University of Houston-Clear Lake
Office of Planning and Assessment
Summer Workgroup: Collection and Processing

Goal: To determine the flow of different types of artifacts.

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Summer Work Activities
The committee discussed the best options for each type of artifact and identified possible issues across three meetings. They discussed what each instructor would be asked to do (versus OIE staff), what resources would be needed, and how large classes would be handled. There was a lot of discussion on what information would be collected with the artifact.

Conclusions and Recommendations
Collection and processing will vary by type of artifact. The ideal end result should be an anonymous (or coded with Student ID or another code) artifact uploaded to Taskstream Learning Achievement Tool (LAT) or a special Blackboard page. Collecting Student ID's with artifacts provides a way to remove implicit bias and allows for more data to guide our improvement, such as identifying whether students in a particular group (e.g. gender, ethnicity, first generation, etc.) are struggling more than others. HR and the Dean of Students have indicated there is no policy restricting the use of student ID's for class work. Additionally, Instructors will be required to supply the artifact instructions and any other information provided to students, which will allow OIE to provide reading teams with relevant information (e.g. required only one source, opinion paper with no sources needed).

1. **Electronic Submissions** (HW, papers): For electronic submissions, Instructors will be asked to do a bulk download from Blackboard and then bulk upload into Taskstream LAT or if necessary a special Blackboard page created for submission (Instructions will be provided). Another option is that Instructors can ask students to submit twice, once to Blackboard and once to LAT, but that may be problematic. Given the desire for anonymity, Instructors can ask students to leave names off papers and HW and put it into the file name. Then, Instructors can remove names by renaming all files. If names are in files, the Instructor and OIE will collaborate to determine the most efficient way to remove names. One possibility would be a script to remove names, but names could be in the text itself or in the header, so this option must be investigated. Additionally, it may be useful to ask students to put their Student ID number instead of their name.

2. Exams or quizzes using **Scantron**: In order to use multiple choice questions, the Instructor will need to work with OIE to align the questions to the objectives for each rubric. For Scantron, the Instructor would be asked to take a flash drive (OIE will obtain some) with their scantrons to UCT so that a dat file can be created. The dat file will have the correct answers and the answers given by each student. The dat file will be supplied to OIE, and staff in OIE will produce a spreadsheet with the selected questions for assessment and correct/incorrect information. Student ID numbers may be useful here as well, so students might be asked to enter those on their scantrons. No reading team will be required.

3. Papers, Exams, and Homework submitted as **Hard Copies**: For artifacts submitted on paper, OIE and the Instructor will collaborate to determine the most efficient way to collect and store. In order to enable Instructors to keep a copy in case of a grade dispute and to allow students to see their work, the original will stay with the Instructor. Either the Instructor or OIE will copy or scan the document. Copies or scans will require name removal. It is possible to have a removable front page with the student's name. Alternatively, the Student ID or another code can be used on the document for ease of processing. The Student ID would again allow for additional data to be pulled outside of the assessment.
4. **Oral Presentations**: OIE will obtain camcorders to enable the recording of speeches. Speeches will be recorded by Instructor and either the Instructor or a designee can upload files to the Blackboard page. The written speeches should also be provided to allow different Student Learning Outcomes to be assessed separately to remove potential bias from seeing the individual. The video recordings and written speeches would be uploaded to the Blackboard page.
5. **Other**: OIE will obtain digital cameras that can be used to take photos of any physical creations (e.g., sculpture, displays, etc.) that do not have associated documents to collect as artifacts. Those photos would be uploaded to the Blackboard page.

Future Work
Both LAT and Blackboard need to be tested for uploading electronic artifacts. Instructions for bulk download and bulk upload need to be created. Instructions for removing identifying information need to be created, as well as investigating a script to remove the information. Faculty will need support in teaching the objectives, creating assignments, and aligning assignments with the objectives. This support will involve OIE, CCAC, and the Center for Faculty Development. OIE will also need to provide support to help scan documents as needed.