

Annual Assessment Reports: Information Workshop

Annual Assessment Reports

Presented by the Assessment Office
Fall 2010

Today's Agenda

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

Assessment Office

- Faculty managed
- Mission: improve student learning through program assessment
- Collaborate with faculty, staff, and administrators
- Assist in designing effective educational programs
- Workshops, consultations, events, website



Who is
AO?



Annual Assessment Reports: Information Workshop

Purpose of Assessment

Program
Assessment



Program
Evolution or
Improvement



Photo: Star Bulletin



Photo: Star Bulletin

Program
Assessment



Individual
Evaluation

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 Reporting: Program Benefits

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

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Annual Reports: Purpose & Use

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

We Listen and Act

- 2009 responses to questions #1-4 are ported to 2010 reports
- Fewer questions
- Replaced open-ended questions with check boxes
- Spell check

"Didn't I give you this information last year?"

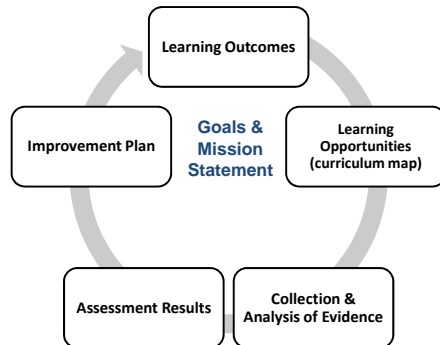
"Online report is hard to use"

Important Details

- Annual reports
 - Include assessment activities that occurred between
June 1, 2009 and September 30, 2010
- One report for each degree program
 - Exception: programs that share outcomes and benefit from results may submit one report
 - E.g., Math BA and Math BS

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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

manoa.hawaii.edu/assessment > “LOGIN”

DEMONSTRATION

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Important Info

- Due Date: Friday, **October 15, 2010**
- Login: manoa.hawaii.edu/assessment
 - UH Username and Password
- Questions: email airo@hawaii.edu
Phone: 956-4283 or 956-6669

Resources

- Workshops
- Consultations (by appointment)
- Webpage
<http://manoa.hawaii.edu/assessment>
 - Example of completed report
 - Examples of curriculum maps
 - FAQs
- Lending Library in HAW 107

Thank You!

Assessment Office

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Academic Programs: 2010 Annual Assessment Report FAQs

1. Have the questions or the website changed from last year?

Yes. In response to your feedback, the following improvements were made: 1) Last year's responses to questions #1-4 are automatically ported into this year's report. You can add/delete/modify as needed. 2) Fewer questions. 3) More check boxes expedite the reporting process. 4) Spell check was added.

2. Our program didn't do any assessment between June 1, 2009 and September 30, 2010. Do we still have to submit a report?

Yes. Review and update questions #1-4. Then briefly explain the current status of assessment in your program under question #13 (e.g., program was analyzing last year's data; program was discussing a new assessment plan)

3. 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 it now requires a review of the program's assessment activities. Your program's annual assessment reports are automatically submitted as part of the department's self-study, and they are given to the external reviewers.

4. What is done with my report?

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

- 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);
- 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;**
- 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.

5. When is my program's report due?

Friday, October 15, 2010

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

Yes. Come to one of our information workshops: [Workshop Schedule](#). An [example of a completed report](#) is posted online. Contact the [Assessment Office](#) for a consultation.

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

Click on [Login: Annual Report](#) (on the left navigation bar of the Assessment Office website).

8. What username and password do I use?

UH Username and Password

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

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 infections, only PDF files should be uploaded. If you need assistance converting a file to PDF, please contact IT personnel or the [Assessment Office](#). Note: Because we verify the PDF, the file will not appear for 3-5 working days after it is uploaded.

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. Or, go directly to [View Reports](#).

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

No problem. Each answer is saved when you press "next." When you need to leave, press "save and quit," log out, and finish 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 and quit."

15. Can you give me examples of how programs answer question #5? [Question 5: "State the assessment question(s) and/or goals of the assessment activity. Include the SLOs that were targeted, if applicable. *What did the program want to find out?*"]

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

- How well are our majors achieving 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?
- How can we use the results from a previous assessment project?
- What rubric will work to evaluate student projects?
- Are students prepared when they enter our 300-level courses? What are their grades in the pre-requisite courses?
- What examples of student work can serve as "anchors" or "benchmarks" for high, average, and unacceptable quality?

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

No. However, you can cut and paste the appropriate sections from the accreditation report into the assessment report.

17. 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 the 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.