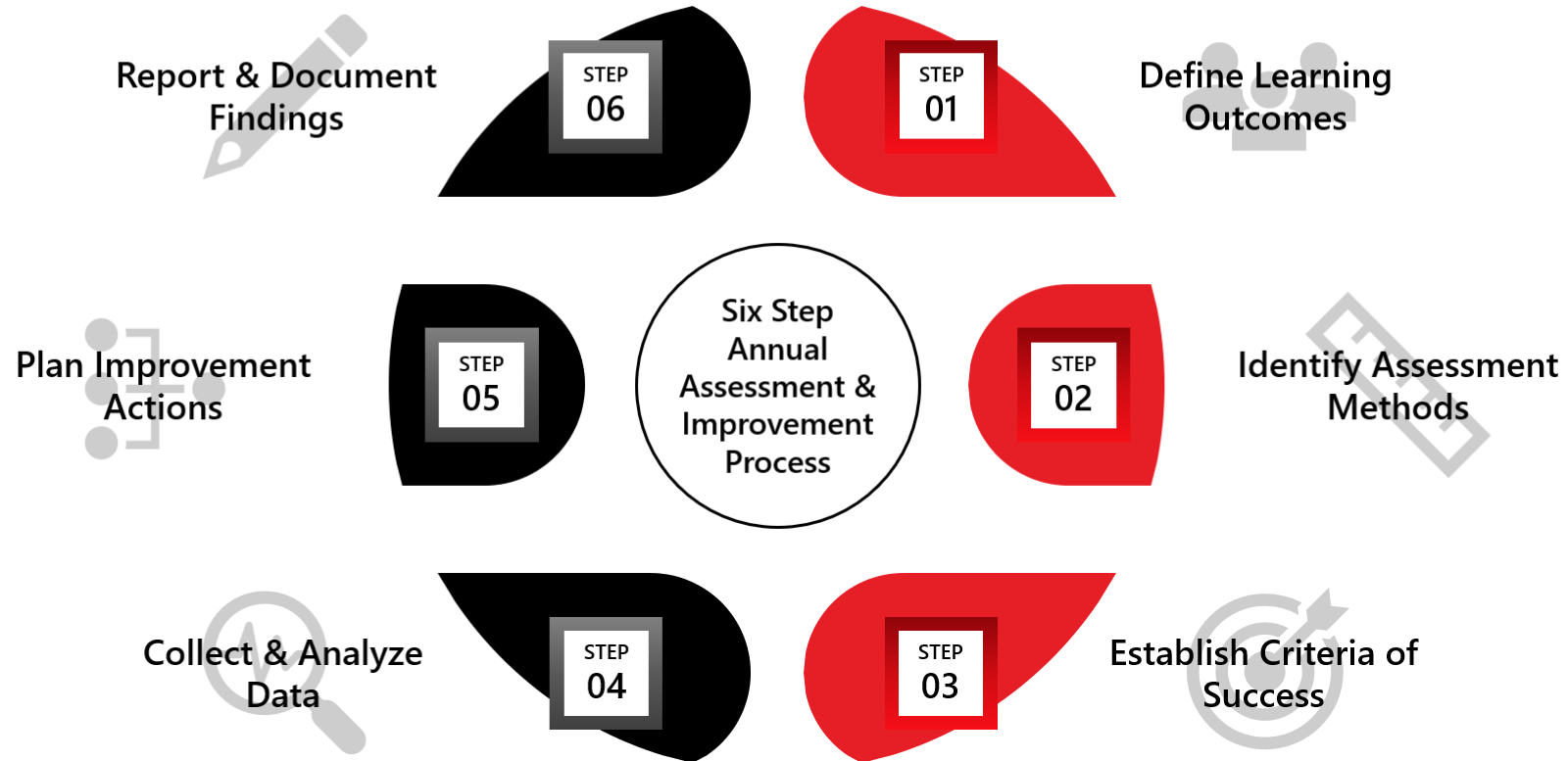ANNUAL ASSESSMENT & IMPROVEMENT PROCESS:

PHASE II: CONTINUOUS IMPROVEMENT AND CLOSING THE LOOP

The Six Step "Loop"

Report & Document Findings

STEP 06

STEP 01

Define Learning Outcomes

Plan Improvement Actions

STEP 05

Six Step Annual Assessment & Improvement Process

STEP 02

Identify Assessment Methods

Collect & Analyze Data

STEP 04

STEP 03

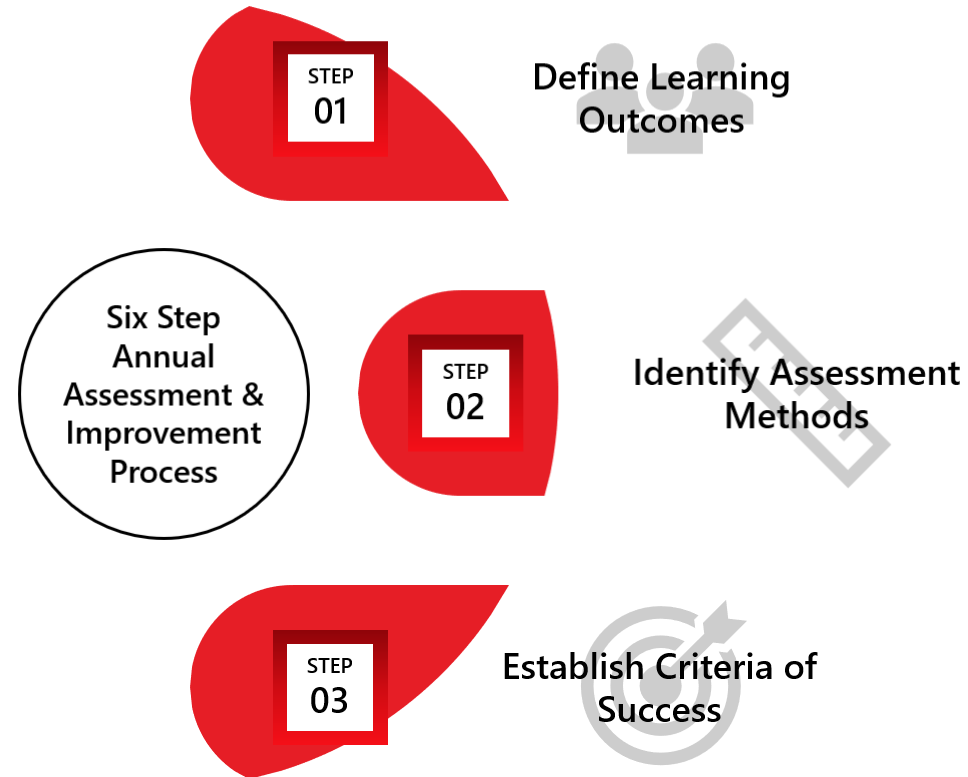Establish Criteria of Success

The Six Step "Loop"

PHASE I: Planning Phase

Step 01: Define Learning Outcomes

Step 02: Identify Assessment Methods

Step 03: Establish Criteria of Success

STEP 01 — Define Learning Outcomes

Six Step Annual Assessment & Improvement Process
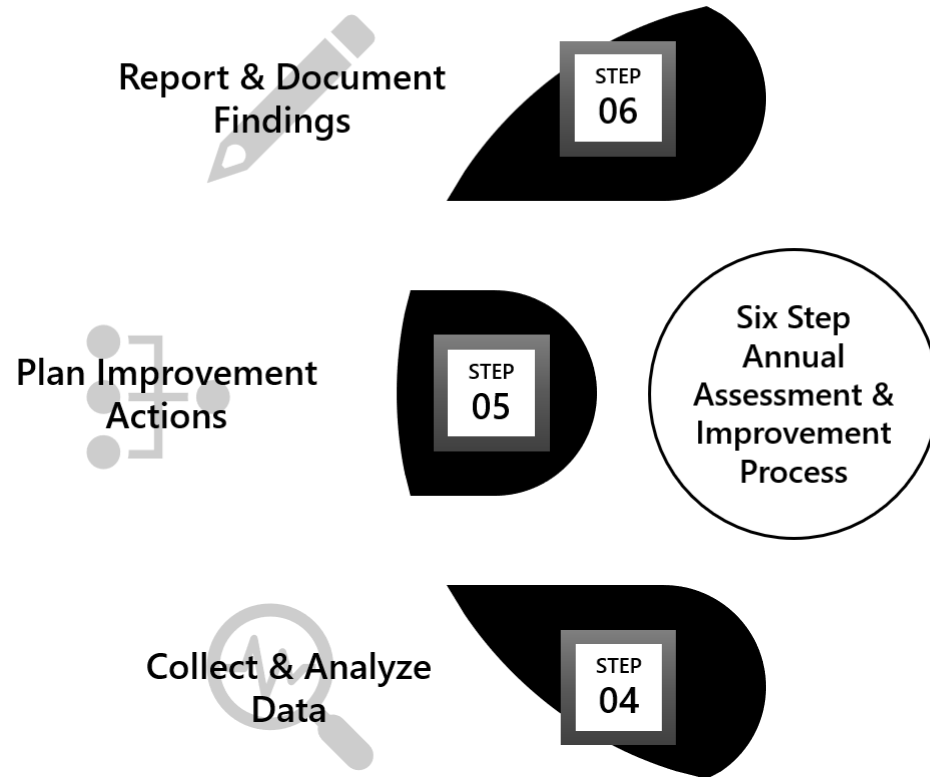
STEP 02 — Identify Assessment Methods

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

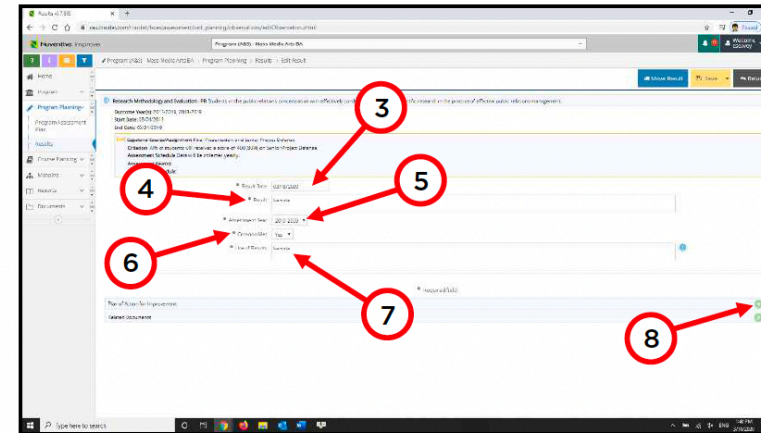# Entering Assessment Results – Academic Programs

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.
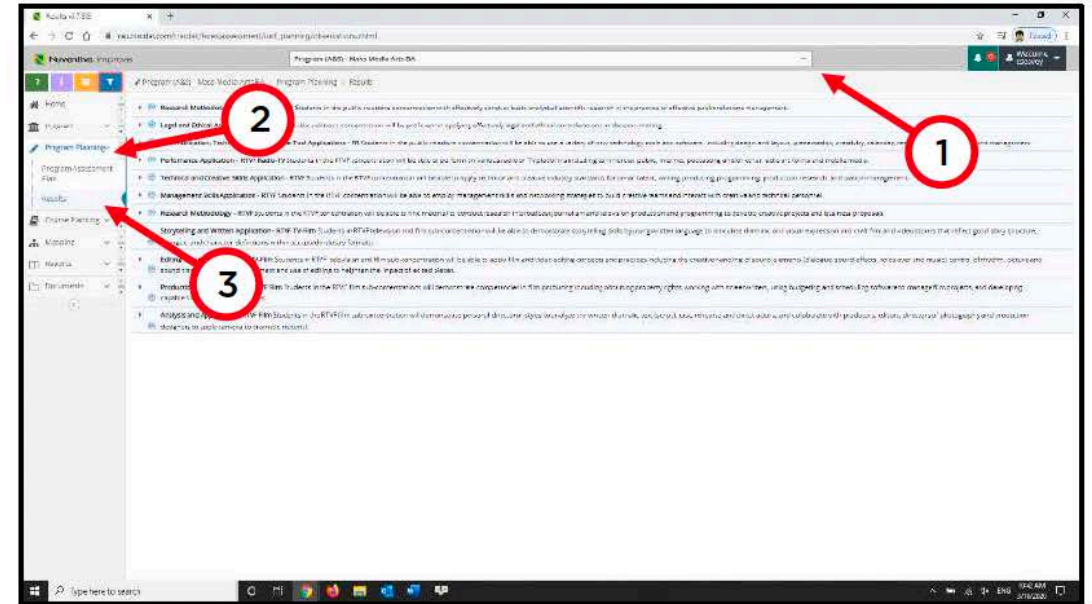
Entering Assessment Results – Academic Programs

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.
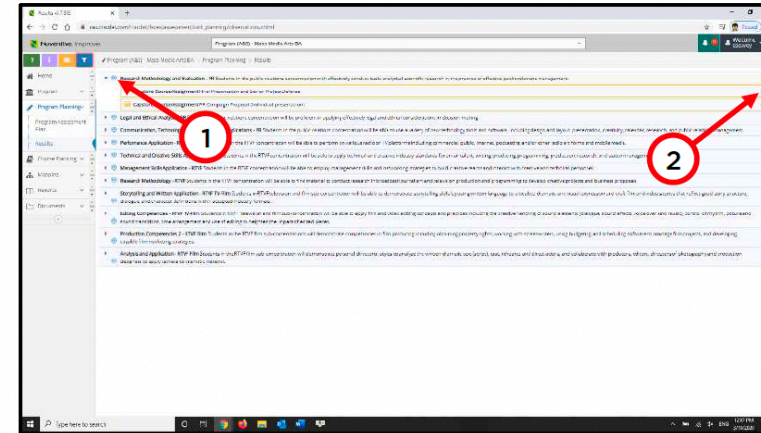
Entering Assessment Results – Academic Programs

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.

Pulling a Report – Academic Programs

Closing the Loop

Due Date:

May 31, 2023

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