



## Assessment Results & Improvement Plan

Department/Program and Degree:	Assessment Office
Assessment Project Name:	Needs Assessment for 2012-13 Workshops
Semester/Yr Evidence Collected:	Fall 2012
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### Executive Summary:

The Assessment Office (AO) conducted a needs assessment survey to determine which workshop topics would be of most use to faculty members. 118 faculty/staff completed the survey. These two workshop topics were of most interest:

- Assessment planning: best practices, and
- Results and findings: how to use for program improvement.

The best months to offer fall workshops are October and November and the best time is early afternoon on Friday.

Those who had attended a workshop in the last year were asked, “What effect did attending the workshop/consultation have on your involvement with program assessment?” The top two types of responses were the following:

- Gained knowledge about assessment (51%), and
- Engaged in an assessment activity (e.g., making a curriculum map) (26%).

The AO will develop and offer fall workshops on the topics of most interest to faculty.

### 1. State what was Assessed, Targeted, or Studied

The Assessment Office (AO) regularly offers faculty-development workshops in order to maintain an infrastructure to sustain a culture of assessment (AO outcome #1). To better meet this outcome, the AO carried out a needs assessment to determine workshop topics, best time/day/month, and whether attending a workshop/consultation within the last year had an effect on the attendees’ participation in assessment activities.

### 2. State the Type(s) of Evidence Gathered

Survey administered online via SurveyShare.

### **3. State How the Evidence was Interpreted, Evaluated, or Analyzed**

Compiled descriptive statistics for closed-ended questions; coded open-ended responses for themes.

### **4. State How Many Pieces of Evidence Were Collected**

118 people completed the survey (26% of 459 sent)

### **5. Summarize the Actual Results**

Assessment topics of most interest:

- Assessment planning: best practices;
- Results and findings: how to use for program improvement;
- Standards/benchmarks: how to develop;
- Analyze assessment data using Excel; and,
- Capstone experiences: using as evidence in program assessment.

Thirty-eight respondents wrote in other topics. The top write-in topics were as follows:

- Methods (21 people);
- Data analysis (8 people); and
- Assessment examples from within or outside UHM (5 people).

Best Time/Day/Month:

- Best time: Early afternoon (1:00-3:00pm) [Late afternoon had the fewest responses];
- Best day: Friday between 11:00am and 3:00pm; and
- Best month during fall semester: October and November.

51% of respondents had attended an Assessment Office workshop or consultation in the last year. Of those, 72% answered the question, “What effect did attending the workshop/consultation have on your involvement with program assessment?” The effect of the workshop varied. Respondents reported the following as a result of a workshop/consultation:

- Gained knowledge about assessment (51%);
- Engaged in an assessment activity (e.g., making a curriculum map) (26%);
- No change (9%);
- Other (9%); and,
- Learned about assessment on campus from others at the workshop (5%).

See detailed results in Appendix A.

**6. In addition to the actual results, were there additional conclusions or discoveries?**

The trend for more advanced-level workshops continues. Fewer people than expected were interested in specific software to collect or analyze data.

**7. Briefly Describe the Distribution and Discussion of Results**

The results will be discussed by AO faculty specialists and the results will be posted on the AO website.

**8. Use of Results/Program Modifications:**

The AO will develop and offer fall workshops on the following topics:

- (a) assessment planning—best practices,
- (b) results and findings—how to use for program improvement, and
- (c) standards/benchmarks—how to develop.

These workshops will be offered as advanced-level workshops.

The AO will contact assessment coordinators via email to inform them of the AO website resources and that “assessment basics” are available and AO faculty specialists are available for consultations.

**9. Reflect on the Assessment Process**

SurveyShare surveys are an excellent way to gather the needed information from faculty members. The survey was successful in obtaining workshop topics of interest, best times to offer workshops, and any effect on involvement with assessment because of a workshop/consultation.

**10. Other Important Information**

None

Appendix A. Responses to Open- and Closed-Ended Questions

RESPONSE RATE: 26% (118) people completed the survey.

Stem: Level of interest in attending workshops on the following topics.

Topic	Number of Responses				Topic Rating (sum of weights)
	Don't Know (weight=0)	Interested (weight=3)	Somewhat interested (weight=1)	Uninterested (weight=0)	
Assessment planning: best practices	1	75	30	10	255
Results and findings: how to use for program improvement	1	75	29	10	254
Standards/benchmarks: how to develop	5	62	35	9	221
Analyze assessment data using Excel	5	62	25	21	211
Written assignments: using as evidence in program assessment	2	58	36	16	210
Student outcomes: why and how	1	55	43	14	208
Rubrics: creating and using	4	59	31	21	208
Surveys: creating and distributing	1	58	33	23	207
Capstone experiences: using as evidence in program assessment	7	60	22	23	202
Course exams: using as evidence in program assessment	3	48	34	28	178
Grades: using as evidence in program assessment	2	46	37	27	175
Portfolios: why and how	6	46	37	25	175
Curriculum maps: creating, modifying, using	5	38	39	30	153
Assessment basics: why and how	0	34	37	44	139

Stem: What other workshop topics interest you?

Theme	Number of Responses
Methods	21
Data analysis (includes statistics and software)	8
Surveys	2
Other	6

Stem: Workshops are typically 60-75 minutes long. When would you prefer to attend workshops this semester? Choose all that apply.

	Number of Responses				
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	32	32	27	34	30
Lunchtime (11:00am-1:00pm)	37	32	33	34	47
Early afternoon (1:00-3:00pm)	37	34	40	37	48
Late afternoon (3:00-5:00pm)	20	25	26	23	23
Not Available	17	11	14	13	11

Stem: When would you prefer to attend workshops this semester? Choose all that apply.

Month	Number of Responses
September	17
<b>October</b>	<b>26</b>
<b>November</b>	<b>24</b>
December	18
Exam week (Dec. 10-14)	17

Stem: Did you attend an Assessment Office workshop or consultation in the last year?

Yes	No
51% (60 respondents)	49% (58 respondents)

Stem: What effect did attending the workshop/consultation have on your involvement with program assessment? Please explain.

Theme	Percent of Respondents (N=43)
Gained knowledge about assessment Examples: <ul style="list-style-type: none"> <li>“Broader understanding of assessment”</li> <li>“It didn't effect my involvement, as I already was, and continue to be, involved with program assessment, but it did offer some good information on curriculum mapping.”</li> </ul>	51%
Engaged in an assessment activity Examples: <ul style="list-style-type: none"> <li>“I created a curriculum map and surveys for students to complete who graduated from our programs.”</li> <li>“The samples of other departments' assessment activities/rubrics/SLOs, etc. were very helpful in helping me craft our own tools with my colleagues.”</li> </ul>	26%
No change	9%
Other	9%
Learned about assessment on campus from others at the workshop Example: <ul style="list-style-type: none"> <li>“These workshops often allow for attendees to share best practices. It's good to see what others are doing for assessment of students, courses, and programs.”</li> </ul>	5%