

Steps for Completing Annual Assessment Plan Review College of Education

Each year colleges and programs at UHCL are required to report on their defined program and student learning outcomes. This reporting consists of two parts: 1) reporting the assessment data from the previous year and 2) Updating or modifying the outcomes, methods, and/or criteria for success for the coming year.

This is very much like doing your own research – you start with a question (an outcome and criteria), you collect data (the assessments collected during the year), you analyze the data and report what happened (results and criteria), and then discuss what you need to do next (use of results).

Part One: Reporting your assessment data from the previous year.

- Review your assessment plan student learning outcomes, methods, and criteria for success. These can be found in your AMS outcomes report, provided to you in an earlier email and your AMS shared folder (link also sent in earlier email).
- Gather the assessment data collected over the past year that relates to each of the identified outcomes. This information may be in LAT, Qualtrics, Blackboard, or even individual faculty files.
 - Any data that the COE Planning and Assessment Office has available has been added to the shared AMS folder. If you need the LAT data in a different report format, please let me know.
- Review the outcome criteria for success and the related data as a program. In the Results section you will describe the results, make quantitative statements about the number of students assessed, the actual data results directly related to the criteria for success. You will then identify whether or not the criteria were met, the data statements should make this obvious.
- In the Use of Results section (the most important section) you will discuss what the data means and how you will use it in the coming year.
- Below are some guiding questions you may find useful and that will help you write up your Results and Use of Results sections.
 - What are your results? How many students (number and percent) were assessed?
 - Did you meet your criteria? Why or why not?
 - Does the data give you useful information for making decisions in your program?
 - What does the data tell you about your students and program?

- How will you use the results information in the upcoming year?
 - Will you make curricular or program changes?
 - Will you make changes to the assessments?
 - Do you need to change the criteria?
 - Is the outcome still appropriate for the program?
 - Is there an outcome that should be a part of the assessment plan that will provide additional information about your students and your program?
- Were there special or extenuating circumstances that took place this year that interrupted your ability to complete the assessments or data collection?
 - These are important things to identify, especially this year as the spring semester assessments were probably influenced by the changes in course delivery and school/site availability.
- If, during your review, you determine that you need to change any part of your plan (outcomes, methods, criteria for success), you will discuss that in the use of results, outlining the reasons why the Results from your assessments led you to this decision and then describe exactly what change(s) will be made. The change(s) will then be made in Step 2 Updating your assessment plan.
- If you do not need to make changes to methods and/or criteria for the next year, you will justify this in the Use of Results section. This could be statements like the data shows that the students/program are meeting the expected standards or the assessments provide evidence that the program is meeting its goals, or maybe the assessment is so new that you need to collect additional data in the coming year before making changes.
 - Avoid using words like “continue to” or “monitor” when writing your Use of Results. Make your verbs active.
- Remember that not having data or not meeting your criteria is not a bad thing. However, you must be sure in the Use of Results section to explain the reasons why you were not able to collect the data or why the criteria were not met and what you will do to address this issue.
- You will enter you Results and Use of Results in the corresponding sections of your AMS Plan for 2019-2020 (the previous year).

Part Two: Updating/Modifying/Adding Outcomes, Methods, and Criteria for Success for the coming year.

- To update the Methods section for next year, you will simply copy over what you had written last year into the current year assessment plan and then make any changes necessary to the assessment process method, or the criteria for success.
- If you identified that you need to make changes in your student learning outcomes, you will do this in the Student Learning Outcomes section of the assessment plan, in the same manner as you entered them last year.
 - If you need to make any Student Learning Outcome changes, please let me know so that we can plan time with the OIE Planning and Assessment Office Staff to help you properly change this section as it can be a little unintuitive.

Additional Reminders:

- As a program identify when and how you will collect the data during the year and put a plan in place to ensure this is done each semester or as needed and that everyone involved knows their responsibility.
- Let me know how I can help with your data collection needs for the coming year whether through LAT, Qualtrics, or systems data.