



## Workshop Evaluation & Improvement Plan

Department:	Assessment Office
Workshop Title:	<i>Creating an Assessment Plan &amp; Using Assessment Templates</i>
Semester/Yr:	Fall 2009
Workshop Facilitators:	Monica Stitt-Bergh, Marlene Lowe
Person submitting results:	Marlene Lowe
Date submitted:	February 2, 2010

### Executive Summary:

As part of the Fall 2009 *Get Your Assessment In Gear* workshop series, the Assessment Office (AO) offered a workshop entitled *Creating an Assessment Plan & Using Assessment Templates* on December 17, 2009. Nineteen people participated in the workshop and all of them completed the workshop evaluations. The learning outcomes included the following: participants can locate the templates, know how to complete the templates, and understand the relationship among the assessment templates, Program Review, and successful reaccreditation. The outcomes were assessed through a quiz, template activity, and a satisfaction survey.

Overall, participants met the learning outcomes and were satisfied with the quality and usefulness of the workshop.

### 1. State the SLO(s) that was Assessed, Targeted, or Studied

At the end of the workshop, participants can:

- 1) Locate the templates.
- 2) Know how to complete the templates.
- 3) Understand the relationship among the assessment templates, Program Review, and successful reaccreditation.

Participant satisfaction with the quality and usefulness of the workshop

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

- 1) Quiz
- 2) Template activity
- 3) Satisfaction survey

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

The AO student worker compiled the data; Marlene analyzed the data then discussed it with Monica.



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

- All 19 participants completed the quiz.
- All 19 participants worked in groups to complete a template.
- All 19 completed at least one workshop evaluation form.

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

See Appendix.

- 95% of participants were able to indicate where the templates are located.
- 100% of participants successfully completed the template activity.
- 90% of participants were able to indicate the relationship among the assessment templates, annual report, Program Review, and successful reaccreditation.
- 60% reported being less anxious regarding assessment planning and documenting, 33% reported no change in anxiety levels, and 7% reported an increase in anxiety level.

Overall, participants were satisfied with the quality and usefulness of the workshop. Specifically, participants found the handouts useful.

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

Of the 36 people registered, 48% (17) did not attend the workshop  
Of the 19 participants, 18 registered and 1 were walk-ins

There were dramatically more “no shows” and fewer walk-ins for this workshop than in GYAIG workshops earlier in the week. This is probably due to the upcoming winter break. However, the AO should take this into consideration should it choose to hold another week-long series of workshops during exam week.

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

Results were distributed and discussed informally.

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

At present, the AO is satisfied with the results and does not have plans to make changes to this workshop.

#### **9. Reflect on the Assessment Process**

There was a mix-up in the workshop evaluation forms. The afternoon evaluation forms were inadvertently included with morning evaluations forms resulting in 2 different evaluations being distributed. This was not a major issue as the questions were similar; nonetheless, in



the future, the facilitators should double check evaluation forms or consider an on-line survey.

## **10. Other Important Information**



**APPENDIX**  
**Creating an Assessment Plan & Using Assessment Templates**  
**Quiz/Key/Results**  
December 2009

Please help the Assessment Office improve this workshop:

1. Where are the templates located? (Please be specific)

*Answer:* <http://manoa.hawaii.edu/assessment>

*Results: n=19, 95% Correct, 5% Incorrect*

2. What is the relationship among the assessment templates, annual report, Program Review, and successful reaccreditation?

*Answer: The assessment templates are source material for the annual report and the assessment portion of Program Review. The annual report and Program Review are components of a successful UHM reaccreditation.*

*Results: n=19, 90% correct, 10% incorrect*

3. On your 3x5 card, write "AFTER" on the blank side and rate your level of anxiety regarding assessment planning and documenting.

1=I'm not at all anxious

10=Oh My Goodness! I'm extremely anxious.

*Results: n=19*

*60% reported being less anxious*

*7% reported being more anxious*

*33% reported no change in anxiety*

4. BONUS QUESTION: When you have assessment questions, whom are you going to call? Or as Dr. Peter Venkman would say, "Who ya gonna call?"





### APPENDIX

#### CENTER FOR TEACHING EXCELLENCE EVALUATION FORM

N= 13 (68% response rate)

Please rate the following:

	Low 1	2	Medium 3	4	High 5	N/A
Presentation:			8%	31%	61%	
Discussion			8%	23%	69%	
Handouts:			8%	8%	84%	
Overall Usefulness to You:				15%	85%	

What was most helpful to you?

- Working on the template
- Exercise; learning about the templates
- Reminder of online resources at assessment website
- Templates
- Examples
- The activity – to visualize the process
- Review & discussion of assessment project
- Templates – rubrics
- Group exercise on planning an assessment project
- Handouts
- Templates

What would you recommend for future workshops on this topic?

- None
- Graduate program example
- I'm good
- More reviews of ongoing assessment projects
- Review sessions for next level of training

#### AO EVALUATION

N=7 (37% response rate)

1) Please rate the overall usefulness of this workshop  
100% Very Useful

2) To what extent was this workshop effective in increasing your understanding of the topic?  
100% Very Effective



3) What was the most valuable aspect of the workshop? Why?

- PowerPoint
- Clarity
- Group activity
- Big picture of how assessment works
- Information and hands on exercise
- Everything
- Assessment plan activity

4) What was the least valuable aspect of the workshop? Why?

- None at this time
- Thanks for the great workshop!
- Zero
- Thank you!