

ANNUAL ASSESSMENT REPORTS

Presented by the Assessment Office

Fall 2009

Today's Agenda



- 1) Introductions
- 2) Annual Assessment Report
- 3) Your Turn
- 4) Demo
- 5) Resources
- 6) Wrap Up

Session Outcomes



At the end of today's session you can:

1. Locate and log in to the Annual Assessment Report System
2. Input your program's Annual Assessment Report
3. Locate help resources

Annual Reports: Program Benefits



- Documents assessment activities
- Keeps the program on track for Program Review

Annual Reports: Purpose & Use



- Share examples of exemplary assessment practices
- Guide Assessment Office program development
- Support Mānoa's case for re-accreditation and meet reporting requirements set by WASC

We Listened



- “These reports are a waste of time”
 - New questions = useful answers
- “Online report is hard to use”
 - Check boxes
 - No space limitations
 - Input saved after each page is completed
 - Upload curriculum map as a PDF

Major Changes



Annual report

- Include assessment activities that occurred between
June 1, 2008 and September 1, 2009

Major Changes



Submit a report for each degree

- A unit with 3 degree programs will submit 3 separate reports: English BA, MA, & PhD
 - Exceptions granted if
 - Programs share SLOs
- AND**
- Assessment results directly benefit both programs

Questions Mirror Assessment Cycle



Your Turn:



1. Find a partner
2. “Input” the program’s assessment activities into the Annual Assessment Report
 - Provided:
 - Annual Assessment Report (blank)
 - Answers—program’s assessment activities

DEMONSTRATION

manoa.hawaii.edu/assessment >
“LOGIN: Annual Report”

Important Info



- Due Date: Friday, **October 16, 2009**
- Login:
 - <http://manoa.hawaii.edu/assessment/update/index.htm>
 - UH Username and Password
- Questions: email airo@hawaii.edu
Phone: 956-4283 or 956-6669

Resources



- Assessment Office
 - Workshops & consultations
 - Lending Library in HAW 107
 - Webpage: <http://manoa.hawaii.edu/assessment>
 - Example of completed report
 - Example of curriculum map
 - FAQs
- Your “Help Network”: Program Assessment Coordinators
 - Contact list at the Assessment Office website

Thank You!



Assessment Office

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An Assessment Coordinator's Guide to the Annual Assessment Report Frequently Asked Questions

1. How does an annual report help my program?

The annual report assists programs in documenting assessment activities. More than once the Assessment Office has heard, “[name removed] did all of the assessment and when he retired last year he took his files with him.” The annual reports are available in an easily accessible location.

The annual report keeps the program on track for Program Review. The Program Review process was overhauled, effective 2008, and now annual assessment reports are automatically submitted as part of the department's self-study, and they are given to the external reviewers.

2. What is done with my report?

The Assessment Office uses the information in several ways. The Assessment Office

- A. locates **examples of exemplary assessment practices that it can share** with the faculty-at-large (a program's permission is sought before the Assessment Office uses it as an example);
- B. identifies issues and concerns that need attention and uses those to **guide Assessment Office program development** (e.g., when an analysis of reports reveals the need for more attention to curriculum mapping, the Assessment Office offers workshops on that topic);
- C. summarizes the reports and conveys that summary to the Faculty Senate, Vice Chancellor for Academic Affairs, and the Western Association of Schools and Colleges (WASC). **The summary serves as primary support in Mānoa's case for re-accreditation and meets reporting requirements set by WASC.**
- D. conveys the reports to the Office of the Vice Chancellor for Academic Affairs for **use as part of Program Review.**

To date, the assessment reports have not been used by administration as part of prioritization or budgeting. The Assessment Office believes faculty consultation should take place before assessment becomes part of prioritization and budgeting.

3. When is my program's report due?

Friday, October 16, 2009

4. We didn't do any assessment between June 2008 and September 2009. Do we still have to submit a report?

Yes. All programs can answer questions #1-4.

5. Do you have examples or ways to get help?

Yes. Come to one of our workshops. The schedule is posted at

manoa.hawaii.edu/assessment/workshops/

An example of a completed report is posted online:

manoa.hawaii.edu/assessment/resources/annualreport2009_example.htm

6. Where do I go to input my program's report?

Go to manoa.hawaii.edu/assessment and click “LOGIN: Annual Report”

7. What username and password do I use?

UH Username and Password

8. I've tried to log in and it tells me I'm not an authorized user, now what?

Contact the Assessment Office. A current list of authorized users is posted at manoa.hawaii.edu/assessment/resources/annualreport2009_users.htm

9. Someone else is going to input the report. How does she get access?

Contact the Assessment Office.

10. I am no longer the Assessment Coordinator, how does the new Assessment Coordinator get access?

Contact the Assessment Office.

11. My program doesn't show up.

The official program names are used. If you do not find your program, contact the Assessment Office.

12. Can I upload the curriculum map as a Word document or Excel file instead of a PDF?

No. In an effort to avoid viruses, bugs, and other nastiness, only PDF files should be uploaded. If you need assistance converting a file to PDF, please contact IT personnel or the Assessment Office.

13. Can I see other programs' previous reports or our program's?

From the Assessment Office homepage, click "Archives" and then select the year you would like to view.

14. Can I copy & paste from last year's report?

Yes. However, because some questions have changed, it may not be appropriate.

15. Can I go back and edit the report after I submit it?

Yes!

16. What if I don't have time to complete it in one sitting?

As long as you save your work, you can log out and finish it another time. **Caution:** The system will time-out, so if you plan to leave your computer for a few minutes, it's best to save your work.

17. Can you give me examples of how programs answer question #6? [Question 6: "State the Assessment Question(s) and/or Goal(s) of Assessment Activity. *What did the program want to find out?*"]

Because assessment of student learning is broad and multi-faceted, it includes asking and answering questions such as these:

- How well are our majors achieving our program outcomes?
- Which course syllabi address our program outcomes?
- What do students think about overall program quality?
- How can we use the results from a previous assessment project?
- Are students prepared when they enter our 300-level courses? What are their grades in the pre-requisite courses?
- What types of jobs do our majors expect to get after they graduate?
- Should we revise our program outcomes?

- Are our courses aligned with program outcomes? Do students have sufficient opportunities to practice lab techniques so they are more likely to meet our expectations?
- What rubric will work to evaluate student projects?
- What examples of student work can serve as “anchors” or “benchmarks” for high, average, and unacceptable quality?

18. Our program submitted an assessment report to our professional accrediting agency this year. Can I submit that instead of completing the report?

Yes. Please prune appropriately (i.e., submit only sections that pertain to assessment) and then email a Word or other editable document to the Assessment Office (email airo@hawaii.edu).

19. Do I have to enter separate reports for EACH degree program? Why?

Yes. The goal of assessment is improved student learning and improved programs. For assessment to achieve its goal, a program needs assessment results that are specific to that program so it can make appropriate adjustments as necessary. Thus, the reports are by degree program.

However, exceptions are made. For example, when two degree programs share nearly all outcomes and assessment results may be used for both degree programs, a single report may be submitted. For example, a program’s BA and BS degrees typically have common outcomes and the assessment results can guide decision making in both degrees; thus they may submit one report. Contact the Assessment Office to discuss your particular situation.

20. What about certificates? Do I have to submit a report?

At this time, programs may opt to submit an assessment report for certificates; it is not required. If the certificate is not listed, contact the Assessment Office.

21. What resources are available to help me complete the report?

- The Assessment Office offers workshops & consultations
Email: airo@hawaii.edu
Phone: 956-4283 or 956-6669
- Online resources: www.manoa.hawaii.edu/assessment
- Lending Library in HAW 107 (Assessment Office)
- Your Assessment Network: Names of assessment coordinators are available at <http://manoa.hawaii.edu/assessment/resources/coordinators.htm>