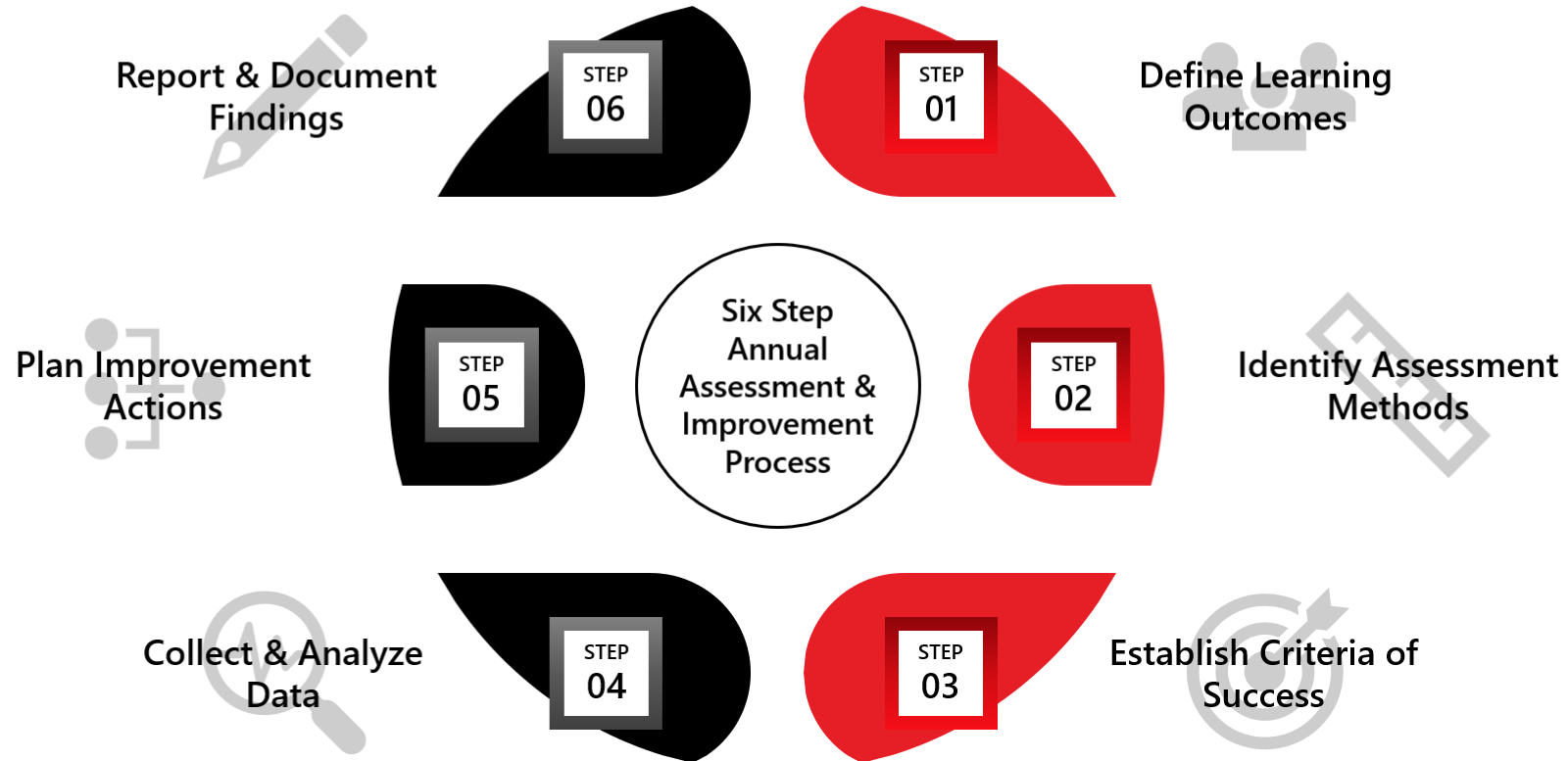




ANNUAL ASSESSMENT & IMPROVEMENT PROCESS:
PHASE II: CONTINUOUS IMPROVEMENT
AND CLOSING THE LOOP



The Six Step "Loop"





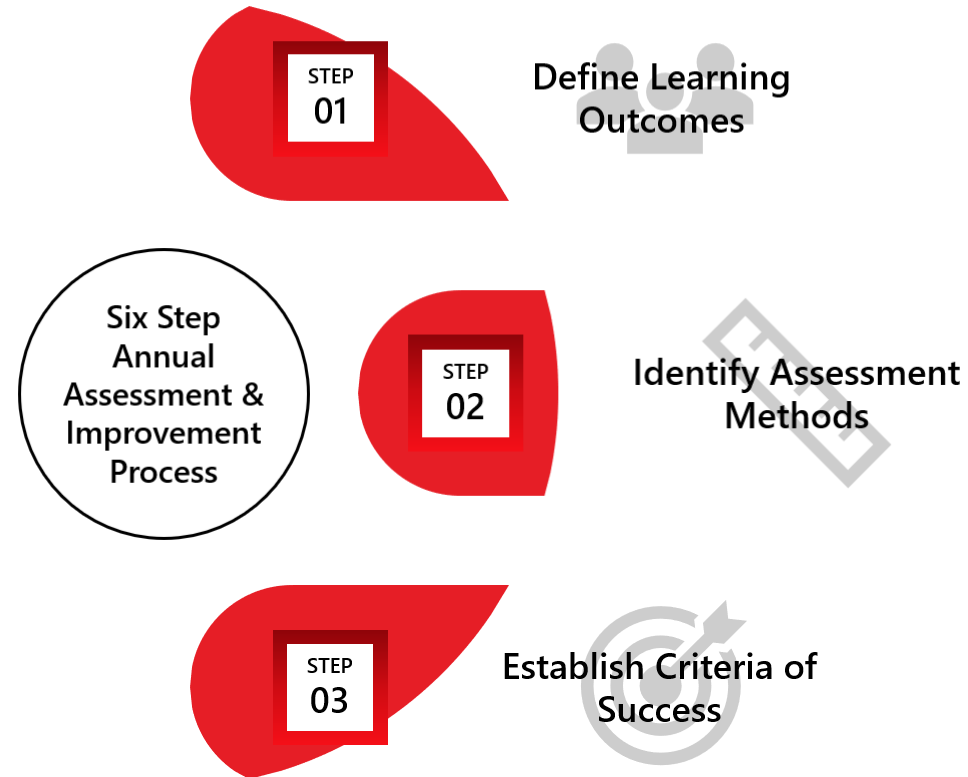
The Six Step "Loop"

PHASE I: Planning Phase

Step 01: Define Learning Outcomes

Step 02: Identify Assessment Methods

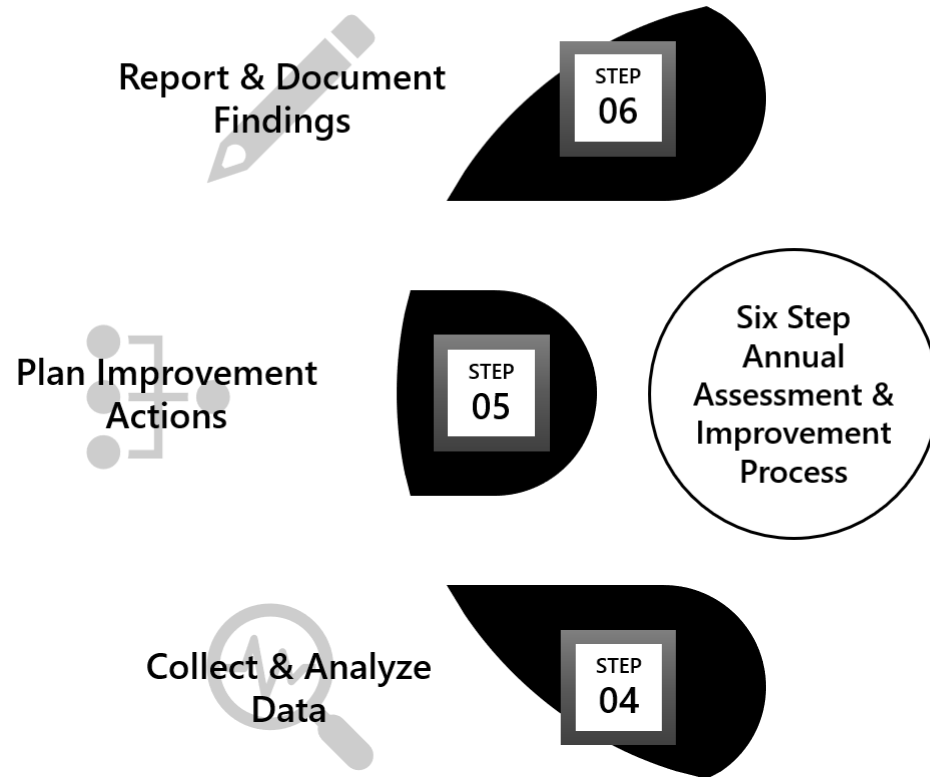
Step 03: Establish Criteria of Success





The Six Step "Loop"

PHASE II: Review Phase



Step 04: Collect & Analyze Data

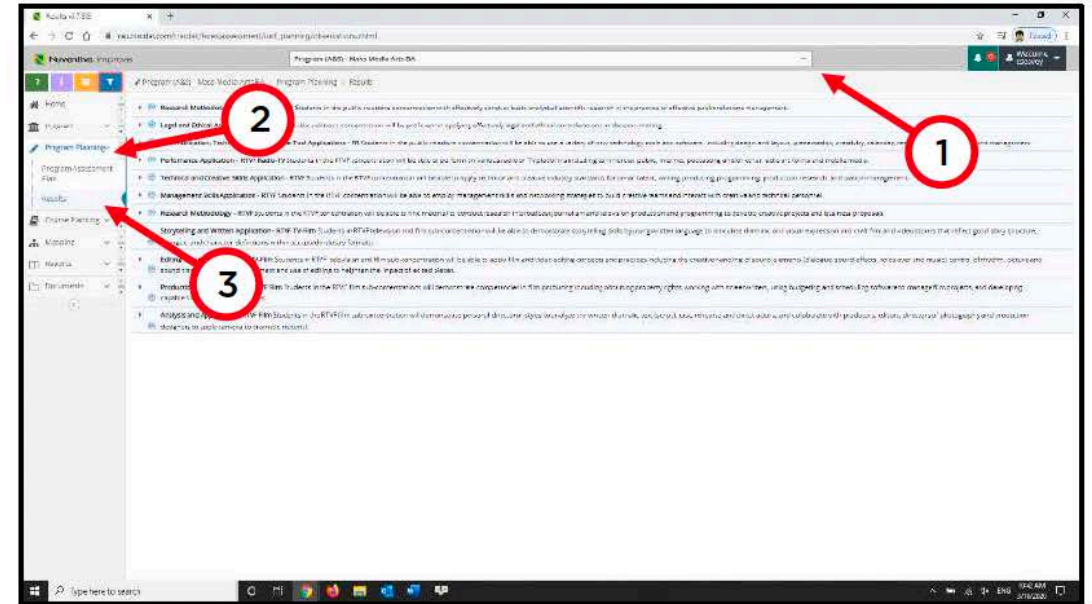
Step 05: Plan Improvement Actions

Step 06: Report & Document Findings

Entering Assessment Results – Academic Programs

SCREEN ONE:

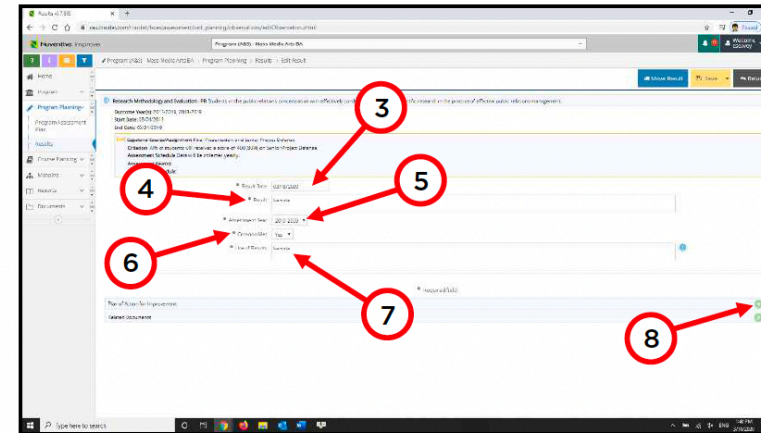
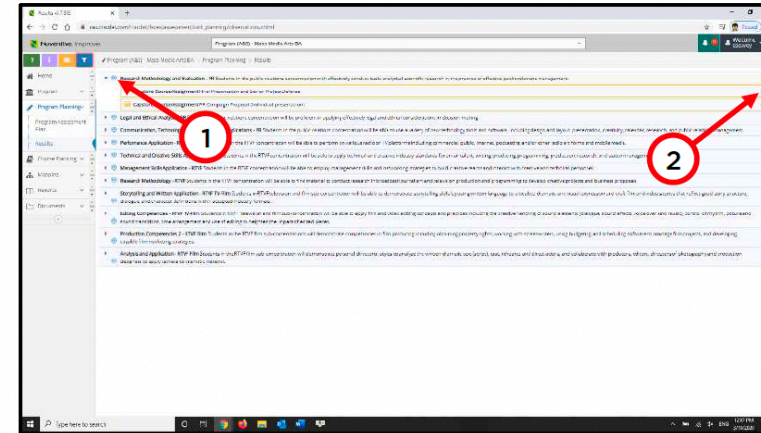
1. Select the **Program** name from the drop-down menu at the top of the screen if assigned more than one program. If only one program is assigned it will be the only option to choose.
2. Click the **Program Planning** tab in the left navigation pane.
3. Click the **Results** tab below the Program Planning tab.



Entering Assessment Results – Academic Programs

SCREEN TWO:

1. Click the **drop-down triangle** of the learning outcome to which you wish to add results. This reveals the Assessment Methods assigned to the outcome.
2. Click the green **Add Result** button at the right end of the Assessment Method for which you are adding results. This reveals the first set of data fields.
3. Click within the text field of the **Result Date** and select the day the results were actually collected.
4. Type a summary of the assessment results in the **Result** text field.
5. Click the drop-down triangle of the **Assessment Year** and select this academic year.
6. Click the drop-down triangle of the **Criterion Met** and select Yes, No or N/A.
7. In the **Use of Results** text field, type a summary of how you plan to use your results to improve student performance for this learning outcome or assessment method during the next academic year.
8. Click the green **Add Plan of Action for Improvement** button at the right end of that bar. This reveals the next set of data fields.



Entering Assessment Results – Academic Programs

SCREEN THREE:

1. Click within the text field of the **Action Date** and select the day you anticipate implementing your Action Plan.
2. Type a summary of your plan for improvement in the **Plan of Action for Improvement** text field.
3. Click the drop-down triangle of the **Budget Impact** and select Yes or No.
4. If your plan has budget impact, enter the dollar amount being requested in the **Proposed Requested Amount** field.
5. In the **Planning Based Budget Description** field, provide justification for your budget request.
6. Click the drop-down triangle of the **Save** button and select Save and Return.

If follow-up is needed by an academic Dean or Department Chair, complete tasks #7-15. If no follow-up is needed, go to the directions for **SCREEN FOUR**.

7. Click the green **Add Follow-Up** button at the right end of that bar. This reveals the next set of data fields.
8. Click within the text field of the **Follow-Up Date** and select the day follow-up needs to be completed.
9. Type a summary of the needed follow-up action(s) by the appropriate Dean or Department Chair in the **Follow-Up** text field.
10. Click the drop-down triangle of the **Save** button and select Save and Return.

This screenshot shows the top portion of the assessment entry form. Red circles with numbers 1 through 6 and arrows point to specific fields and buttons: 1 points to the 'Action Date' field, 2 points to the 'Plan of Action for Improvement' text area, 3 points to the 'Budget Impact' dropdown menu, 4 points to the 'Proposed Requested Amount' field, 5 points to the 'Planning Based Budget Description' text area, and 6 points to the 'Save' button.

This screenshot shows the bottom portion of the assessment entry form. A red circle with the number 7 and an arrow points to the 'Add Follow-Up' button located at the right end of a data bar.

This screenshot shows the bottom portion of the assessment entry form after the 'Add Follow-Up' button has been clicked. Red circles with numbers 8 through 10 and arrows point to specific fields and buttons: 8 points to the 'Follow-Up Date' field, 9 points to the 'Follow-Up' text area, and 10 points to the 'Save' button.

Pulling a Report – Academic Programs

Nuventive.Improve

Program (APR) Testing Academic Program Reviews

Welcome, zeverett

ing Academic Program Reviews > Reports > Standard Reports

Comprehensive Plan

Program Reports

Assessment Plan
This report shows the Outcomes for each selected Program, along with any information contained in the Program Assessment Plan area related to each Outcome. This may include any Mapping for the Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

Assessment: Program Four Column
This report shows the Outcomes for each selected Program, along with any Assessment Methods, Results, and Plan of Action for Improvement for each Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.

Course Reports

Mapping

Mapping: Curriculum Mapping
This report shows the Outcomes of the Program and how each selected Course is related to each Outcome using Curriculum Mapping. This report can only be run for one Program at a time.

Home

Program

Mapping

Reports

Standard Reports

Ad Hoc Reports

Documents

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



Closing the Loop

Due Date:

May 31, 2023

May 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

© BlankCalendarPages.com





Contact Information

Dr. Lauren Lopez
VP of Planning, Assessment, and Institutional Research
llopez@cau.edu
X6294

Dr. Eric Duke
Arts and Science Assessment Liaison
eduke@cau.edu
X6352

Ms. Zandra Everett
Assessment and Program Evaluation Coordinator
zeverett@cau.edu
x8101

