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?
Session Outcomes

At the end of today’s session you can:

1. Complete your annual assessment report
2. Locate help
Purpose of Assessment

Program Assessment ≠ Program Evolution

Program Assessment ≠ Individual Evaluation

Photo: Star Bulletin
FAQs

- Why do we have to submit?
- Do you want student outcomes, functional/strategic outcomes, or both?
- How are you defining student outcomes?
- How do we submit the report?
- How will these data be used?
- Where will the reports live?
Choose a Form

<table>
<thead>
<tr>
<th>Assessment Planning Form</th>
<th>Assessment Reporting Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>For programs that are in the assessment planning stages</td>
<td>For programs that conducted a program assessment activity between June 1, 2009 and September 30, 2010</td>
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Reporting Period

- On the Annual Assessment Reporting Form, include assessment activities that occurred between

  June 1, 2009 and September 30, 2010
Questions Mirror the Assessment Cycle

- Student Outcomes
- Use of Results
- Goals & Mission Statement
- Activity Map
- Assessment Results
- Collection & Analysis of Evidence
Your Turn:

1. Groups of 2-3

2. Complete a form.
   - Provided:
     - Annual Assessment Report Form (blank) or
     - Assessment Planning Form (blank)
     - Answers
Important Info

- **Reporting Period:** June 1, 2009 - September 30, 2010
- **Due Date:** Friday, **October 1, 2010**
- **Submission:** **EMAIL** report to airo@hawaii.edu
- **Questions:**
  - Email airo@hawaii.edu
  - Phone: 956-4283 or 956-6669
Resources

- Consultations (by appointment)
- Webpage http://www.manoa.hawaii.edu/assessment
  - Examples of completed UHM reports
  - Handbooks (in “Resources”)
  - FAQs
Thank You!

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1. Why does my program have to submit an assessment report?

Mānoa is committed to improving student learning through program assessment. All programs and offices that directly support students’ academic success and cognitive development must submit an annual assessment report. If you believe an error has been made, please contact the Assessment Office.

2. How does an annual report help my program?

The annual report assists programs in documenting assessment activities over time. 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 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 college’s self-study, and they are given to the external reviewers.

3. What is done with my report?

Reports are posted on the Assessment Office website. The Assessment Office uses the information in several ways. The Assessment Office

- locates examples of exemplary assessment practices that it can share (a program’s permission is sought before the Assessment Office uses it as an example);
- 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 collecting evidence the Assessment Office offers workshops on that topic);
- summarizes the reports and conveys that summary to the Faculty Senate 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.

To date, the assessment reports have not been used by administration as part of prioritization or budgeting. The administration has stressed that assessment results should be used at the program level by the program faculty. The Assessment Office believes faculty consultation should take place before assessment becomes part of prioritization and budgeting.

4. When is my program’s report due?

Friday, October 1, 2010
5. We've been doing assessment for a long time. How much information do you want?

That’s super!!! Because these are annual reports, include only the assessment activities that took place between **June 1, 2009 and September 30, 2010** when answering questions #4-13 on the assessment reporting form.

6. Our program submitted an evaluation report to our funding agency this year. Can I submit that?

Yes. Please prune appropriately (i.e., submit only sections that pertain to assessment). Use the *Assessment Reporting* form to guide your pruning.

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

Yes. You can complete and email the *Assessment Planning* form if your program has not completed an assessment between June 1, 2009 and September 30, 2010.

8. Where do I email my program's report?

airo@hawaii.edu

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

🌟 The Assessment Office offers workshops & consultations
   Workshop Schedule: [www.manoa.hawaii.edu/assessment/workshops](http://www.manoa.hawaii.edu/assessment/workshops)
   Email: airo@hawaii.edu
   Phone: 956-4283 or 956-6669

🌟 Website Links
   * UHM Examples
     - [Colleges of Arts & Sciences Student Academic Services](http://www.manoa.hawaii.edu/assessment/workshops)
     - [Residence Halls](http://www.manoa.hawaii.edu/assessment/workshops)
   * Handbooks
     - *Assessment: A Guide to Developing and Implementing Effective Outcomes Assessment. Academic Support and Administrative Units at AUC,* American University in Cairo