

## Developing an Annual Assessment Plan – Workshop, March 22, 2012

What goes into an Annual Assessment Plan?

1. Planning. Set an initial meeting in August of each new Academic Year. During this meeting you will:
  - a. Select of student learning outcomes to assess by end of spring semester.
  - b. Identify courses in which those SLOs are addressed.
  - c. Ensure that benchmarks for achievement on the learning outcomes are in place.
  - d. Review assessment tools that will be used.
  - e. Set dates for the activities described below (2 &3).
  
2. Data collection and analysis. January and May activities include:
  - a. Collection of assessment results and
  - b. Analysis of results by the instructors involved and submitted to the chair.
  
3. Closing the Loop. Meeting 2 takes place in May of the same Academic Year. It involves:
  - a. Discussion among program's/department's faculty to discuss analysis of data;
  - b. Decision-making about what went well, what could be improved, and what measures will be taken to ensure that the changes are made; and
  - c. A written report to deans and the Office of Assessment.

Keys:

- Respect everyone's time.
- Build on what we already have in place.
- Develop a clear and simple system. Structure is helpful, but flexibility is even more important in the sense that different programs and disciplines have different objectives and needs (don't use excessive rules, forms, or bureaucracy)
- Collect assessment results in aggregate, rather than by individual student or instructor.

It's one thing to collect data and another to *put it to use*. We need a structure that allows programs to make evidence-based decisions to improve teaching and learning. This semester, all programs/departments will set a date in late April or early May for analyzing, discussing, and making decisions about how to raise student achievement on one student learning outcome. Following the meeting, a brief report should be written about the decisions and implementation plan, then submitted to the dean. Members of the University-Wide Leadership Group on Assessment will attend your meeting, at your request, to facilitate this initial cycle.