



OFFICE *of* INSTITUTIONAL EFFECTIVENESS & ACCOUNTABILITY

www.emich.edu/ci

Submitting/Accessing Your Program-Level Assessment Plan

2010-2011

For questions, concerns, or comments, please contact the OIEA:

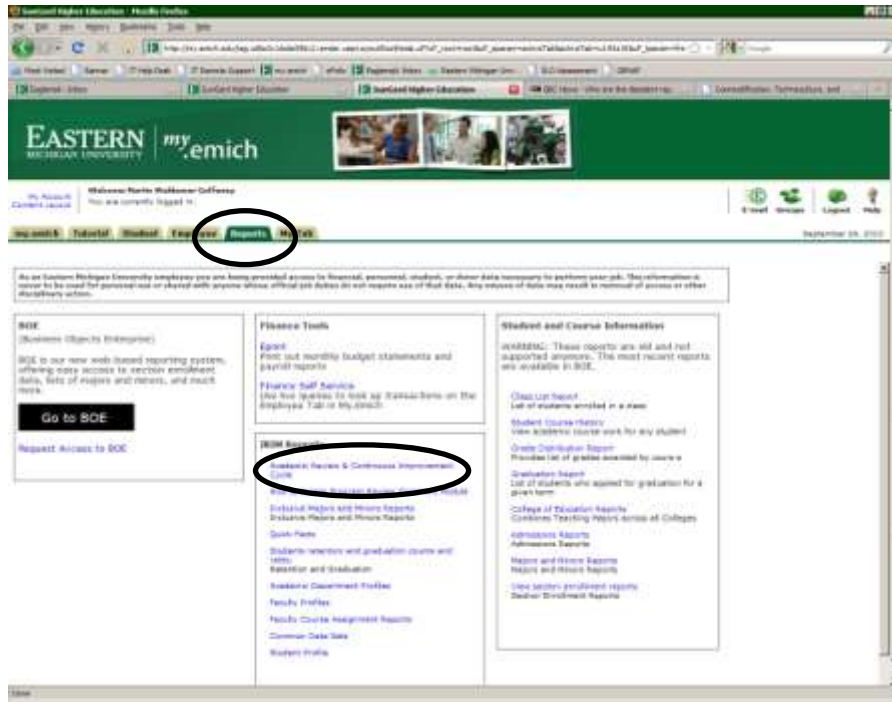
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734-487-8288 (Office)

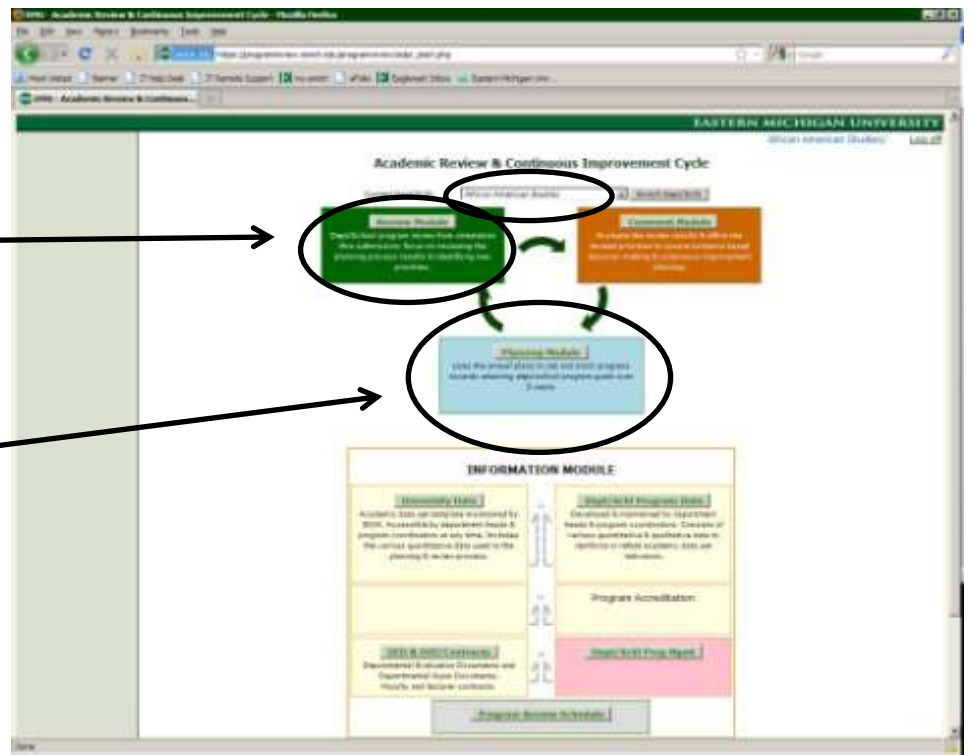
734-487-8290 (Fax)

Submitting Your Program-Level Assessment Plan

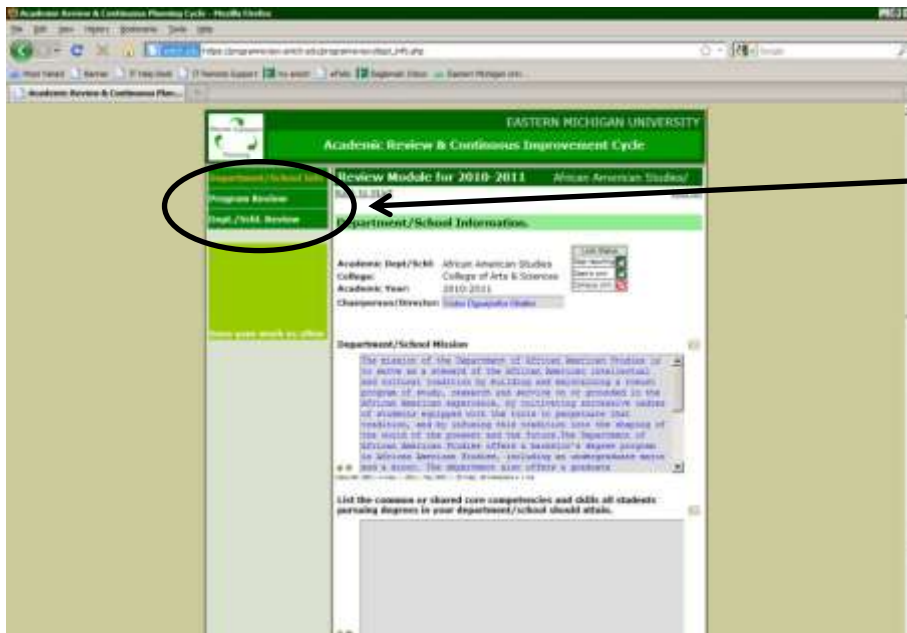


In my.emich, go to the “Reports” tab. Under “IRIM Reports,” select “Academic Review and Continuous Improvement.” After entering your my.emich ID and password, you will be taken to the Modules page.

Select the appropriate department/school from the drop-down menu at the top of the page, then click the “Switch Dept/Schl” button. If your department/school is in *Full Review* click on “Review Module.” If your department/school is in *Annual Planning*, click on “Planning Module.”



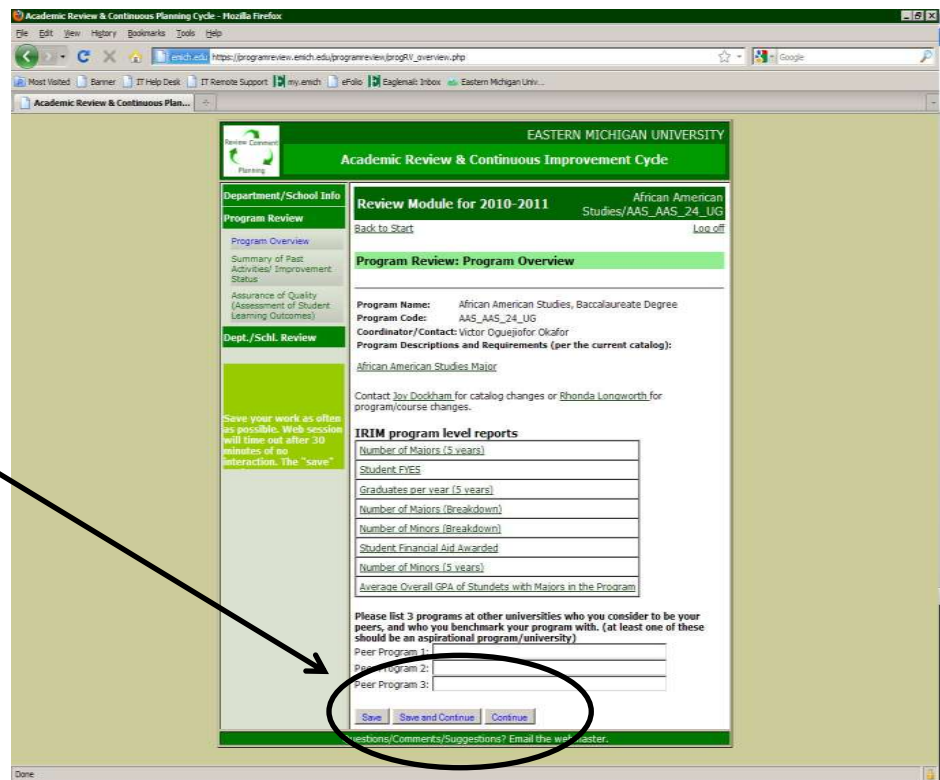
Submitting Plans in Full Review



Once you have clicked on the Review Module, you will be taken to the Department/School Information page. From there, you can use the link on the left-hand sidebar to navigate to the Program Review Page. *Be sure that the box at the bottom of this first page – the one that acknowledges that the list of programs is correct – is checked; otherwise you will not be able move forward. Make sure to click “Save” after checking the box.*

Use the “Save,” “Save and Continue,” and “Continue” buttons at the bottom of each page to navigate your way through the various pages.

Navigating away from a page without clicking “Save” or “Save and Continue” will erase any information you have entered.



1. Selecting "Program Review" will first take you to the "Program Overview" section.

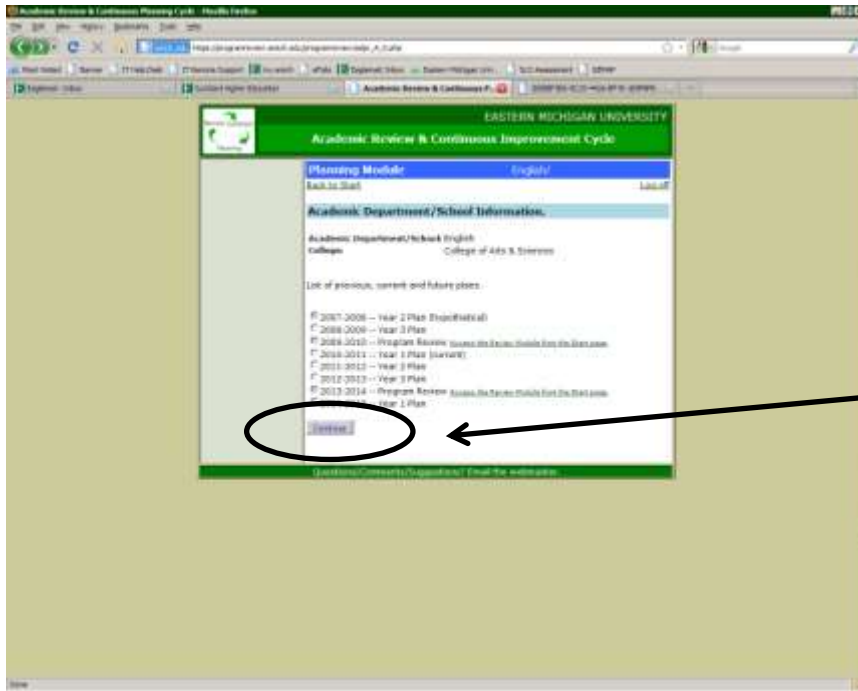
2. From there, you can use the left-hand sidebar to navigate (make sure to save each time you navigate to a new page!) through the different sections of Program Review.

3. "Summary of Past Activities/Improvement Status" takes you to the page where you can enter information on the status of past program improvement efforts.

4. "Assurance of Quality (Assessment of Student Learning Outcomes)" takes you to the page where you can submit information on your program-level Student Learning Outcomes.

Always remember to Save!

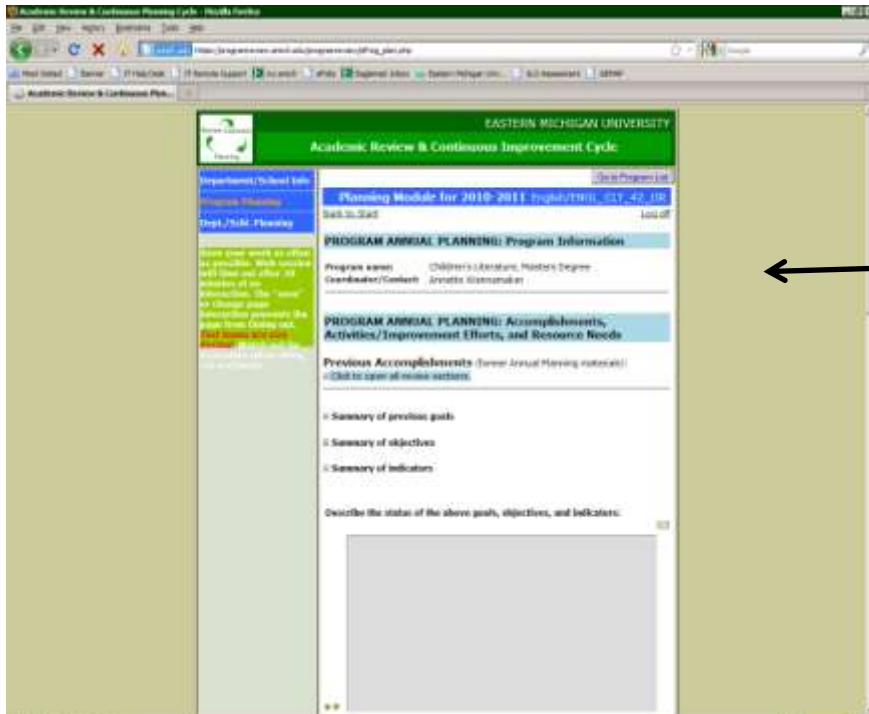
Submitting Plans in Annual Planning



After selecting the “Planning Module” you will be prompted to select the year for planning. Select the current year in the annual planning cycle and click “Continue.”

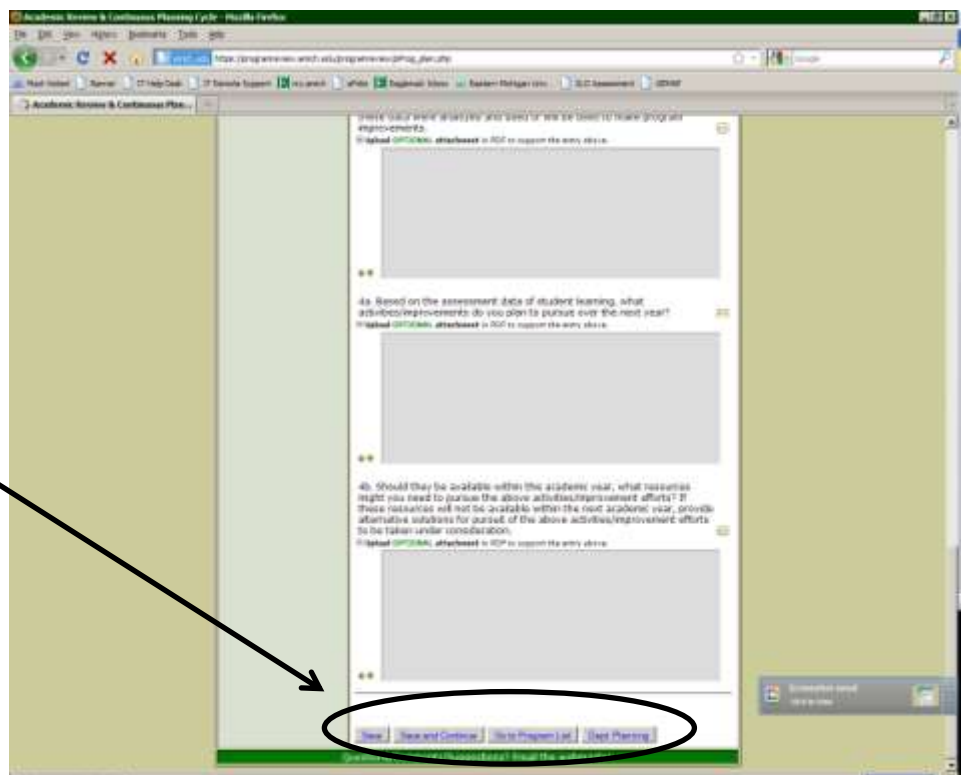
This will take you to the “Department/School Information” Page. Click “Program Planning” on the left-hand sidebar and select the appropriate program from the list.





This will take you to the page where you can submit your program's Annual Planning information on Student Learning Outcomes.

Before navigating away from this page, or any others, be sure to click either "Save" or "Save and Continue" at the bottom of the page.



Online Resources Are Available

The OIEA has prepared a website where you can access more resources, including guidebooks and articles, on the many aspects of the process of assessing student learning. To access the site, enter this URL:

<http://tinyurl.com/emuassess>

In order to access some of the pages on the site, you will need the following login information:

Username: SLO

Password: SLO

(Be aware, both the username and password are case sensitive)