



OFFICE *of* INSTITUTIONAL EFFECTIVENESS & ACCOUNTABILITY

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Assessment of Student Learning Outcomes “How To” Quick Reference Guide for 2010-2011

For questions, concerns, or comments, please contact:

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Assessment of Student Learning Outcomes: “How To” Quick Reference Guide for 2010-2011

Remember, the goal of this work is to share with others your genuine interest and intention in evaluating student performance as a means to improve the learning experience for the students enrolled in the programs associated with your department or school.

I. Purpose of this Guide:

To support the assessment of student learning and successful completion of reporting assessment plans and activities within the Academic Review and Continuous Improvement process for 2010-2011. This “How To” guide is meant to be comprehensive, yet straightforward in helping to move your efforts forward toward improving your programs.

II. Plans for assessing student learning include:

- A list of program-level student learning outcomes.
- A list of assessment instruments used to “capture” student learning.
- A curriculum map to show the relationship and alignment with student learning outcomes and course assessments.
- A methodology plan on how assessment data will be collected and analyzed. Be mindful about the amount of data you collect. “Assessment plans designed to appease others generally involve a lot of data collection, but are rarely put to meaningful use. Plans that focus on student learning connect collected data to potential courses of action.” (Hatfield, 2009). It is within this spirit that your assessment plans will be evaluated.

*A comprehensive *Assessment of Student Learning Outcomes* guidebook is available online (below).

III. Due Dates for Submitting Assessment Plans for 2010-2011:

- **October 30, 2010** for Depts./Schools completing *Annual Planning* in the Academic Review cycle.
- **January 14, 2011** for Depts./Schools completing *Full Review*.

Important Note: For those programs with specialized accreditation, you may now upload a copy of your recently submitted accreditation report, describing the way in which you assess student learning and make program improvement decisions, plus documentation of approval by the review board.

IV. Online “How To” Guidebooks and Resources Available:

A *Student Learning Outcomes Assessment* informational website is located at the following URL:

<http://tinyurl.com/emuassess>

- Or
1. Go to Continuous Improvement’s Home page at <http://www.emich.edu/ci/>
 2. Scroll down and click the link that reads “Current EMU Systems Portfolio” on the left sidebar.
 3. On the left sidebar, click “Student Learning Outcomes Assessment”
 4. You may be prompted to login. If so, use the following information to log on:
User Name: SLO
Password: SLO
(Be aware, both the username and password are case sensitive)

V. “How To” Workshops for Writing Assessment Plans:

We recognize for those programs without specialized accreditation, assessment of student learning maybe a new process to understand. To support faculty and academic administration in learning this process, the Office of Institutional Effectiveness & Accountability and the Faculty Development Center are offering a series of workshops to assist in writing and implementing assessment methodology plans.

Refer to the table below for location and time – RSVP at **487-0020** ext 2111 or **aavp_fdc@emich.edu**.

Assessment Plan Workshops – 109 Halle Library - Faculty Development Center		
Week of Sept. 13-17	Tuesday, Sept. 14, 1-2:30 PM	Friday, Sept. 17, 10:30 – 12:00 PM
Sept. 20-24	Monday, Sept. 20, 9 – 10:30 AM	Tuesday, Sept. 21, 2:30 – 4:00 PM
Sept. 27-Oct. 1	Monday, Sept. 27, 1 – 2:30 PM	Friday, Oct. 1, 1 – 2:30 PM
Oct. 4-8	Wednesday, Oct. 6, 2:30 – 4:00 PM	Thursday, Oct. 7, 9 – 10:30 AM
Oct. 11-15	Monday, Oct. 11, 10:30 – 12:00 PM	Thursday, Oct. 14, 1 – 2:30 PM
Oct. 18-22	Tuesday, Oct. 19, 9 – 10:30 AM	Wednesday, Oct. 20, 3 – 4:30 PM
Oct. 25-29	Wednesday, Oct. 27, 10:30 – 12:00 PM	Thursday, October 28, 3 – 4:30 PM
*If you can't make a workshop, contact the OIEA and set-up an appointment ; 487-8288.		

VI. “How To” Rubric for Evaluating Student Learning Outcomes Assessment Plans:

An evaluation rubric has been generated following the main points outlined in “Assessing Your Program-Level Assessment Plan” (Hatfield, 2009) and other best-practices in outcomes assessment. This rubric can be used as:

- 1) a guide while writing assessment methodology plans,
- 2) as a check-off list and Self-Evaluation tool before submission, and
- 3) as an assessment instrument for the “Peer-Reviewers” to follow as they comment on how well a program has been able to articulate their plans and activities for assessing student learning.

A copy of the rubric and references used to generate this rubric can be downloaded from our *Student Learning Outcomes Assessment* informational website (see above for the link).

VII. Where to Submit Assessment Plans:

To provide a convenient shared space for reporting and reviewing your progress with assessment of student learning, templates have been incorporated into the online Academic Review & Continuous Improvement (ARCI) cycle . Programs undergoing *Full Review* will report in the “Review Module” and all others will report in the “Planning Module.”

VIII. “How To” Sessions on Navigating Through the Revised Academic Review Online Templates:

Template Orientation/Q&A Sessions are available in a computer lab: (only need to attend one)

Departments/Schools in Full Review = Wednesday, September 1 from 10:00-11:30 and Thursday, Sept 2 from 2:00-3:30 in room G07 Halle Library.
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Departments/Schools in Annual Planning = Thursday, September 16 from 2:00-3:30 and Friday, September 17 from 10:00- 11:30 in room G07 Halle Library.

IX. “How To” Determine Where a Department/School is in the Academic Review Cycle: (see Table)

Academic Review is a 4-yr cycle:

- **Year 1 = Full Review:** Departments/Schools review their planned activity and improvement efforts from the previous four years.
- **Years 2, 3 & 4 = Annual Planning:** Departments/Schools summarize the previous year’s activities and improvements and plan accordingly for the upcoming academic year. Annual Planning runs three consecutive years - AP1, AP2, and AP3 (highlighted in blue).
- **Year 5 = Full Review:** starts a new 4-year cycle.

College	Dept	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
ALL	Interdisciplinary Programs	AP3	REVIEW	AP1	AP2	AP3
	Library	AP1	AP2	AP3	REVIEW	AP1
CAS	Art	AP3	REVIEW	AP1	AP2	AP3
	Biology	AP3	REVIEW	AP1	AP2	AP3
	Chemistry	AP3	REVIEW	AP1	AP2	AP3
	Computer Science	AP2	AP3	REVIEW	AP1	AP2
	Economics	AP2	AP3	REVIEW	AP1	AP2
	Mathematics	AP2	AP3	REVIEW	AP1	AP2
	SAC	AP2	AP3	REVIEW	AP1	AP2
	World Languages	AP2	AP3	REVIEW	AP1	AP2
	CTA	AP1	AP2	AP3	REVIEW	AP1
	English & Lit	AP1	AP2	AP3	REVIEW	AP1
	Geography & Geology	AP1	AP2	AP3	REVIEW	AP1
	Political Science	AP1	AP2	AP3	REVIEW	AP1
	Womens & Gender Studies	AP1	AP2	AP3	REVIEW	AP1
	African American Studies	REVIEW	AP1	AP2	AP3	REVIEW
	History & Philosophy	REVIEW	AP1	AP2	AP3	REVIEW
	Music & Dance	REVIEW	AP1	AP2	AP3	REVIEW
	Physics & Astronomy	REVIEW	AP1	AP2	AP3	REVIEW
Psychology	REVIEW	AP1	AP2	AP3	REVIEW	
CHHS	HHPH	AP3	REVIEW	AP1	AP2	AP3
	SHS	AP2	AP3	REVIEW	AP1	AP2
	Nursing	AP1	AP2	AP3	REVIEW	AP1
	Social Work	REVIEW	AP1	AP2	AP3	REVIEW
COB	Accounting & Finance	AP2	AP3	REVIEW	AP1	AP2
	CIS	AP1	AP2	AP3	REVIEW	AP1
	Management	REVIEW	AP1	AP2	AP3	REVIEW
	Marketing	REVIEW	AP1	AP2	AP3	REVIEW
COE	Leadership & Counseling	AP2	AP3	REVIEW	AP1	AP2
	Special Ed	REVIEW *	AP1	AP2	REVIEW *	AP1
	Teacher Ed	REVIEW	AP1	AP2	AP3	REVIEW
COT	STS	AP2	AP3	REVIEW	AP1	AP2
	SET	AP1	AP2	AP3	REVIEW	AP1

*** Special Education will return to its originally scheduled review year beginning 2013-2014.**

X. Directions on “How To” access the ARCI Online templates are listed below:

1. Go to www.emich.edu and login to your my.emich account.
2. Click on the Reports tab, go to the IRIM reports, and click on the Academic Review & Continuous Improvement link.
3. Login again using your my.emich login and password.
4. You should be on the page for your department. If not, choose a department from the dropdown box and click the “Switch Dept/Schl” button.
5. For *Full Review*, choose the Review Module by clicking on the button in the **GREEN** box. For *Annual Planning*, click on the Planning Module button in the **BLUE** box. For Campus Comment, click on the button in the **ORANGE** box.

REVIEW MODULE:

1. Once you’ve clicked on the **GREEN** box, you will start with the Department Overview page. (Be sure that the box at the bottom of this first page is checked <*the one that acknowledges that the list of programs are correct*> – otherwise you will not be able to move forward. If you have to check it, make sure you hit save first before moving on.)
2. Use the Save, Save & Continue, or Continue buttons at the bottom of each page to move through the various pages.

PLANNING MODULE:

3. Once you’ve clicked on the **BLUE** box, you will start with the Department Overview page. (Be sure that the box at the bottom of this first page is checked <*the one that acknowledges that the list of programs are correct*> – otherwise you will not be able to move forward. If you have to check it, make sure you hit save first before moving on.)
4. Use the Save, Save & Continue, or Continue buttons at the bottom of each page to move through the various pages.

XI. Academic Review (ARCI) Faculty Coordinator:

The Department should arrange for one faculty member to be an Academic Review Faculty Coordinator for your department/school. Coordinators will receive compensation. During a *Full Review* year the coordinator will receive ¼ release. During *Annual Planning* years (AP1, AP2 and AP3) coordinators will receive an honorarium of **(\$500)** per year.

ARCI Faculty Coordinator activities during *Full Review*:

1. Attend training meetings or sessions to learn how to navigate through and respond to questions in the *Review* templates,
2. Assist the Department Head/School Director, program coordinators and other faculty in responding to questions in the department-level and program-level sections of the *Program Review* templates.
3. Act as the contact person and liaison between the department/school and the Office of Institutional Effectiveness & Accountability (the Director of Academic Assessment (I), Peggy Liggitt will remain in contact with you).

ARCI Faculty Coordinator activities during *Annual Planning* years:

1. Attend training sessions and assist the Department Head/School Director and faculty in responding to questions in the department-level and program-level sections of the *Annual Planning* templates.
2. Serve as an “**internal-reviewer.**” One of the improvements to the Academic Review and Continuous Improvement Cycle is paring together compatible departments/schools for feedback and fostering future interdisciplinary collaborations. A coordinator from one department will review and comment on the Program-level module from another department.

- “Internal-Review” Retreats – Half-day retreats have been arranged to make the review process supportive and efficient. Reviewers will be divided into two groups: those that will comment on Annual Plans and those that will comment on full Reviews. Reviewers will work in pairs or groups of three and together comment on about 9-10 programs (specifically reviewing the plans and activities for assessing student learning outcomes).

Internal-Review Retreats – G11 Halle Library	
For <i>Annual Planning</i>	Attend either Friday, Nov. 12, 9:00-1:00 or Friday, Nov. 19, 12:00-4:00
For Full <i>Reviews</i>	Attend either Friday, Feb. 11, 9:00-1:00 or Friday, Feb. 18, 12:00-4:00

XII. Academic Review Timeline for 2010-2011:

- 9/1/10 & 9/2/10 – Workshops for template navigation
- Beginning Sept/2010 – Student Learning Outcomes Assessment Workshops.
- October 30, 2010 – *Annual Planning* due
- November 12 & 19, 2010 – Internal-Reviews for *Annual Planning*
- January 14, 2011 – *Full Reviews* submitted to the College Deans.
- January 31, 2011 – Deans’ Comments submitted.
- February 1, 2011 – Campus Comment opened.
- February 11 & February 18, 2011 – Internal Review Retreats
- March 1 – May 7 – Roundtable Discussions (scheduled on Fridays, due to limited space)

XIII. FREQUENTY ASKED QUESTIONS (FAQs)

(17 IMPORTANT QUESTIONS & ANSWERS ABOUT THE ARCI TEMPLATES)

1. What does ARCI stand for?

Academic Review & Continuous Improvement

2. How do I access the ARCI online templates?

Login to your my.emich website, click on the Reports tab, click on the link titled: “Academic Review & Continuous Improvement Cycle” (or use the direct link below), and login again using your my.emich login and password. (https://programreview.emich.edu/programreview/adpr_login.php).

**NOTE: Prior to your first login, make sure that your Department Head/School Director has requested access to the templates for you.*

3. How do I know if I am working on Full Review or Annual Planning?

You can ask your Department Head/School Director or you can click on the Academic Review Schedule button at the bottom (in the Information Module) of the page when you first login.

4. How do I access the various work areas within the templates?

*Once you know whether you are completing **Full Review** or **Annual Planning**, you click on the appropriate button on the page when you first login.*

5. How do I move from page to page in the online templates?

You can use the “Save & Continue” or “Continue” buttons at the bottom of each page.

6. How do I know if my work is saved before I move from page to page in the online templates?

If you click the button that only says “Continue”, a warning message will pop up asking if you want to move forward without saving.

7. **How do I know what section of the *Full Review*, or what section of the *Annual Plan* that I am in?**
The title of the active section of the online template will be highlighted on the tool bar on the left side of the screen.
8. **How do I expand/collapse fields that have been expanded/collapsed?**
Click on the + sign to expand the fields and then click on the - sign to collapse the fields.
9. **What do I do if I can't see all of the text in a box?**
Click on and move the scroll bar on the right side of the box. You can also make the box somewhat larger by clicking on the ⬇️ ⬆️ sign at the bottom left of the text box.
10. **Who decided how the programs in my department are grouped (or not) for review?**
This decision was communicated to us by your Department Head/School Director. If you have a question about the program groupings (or not), please contact them. If the groupings are incorrect, your Department Head/School Director or ARCI Coordinator will contact the OIEA.
11. **Where did the pre-loaded information come from in some of the text boxes?**
This information came from your last Full Review, your last Annual Plan, or was provided to the OIEA from your department, school, or college assessment coordinator. To save you time and effort this year, graduate assistants working in the OIEA uploaded this data/information for you. In the future, much of the appropriate information will automatically feed from year to year.
12. **How do I upload .pdf documents into the online templates?**
*If there is an available upload wizard, it will be located just above the text box for the response to that question. Click on the plus sign and the wizard window will open (⊕ Upload **OPTIONAL** attachment in PDF to support the entry above)
 Then click on the Upload Wizard button, which will open a "Browser" button for you to add the link to the file. Once the link is added, click the "Upload File" button and your file will upload. *Note: There is a file size limitation of 1,000 KB. If your file is larger than that, send it over to Dondi or Anne and we will upload it for you. Make sure you tell us exactly where you want it added.*
13. **What is the significance of the different colors?** *The colors are to help you navigate more easily through the templates. Once you understand what each color represents, you'll always know "where you are" in the system.*
***Green** areas include all Full Review related materials.*
***Blue** areas include all Annual Planning related materials.*
***Orange** areas include all Campus Comment related materials.*
***Beige** areas include all Information Module related materials.*
14. **Can I work with two ARCI template windows open at the same time?**
Yes, but open each window using a different Browser (Explorer & Firefox for PC's, Safari & Firefox for MACs)
15. **What do I do when I am finished with my portion of the *Full Review* or *Annual Planning*?**
Contact your Department Head/School Director to let them know you are finished.
16. **Who do I contact if there is a problem with the online templates?**
Contact Dondi Goerlitz at dgoerlitz@emich.edu or 7-0169 until October 1, 2010.
Contact Anne Seaman at aseaman@emich.edu or 7-0169 beginning October 4, 2010.
Contact Peggy Liggitt at peggy.liggitt@emich.edu or 7-0199 anytime.

17. What do I do if the templates are running slow or they get locked up?

Clear your *cache*. A *cache* is a component in your computer that improves performance by transparently storing data so that future requests for that same data can be accessed faster. So, what happens is that you access the ARCI templates, something happens that slows the page down. Well, your computer stores that access and then future accesses of the ARCI templates are slow as well. These data are commonly stored as "temporary files", "history", and sometimes as "cookies". To clear your cache, you need to go into your browser and find the "Internet Options" or "Options". This tool is found in different places, depending on which browser you are using. Once you locate the "Options" or "Internet Options" tools, you will find the ability to delete these types of files. Once the cache is cleared, your next access of the ARCI templates should go more quickly. If you've cleared your cache and the templates do not speed up, contact our office immediately so that we can report the incident to DoIT for technical assistance.