

P&SS Assessment Plan Guide

Annual Assessment Reporting for Year of Academic Program Review

Academic programs are not required to report on the assessment of learning outcomes for the year in which they complete an Academic Program Review (APR). They are, however, still required to submit an annual assessment report with the action items that resulted from the APR process.

To support this reporting effort, the Office of Institutional Effectiveness has created a “Success Outcome” and corresponding measure for all programs that are required to complete an APR. This guide details how to add that outcome and its measure to a plan and report on your APR’s action items.

Selecting APR Outcome to Include in an Assessment Plan

Step 1: From your Home page, select the assessment cycle for the year you completed your self-study. (See Figure 1.) This will take you to the “Assessment Cycle Home” page for your program.

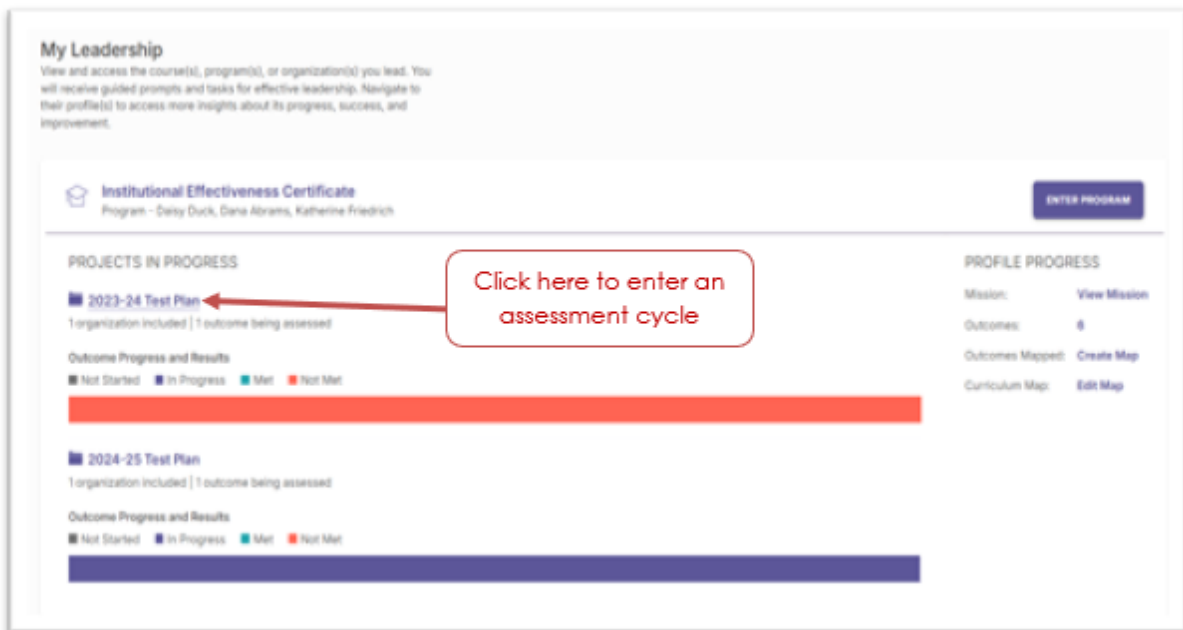


Figure 1: Accessing an assessment planning cycle from a user's home page.

Alternatively, you can also click on the name of the assessment planning cycle on a program's home page.

Step 2: If this is a new assessment plan, you will be prompted to select the outcomes to be assessed during that cycle. Click on the **SELECT OUTCOMES** button to access the list of available outcomes. (See Figure 2).

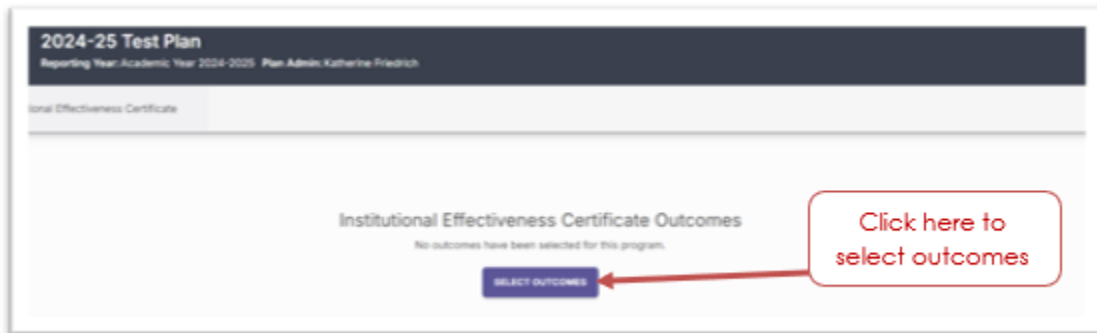


Figure 2: Program's Assessment Cycle Home page before outcomes have been selected.

If outcomes have already been selected, you will see a page similar to that in Figure 3. In this instance, you will want to click on the **ADD/EDIT OUTCOMES** button.

Both options will take you to the **Select Outcomes for Assessment** page. (See Figure 4.)

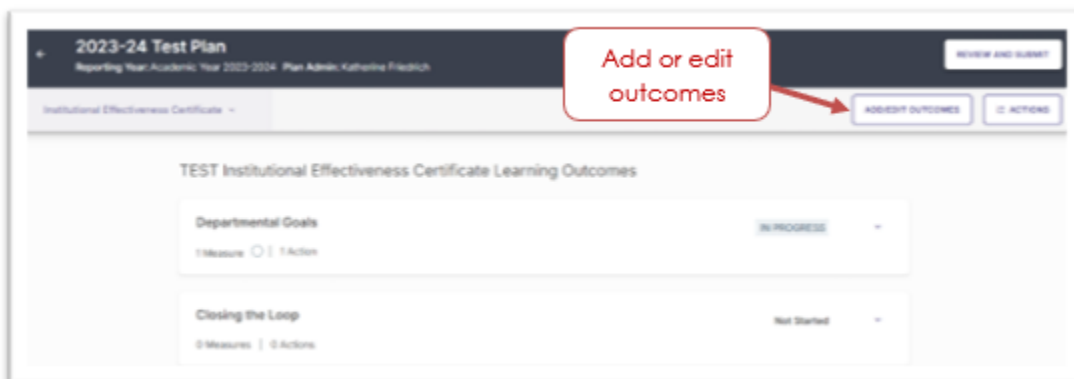


Figure 3: Program's Assessment Cycle Home page after outcomes have been selected.

Step 3: If any outcome has been selected, on the **Select Outcomes for Assessment** page, click on the purple check box next to each one to unselect it. (See Figure 4.)

Under the program's Success Outcomes, select the box next to the APR outcome to include it in your assessment plan. (See Figure 4.) Please note that you may have to scroll down to see your Success Outcomes.

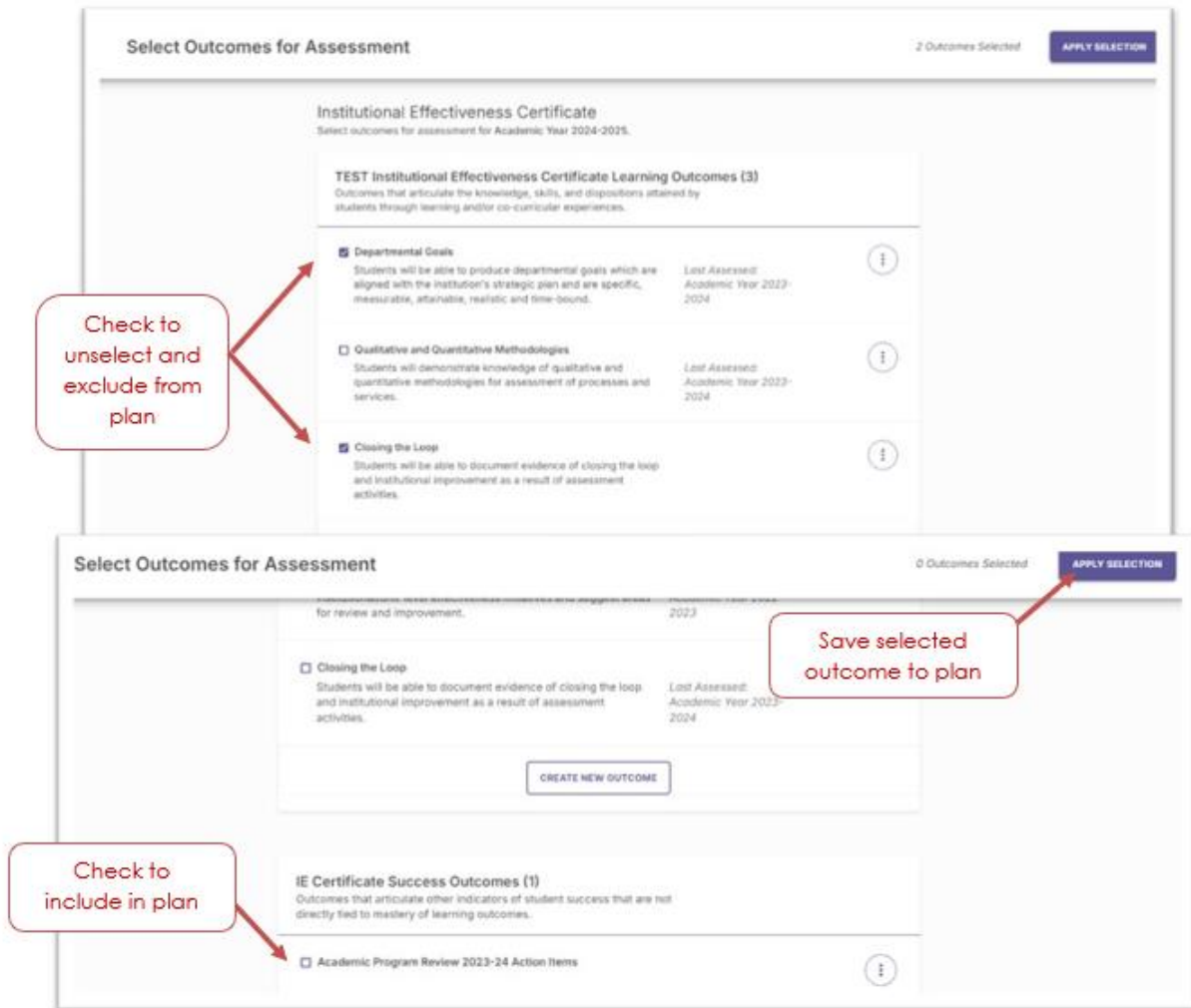


Figure 4: Selecting/unselecting outcomes to include in an assessment plan.

Once you have selected/unselected the appropriate outcomes, click on the **APPLY SELECTION** button. (See Figure 4.) This will take you back to the Assessment Cycle Home page where the chosen APR outcome will be displayed. (See Figure 5).

Adding Action Items to APR Outcome

Step 1: To enter the action items from your APR self-study, click on the **ADD RESULTS** button under the measure for the APR outcome. (See Figure 5). This will take you to the Measure page for the "Action Items from APR" measure.

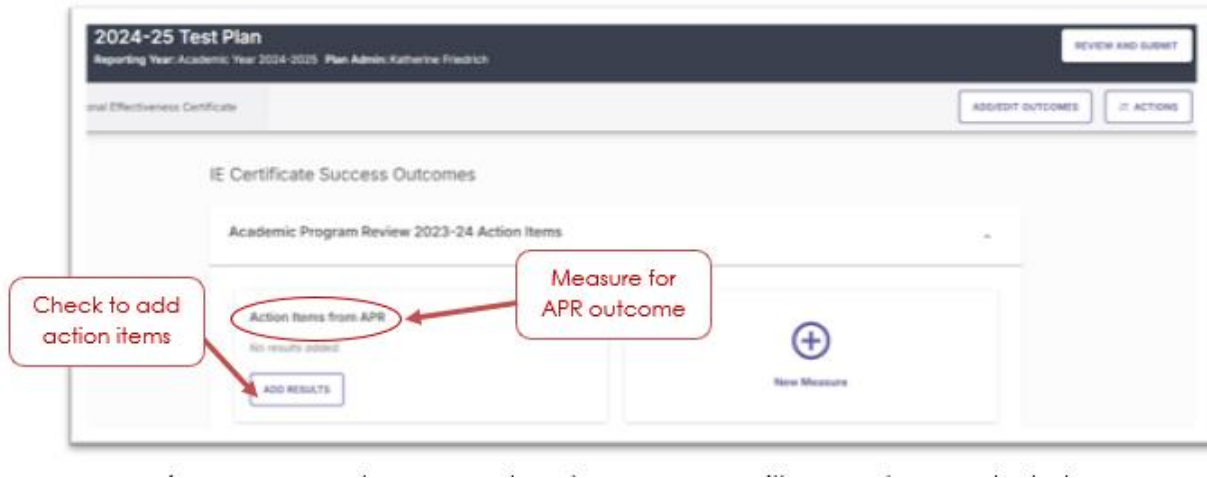


Figure 5: Program's Assessment Cycle Home page with APR outcome selected.

Step 2: Scroll down to the **Findings** section of the Measure page. (See Figure 6.) Under **Findings**, use the dropdown box to change the **Measure Status** to "Met."

Step 3: Toward the bottom on the screen under **Actions**, click on the **ADD NEW ACTION** button. This will open a new window on the right side on the screen with a list of possible actions. (See Figure 7.)

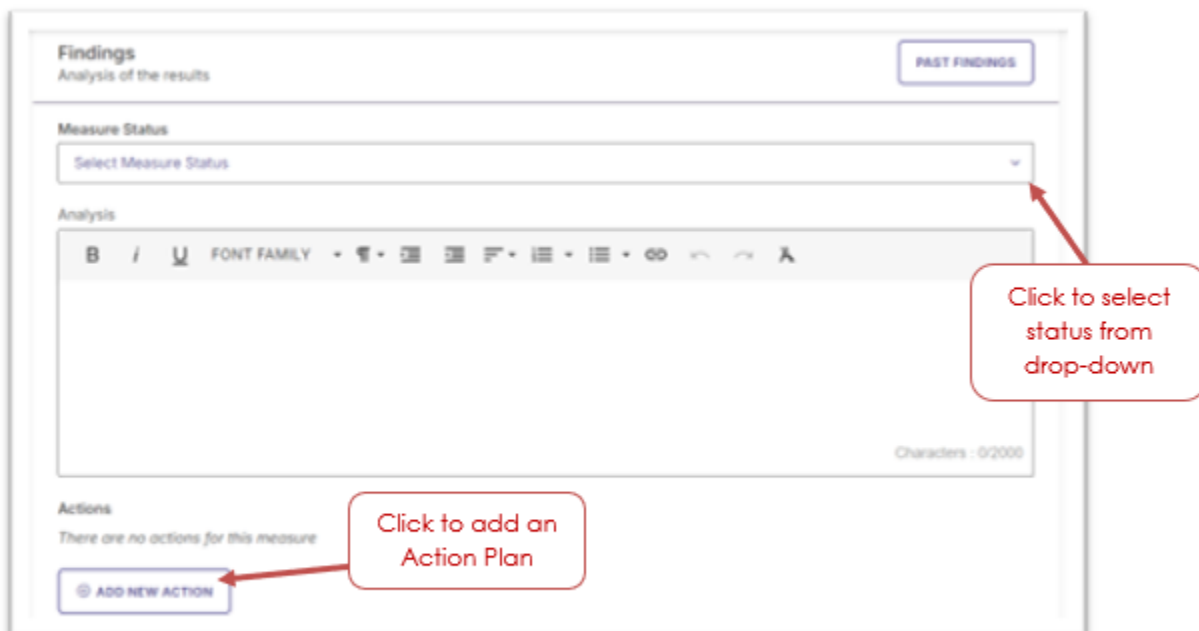


Figure 6: Select measure status and adding and action plan.

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Step 4: Select the type of action that corresponds to the action item you are adding. If you cannot find the type of action from the list, select "Other" and provide a brief description of the action type. (See Figure 7.)

The screenshot shows a form titled "Add New Action" with a close button (X) in the top right corner. Below the title is the instruction "Select the type of action you recommend." followed by a list of 15 action types, each in a rounded rectangular button:

- Revise Curriculum
- Restructure Outcome Statement
- Revise Measurement / Assessment
- Gather Additional Data
- Revise Benchmark / Target
- Implement New Program Or Services
- Community Partnership
- Modify Position / Personnel
- Modify Policies / Procedures
- Adopt Or Expand Technologies
- Additional Training
- Collaborate With Another Department / Unit / Program
- Modify Physical Environment

At the bottom of the form are two buttons: "CANCEL" and "CREATE ACTION".

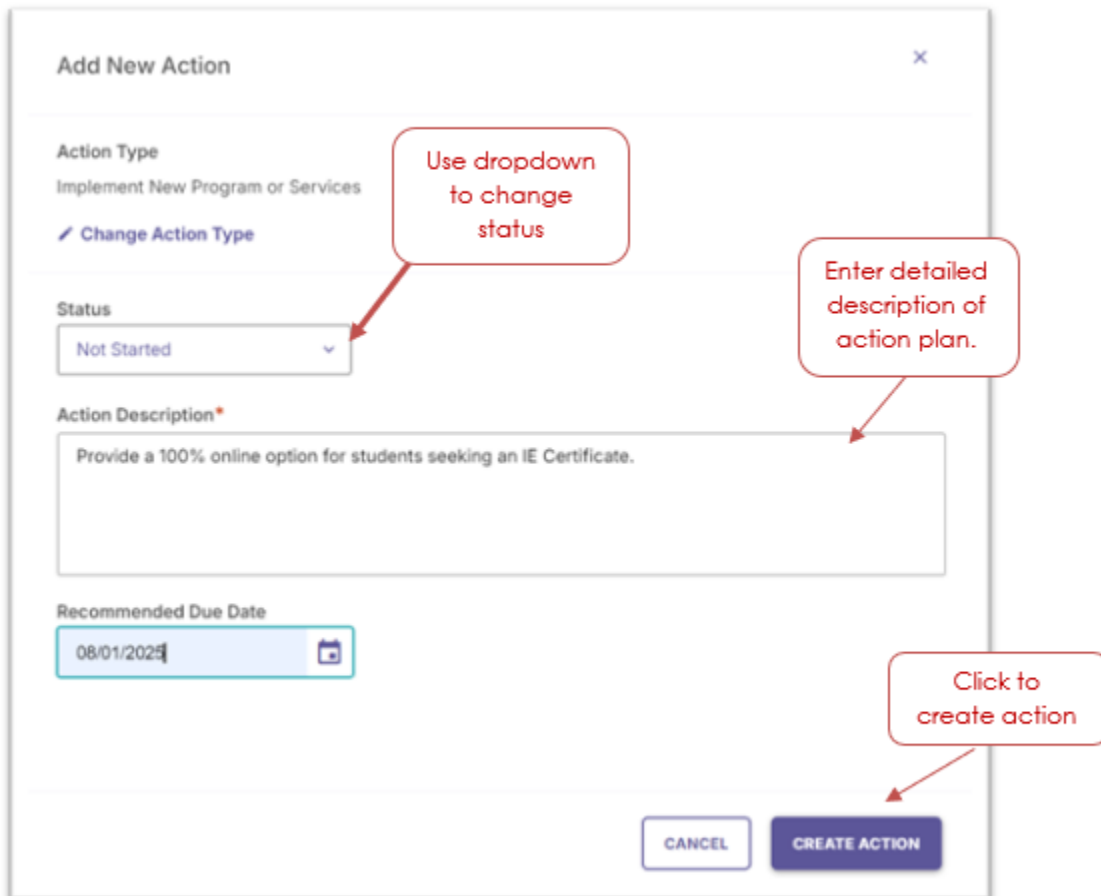
Two red callout boxes are present:

- A vertical callout box on the left side of the list, labeled "Select action type", with a bracket pointing to the list of options.
- A callout box on the right side, labeled "Scroll down to see additional actions", with an arrow pointing to the right edge of the list area.

Figure 7: Possible action types.

Step 5: After selecting the action type, a new window will open with a text box for entering an Action Description (see Figure 8), which is required. Provide a detailed description of the action item that includes the steps and timeline for implementation.

Select a "Recommended Due Date" for the action item. If implementation of the action item has begun, you can use the dropdown box under "Status" to change the status from "Not Started" to "In Progress."



The screenshot shows a form titled "Add New Action" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Action Type:** "Implement New Program or Services" with a link "Change Action Type".
- Status:** A dropdown menu currently set to "Not Started". A red callout bubble points to it with the text "Use dropdown to change status".
- Action Description:** A text area containing the text "Provide a 100% online option for students seeking an IE Certificate." A red callout bubble points to it with the text "Enter detailed description of action plan."
- Recommended Due Date:** A date picker field showing "08/01/2025".
- Buttons:** "CANCEL" and "CREATE ACTION" buttons at the bottom right. A red callout bubble points to the "CREATE ACTION" button with the text "Click to create action".

Figure 8: Adding a description to an action type.

Once you have finished entering the description and due date, click on the **CREATE ACTION** button to close the window. This will return you to the **Findings** section of the Measure page.

Repeat Steps 3 through 5 to enter all four action items from your APR self-study.

Step 6: After entering all four action items, click on the **SAVE & CLOSE** button in the upper right-hand corner to return to the Assessment Cycle Home page.

Click on the **REVIEW AND SUBMIT** button in the top right-hand corner. This will take you to a new screen where you can review the action items you entered.

After reviewing the report, select **SUBMIT** in the upper right-hand corner of the screen to submit your completed report.