



CLARK ATLANTA
UNIVERSITY

Navigating Assessment



Presented by:

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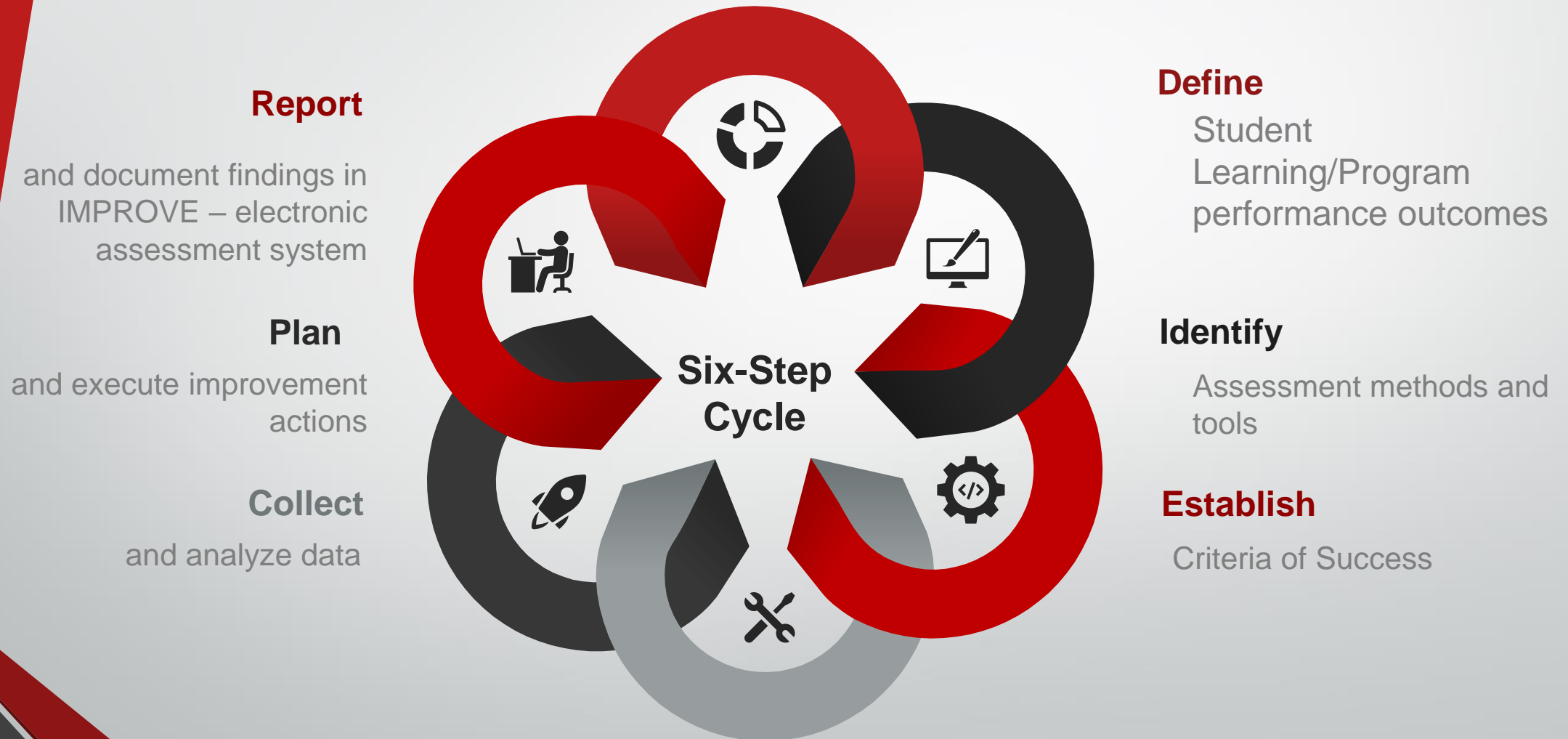
Ms. Zandra Everett, Assessment and Program Evaluation

OFFICE OF PLANNING, ASSESSMENT, AND INSTITUTIONAL RESEARCH

Agenda

- Overview of Six- Step Institutional and Improvement Process
- What is An Assessment and Improvement Plan?
- How to Get Started
- Utilization of the Electronic Assessment System Tool IMPROVE
- How to Close the Loop

CAU's Annual Assessment and Improvement Six- Step Cycle



What is an Assessment Plan?

- A plan developed and carried out by the entire unit; this should not be the responsibility of one or few individuals. Use multiple methods and data sources to collect evidence of performance.
- Use multiple methods and data sources to collect evidence of performance.
- Think about how the data can be used to inform practice change; focus on evidence that can be acted upon.
- Make sure the assessment plan is manageable and sustainable over time.
- Allow flexibility in the assessment plan to “carry over” Outcomes from one year to the next, particularly if the assessment findings are unsatisfactory and improvement actions are implemented.

What is an Appropriate Outcome?

SPECIFIC to the program:

- The unit/department objective should be associated with key processes and services provided to students, parents, employers and faculty members
- The unit/department objective should be distinctive to the unit that is conducting assessment

MEASURABLE and result oriented:

- The **intended outcome** should be one for which it is **feasible** to collect accurate and reliable data.
- The **intended outcome** should produce results that can identify problems and assist with program improvement.

ATTAINABLE and realistic:

- Consideration was given to the **available resources** (e.g., staff, technology, assessment support, institutional level surveys, etc.) in determining whether the collection of data for each student learning outcome is a realistic expectation.
- There are a realistic **proportion of students able to achieve the stated specific level** (e.g., 80% of graduates pass the written portion of the comprehensive exam with a minimum of 75 points on the assessment rubric).

RELATED and relevant to the unit's mission:

- It should focus on **intended outcomes** that are **critical to the program and its mission statement**.

TIME-BOUND:

- When defining the outcomes, it is important to indicate when the outcome will be assessed (e.g. each semester, spring, annually, etc.), and for what period of time.

Creating Outcomes in Improve

Click on
Unit Planning →
Assessment Plan

1.

AES- TRAINING AES PLAN

AES- TRAINING AES PLAN > Unit Planning > Assessment Plan

Objectives

- Decrease Duplicates in Collected Donor Data Decrease the number of duplicates of donor data through utilization of Merger Matic on a quarterly basis (2018-2019)

Click Green
Plus to Add
Objective 2.

Creating Outcomes in Improve

“SAVE” and
“RETURN” 2.

Enter Title of
Objective- Short
and Concise

1.

AES- TRAINING AES PLAN

TRAINING AES PLAN > Unit Planning > Assessment Plan > Add Objective

Save Return

* Objective Name ?

* Objective ?

Objective Status/Year ?

Objective Types ✕

Start Date ?

End Date ?

* Budget Amount Request ?

* Budget/Resource Explanation ?

Status Explanation

* Required field

Unit Planning
Assessment Plan
Results
Reports
Documents

Establish Means of Assessment

- What methods or strategies are used to accomplish the PLOs?
- What is the cycle of data collection and timeline of assessment for the PLOs?
Who is responsible?
- What quantitative and/or qualitative methods will be used to measure each PLO? Can be multiple methods
- How manageable and sustainable is the data collection plan?

Establish Criteria for Success

Criteria for Success is a **benchmark or target** for each measure and serves as an indicator for the expected results or levels of accomplishment.

- Identify satisfactory level of performance for each Objective with clear expectations:
 - Example 1: Annual alumni gifts will increase by 10% from \$150K to \$160.5K annually
 - Example 2: Raise private gifts and grants from \$6.5 million to \$9 million by FY 2022-2023

- Identify how the criteria for success for each source of data align with the expected unit performance and develop timetable for data collection:
 1. What data will be collected
 2. How the data will be collected (all assessment tools)
 3. Where the data will be collected from
 4. When the data will be collected

Adding Assessment Methods in Improve

Click on Unit Planning → Assessment Plan 1.

Click Green Plus to Add Assessment Methods 3.

ive. Improve

AES- TRAINING AES PLAN

AES- TRAINING AES PLAN > Unit Planning > Assessment Plan

Objectives

Decrease Duplicates in Collected Donor Data (2018-2019) Increase the number of duplicates of donor data through utilization of Merger Matic on a quarterly basis

Objective Types: Administrative/Program
Start Date: 07/01/2018
End Date: 06/30/2019

Assessment Methods
Activities
Related Goals
Assignment

Locate Newly Created Objective 2.

Adding Assessment Methods and Criteria of Success in Improve

- Argos Report
- Banner Report
- Excel Document (Report)
- Formative Assessment
- Internal Report
- Participation/Attendance Rates
- Survey
- Workshop Training

CLICK to edit An Existing Assessment Method 3.

Identify satisfactory level of performance for each Objective with clear expectations 1.

Identify how the criteria for success for each source of data align with the expected unit performance 2.

Nuventive. Improve

AES- TRAINING AES PLAN

AES- TRAINING AES PLAN > Unit Planning > Assessment Plan > Edit Assessment Method

Assessment Method Tool: Internal Report

* Assessment Method: Report created in Merger Matic will show decreases in the amount of duplicates.

Criterion: A reduction of duplicates by 10 percent over the next 5 years.

Assessment Schedule: Annually

* Required field

Save Return

Results: The Final Assessment Plan Components

Description of Activities

- What did we do?
- Why did we do it?
- How did we do it?
- Who did we assess?

Description of Results

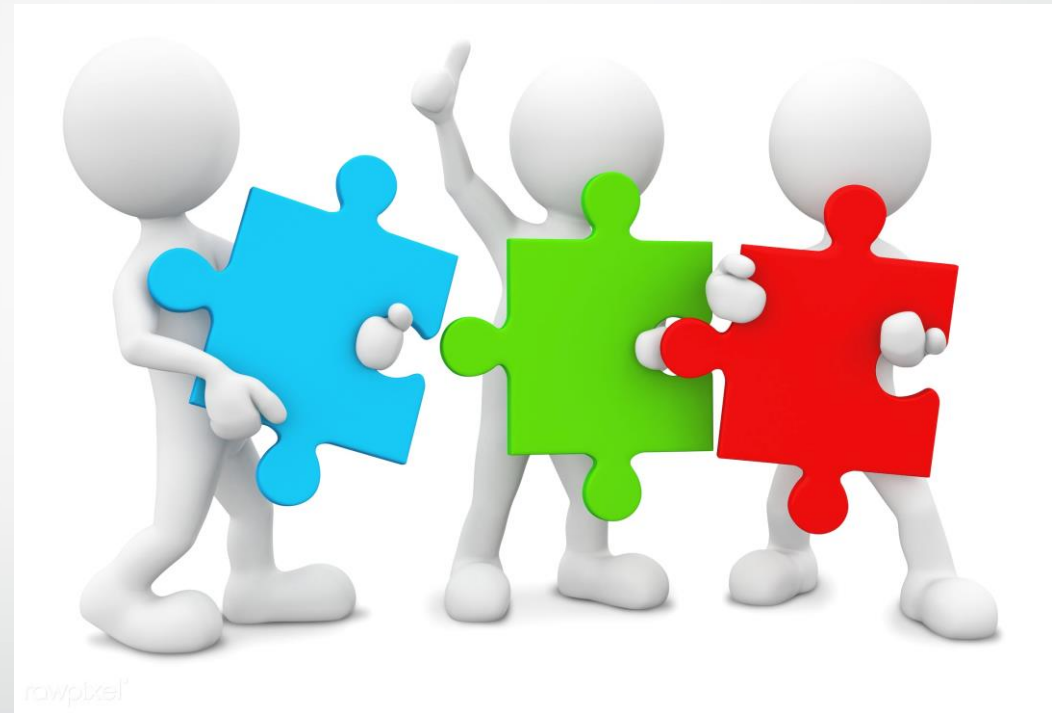
- What did we find?

Interpretation

- What do our findings mean?

Suggestions/Improvements

- What should or could be done based upon results of the assessment?



Entering Results

1. Click on Unit Planning → on Results

The screenshot displays the IMPROVE software interface. At the top, a navigation bar shows 'AES- TRAINING AES PLAN' in a dropdown menu. To the right, there are notification icons (a bell with '9') and a user profile 'Welcome, ssuddith'. Below the navigation bar, a breadcrumb trail reads 'AES- TRAINING AES PLAN > Unit Planning > Results'. The main content area features a list of items. The first item is 'Decrease Duplicates in Collected Donor Data' with a sub-description: 'Decrease the number of duplicates of donor data through utilization of Merger Matic on a quarterly basis'. Below this is an 'Internal Report' card with the text: 'Report created in Merger Matic will show decreases in the amount of duplicates.' A green plus sign icon is located in the top right corner of this report card.

2. CLICK the Green Plus to Add Results to the Assessment Method Assigned

Entering Results

Don't forget to
"SAVE" and
"RETURN"

3.

Nuventive. Improve AES- TRAINING AES PLAN

AES- TRAINING AES PLAN > Unit Planning > Results > Add Result

Home
Unit
Unit Planning
Assessment Plan
Results

Save Return

Decrease Duplicates in Collected Donor Data Decrease the number of duplicates of donor data through utilization of Merger Matic on a quarterly basis

Objective Types: Administrative/Program
Start Date: 07/01/2018
End Date: 06/30/2019

Internal Report Report created in Merger Matic will show decreases in the amount of duplicates.
Criterion A reduction of duplicates by 10 percent over the next 5 years.
Assessment Schedule Annually

* Result Date

* Result

* Assessment Year

* Criterion Met

* Use of Results

* Required field

Plan of Action for Improvement

Related Documents

Enter Results

1.

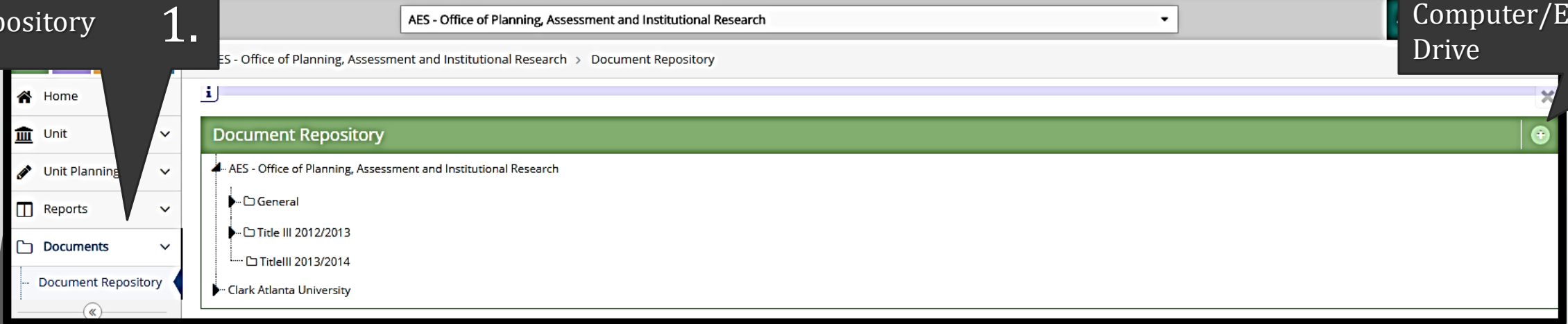
Add Related Documents as evidence

2.

Uploading Related Documents

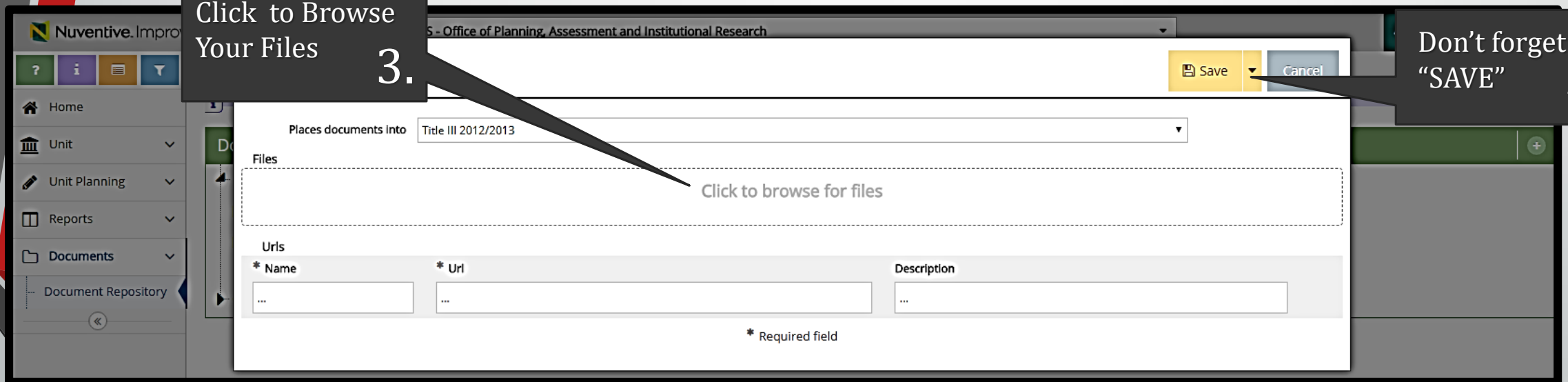
Click Documents →
Document
Repository 1.

Click Green Plus to
Add Files from your
Computer/External
Drive 2.



Click to Browse
Your Files 3.

Don't forget to
"SAVE" 4.



Pulling a Report

Comprehensive Plan

The screenshot shows the Nuventive Improve web application interface. At the top, the header includes the logo 'Nuventive Improve', a dropdown menu for 'AES - Office of Planning, Assessment and Institutional Research', and a user profile for 'Welcome, ssuddith'. A navigation breadcrumb shows 'AES - Office of Planning, Assessment and Institutional Research > Reports > Standard Reports'. On the left, a sidebar menu contains 'Home', 'Unit', 'Unit Planning', and 'Reports'. The main content area is titled 'Assessment Reports' and lists two options: 'Assessment: Assessment Plan' and 'Assessment: Unit Four Column'. The 'Assessment: Unit Four Column' option is highlighted. Below this, there are sections for 'Course Reports' and 'Mapping'.

Four Column- Shows Objective, Assessment Methods, Results and Plan of Action

Assessment: Unit Four Column Report

Assessment: Unit Four Column

AES - Office of Planning, Assessment and Institutional Research

Mission Statement: The mission of the Office of Planning, Assessment, and Research is to promote institutional effectiveness by coordinating, facilitating, and executing institution-wide strategic and operational planning, assessment, and institutional research functions and reporting activities in support of the University.

Vision Statement: The Office of Planning, Assessment and Research will advance full implementation of integrated systemic institutional effectiveness processes of continuous planning, evaluation, and institutional research data to support consistent, accurate, and timely information for resource allocation, decision-making, and internal and external reporting.

<i>Objectives</i>	<i>Assessment Methods</i>	<i>Results</i>	<i>Plan of Action for Improvement</i>
<p>Annual Assessments - Conduct annual assessment of all Academic Programs and, Administrative and Educational Support Assessment. Objective Type: Operating Objective Start Date: 08/26/2009 End Date: 06/30/2013 Budget Amount Request: 0 Budget/Resource Explanation: opar</p>	<p>Internal Report - We will monitor office logs with due dates and completion dates; records and hard copies on files; and emails. Criterion: A institutional portfolio for all units to include review and update completion status reports for annual assessment plans and academic program reviews. Assessment Schedule: We will assess this item at the end of each fiscal year (annually)</p>	<p>Assessment Year: 2011-2012 Criterion Met: Yes After reviewing the plans and assessment results submitted in TracDat we have discovered that while the units were submitting the required plans, the information contained within the required plans, the information contained within were inadequate to properly assess the units' improvement/progress. (08/14/2017) Use of Results: The UEC will be charged to review all submitted plans for not only for completion but also quality.</p>	
		<p>Assessment Year: 2011-2012 Criterion Met: No Most of these activities were not accomplished at the targeted date due to an abrupt departure of the assistant director of assessment. Several units/programs did undergo the review process and are awaiting feedback. (8/01/2012) (08/14/2017) Use of Results: We will be providing feedback to units/programs.</p>	
	<p>Internal Report - We will monitor office logs with due dates, and completion dates; records and hard copies report on file, and emails.</p>	<p>Assessment Year: 2011-2012 Criterion Met: No Most activities were not accomplished at the targeted date due to an abrupt departure of the assistant director of</p>	

How to Close the Loop

CLOSING THE LOOP (ANNUALLY)

1. Review competencies and SLOs
2. Review means of assessment
3. Examine Results and Interpretation
4. Develop Improvement Plan



Assessment: Program Four Column



Program (SOE) - Clinical Mental Health (Community Counseling) MA

Mission Statement: The mission of the Department of Counselor Education is to prepare candidates to assume roles of leadership and service in society as licensed professional counselors in accordance with Council for Accreditation of Counseling and Related Educational Programs (CACREP), National Council for Accreditation of Teacher Education (NCATE), and Professional Standards Commission (PSC), standards and guidelines for diverse groups in a global society.

Vision Statement: The Department of Counselor Education will prepare a diverse pool of candidates who are knowledgeable, critical thinkers, and ethical change agents, to promote a more just and humane society through counseling in collaboration with school and community partnerships and continued accreditation and counselor education programs.

Outcomes	Assessment Methods	Results	Plan of Action for Improvement
<p>Application of Knowledge (2013-2018) - Integrate conceptual theories and practical skills in counseling practices Outcome Status/Year: Active Outcome Type: Student Learning Start Date: 07/01/2013 End Date: 06/30/2018</p>	<p>Field Placement/Internship - Annual evaluation of the clinical instruction through surveying School Counseling site supervisors regarding the performance of practicum and internship students. Criterion: At least 80% of the average ratings that supervisors give to interns will be 3 (The student has done a good job of achieving this competency) or above. Assessment Schedule: Annually</p>	<p>Assessment Year: 2017-2018 Criterion Met: Yes The site supervisors rated the students exceeding the criteria set. (06/07/2018) Use of Results: The evaluation tool may be reviewed and changed to see how additional or different specific skills/traits/functions may be assessed.</p>	<p>Plan of Action for Improvement: The ratings that school counselor site supervisors overall were above the criteria set, by more than 80% of the site supervisors assessed students performance at or above 3 (i.e., achieving competency). (06/07/2018) Budget Impact : No Proposed Requested Amount: 0 Planning Based Budget Description: N/A</p>
		<p>Assessment Year: 2016-2017 Criterion Met: Yes 90% of the average ratings that supervisors gave to interns (i.e., practicum/internship also known as fieldwork) was a 3 or above (i.e., good or excellent). (12/05/2017) Use of Results: Given that there are three areas (i.e., 1. Counseling Skills, 2. Interview Skills, and 3. Professional Skills) in the evaluation scale, additional instruction, clinical supervision, and evaluation will take place within the 'Counseling Skills' area as evidence points us to focus more on that area. Also, the evaluation forms will be separated by course level (i.e., Practicum and Internship) as currently there is one evaluation form.</p>	
		<p>Assessment Year: 2015-2016 Criterion Met: Yes At least 80% of the average ratings that supervisors</p>	

Action and Improvement Plan

The screenshot displays the Nuventive Improve software interface. At the top, the logo 'Nuventive. Improve' is on the left, and a dropdown menu shows 'Program (A&S) - African American Studies MA'. On the right, there is a notification bell with '0' and a user profile for 'Welcome, zeverett'. Below the header is a navigation bar with icons for help, info, list, and filter, followed by a breadcrumb trail: 'Program Planning > Results'. A left-hand navigation menu includes 'Home', 'Program', 'Program Planning' (highlighted), 'Program Review', 'Program Assessment Plan', 'Results' (highlighted), 'Course Planning', 'Mapping', and 'Reports'. The main content area shows a '2021-2022' report for 'Yes' with a date of '07/08/2022'. The text states: '100% of students (2 of 2 thesis students) who defended their thesis or capstone in 2021-2022 met the criteria.' Below this is a 'Plan of Action for Improvement' section with a plus icon. The plan text reads: 'Plan of Action for Improvement Department curriculum and assessments committees will consider possible alternative assessment tools for this outcome in order to garner annual data given the sporadic number of theses and capstones completed each year. (07/08/2022)'. Other fields include 'Budget Impact No', 'Proposed Requested Amount', and 'Planning Based Budget Description'. At the bottom, there are sections for 'Follow-Up', 'Assignment', 'Related Documents', and 'Related Results', each with a plus icon.

Review the results. Develop Action Plan for the next year. Enter information in IMPROVE to be used in planning discussions. Any assisting documents upload into the Document Repository.

CAU Assessment Resources

The screenshot shows the top navigation bar of the CAU website with the logo on the left and links for Admissions/Aid, Academics/Schools, Creativity, and Campus. A dark grey callout box on the right points to the 'Other Support and Resources' link. The main content area is titled 'Improve' and includes a breadcrumb trail, a description of the IMPROVE system, access instructions, login details, and a list of help guides. A red sidebar menu on the right lists various institutional assessment resources.

CLARK ATLANTA UNIVERSITY

Apply Give

Admissions/Aid Academics/Schools Creativity Campus

Other Support and Resources

Improve

Home / Home / Institutional Assessment / Improve

IMPROVE

Clark Atlanta University has transitioned from the Electronic Assessment Plans/Records (EARS) to the Nuventive **IMPROVE** (formerly TracDat) Electronic Assessment Planning and Reporting System.

Access **IMPROVE** through the CAU Network as follows:

<https://cau.tracdat.com>

IMPROVE Video Tutorials

- [How to Enter Your Unit Assessment Plan](#)

To log on: USER NAME (first initial and last name)
PASSWORD (clarkatl) > Must be entered in lowercase

PLEASE NOTE: If you change your password, OPAR will not have record of your new password and therefore will not be able to retrieve it for you and we will have to issue you a new one. If you are new to the system and need access, please email opar@cau.edu

To make sure you have the best experience possible, we recommend using the most up-to-date version of Mozilla Firefox (MAC) or Google Chrome (PC)

IMPROVE Help Guides and Videos

- [Nuventive Help Guides/Videos](#)
- [Quick Reference Guide IMPROVE - Submitting Assessment Results \(AES & AP Units\)](#)
- [Title III: Guide to IMPROVE](#)
- [Title III: Submitting Assessment Plans & Results](#)

Institutional Assessment

- Program and Unit Review
- [Improve](#)
- Training Workshops
- Assessment Forms and Resources
- Phase I/II Timeline
- Assessment Support Request Form

Click Help Guides and Videos for Videos/Guides

[OPAR/Institutional Assessment](#)

Navigating IMPROVE

ADDITIONAL INFORMATION

Assessment Rules

All flags will turn to green when rules are met.

▼ Rules	
Minimum number of Outcomes needed for each Program:	<input type="text" value="3"/>
Minimum number of Assessment Methods needed for each Outcome:	<input type="text" value="1"/>
Minimum number of Activities needed for each Outcome:	<input type="text" value="0"/>
Minimum number of Results needed for each Assessment Method:	<input type="text" value="3"/>
Minimum number of Results needed for each Outcome:	<input type="text" value="1"/>
Minimum number of Plan of Action for Improvement needed for each Result:	<input type="text" value="1"/>
Minimum number of Follow-Up needed for each Plan of Action for Improvement:	<input type="text" value="0"/>

Note: the Follow-Up rule will be added in the spring for the AY 2022-2023 Assessment



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