiable.
- **Placement Reports.** Placement Reports provide data for SACS Federal Requirement 4.1, specifically job placement rates. In addition, placement reports provide data for the Six-Year Plan by identifying how NSU programs affect the areas of greatest need and how NSU graduates contribute to the Commonwealth.
 - Complete the template
 - Provide examples
 - Indicate the methods of placement data collection.

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