

Stepping Into Assessment

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Learning Outcomes

Attendees will be able to –

- Apply this stepwise approach for transition to a new assessment management system/platform at their institution
- Identify ideas to help facilitate “buy in” and a successful all campus implementation process
- Recognize opportunities to use other available and known tools in the transition process

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- Historically Black College and University (HBCU)
- Undergraduate Liberal Arts
 - select Graduate programs
- Southeastern Pennsylvania
- Fall 2020 enrollment
 - 1,895 Undergraduate
 - 182 Graduate





Mission

- Lincoln University, the nation's first degree-granting Historically Black College & University (HBCU), educates and empowers students to lead their communities and change the world

Vision

- Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

Background



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- Prior assessment platform
- > 100 assessment reports
 - Academic
 - Administrative
 - Student Affairs
- 3 Assessment Committees
- Two main types of reports
 - Academic
 - Academic Programs
 - Non-Academic
 - Administrative
 - Student Affairs
 - Academic Support



Assessment Process



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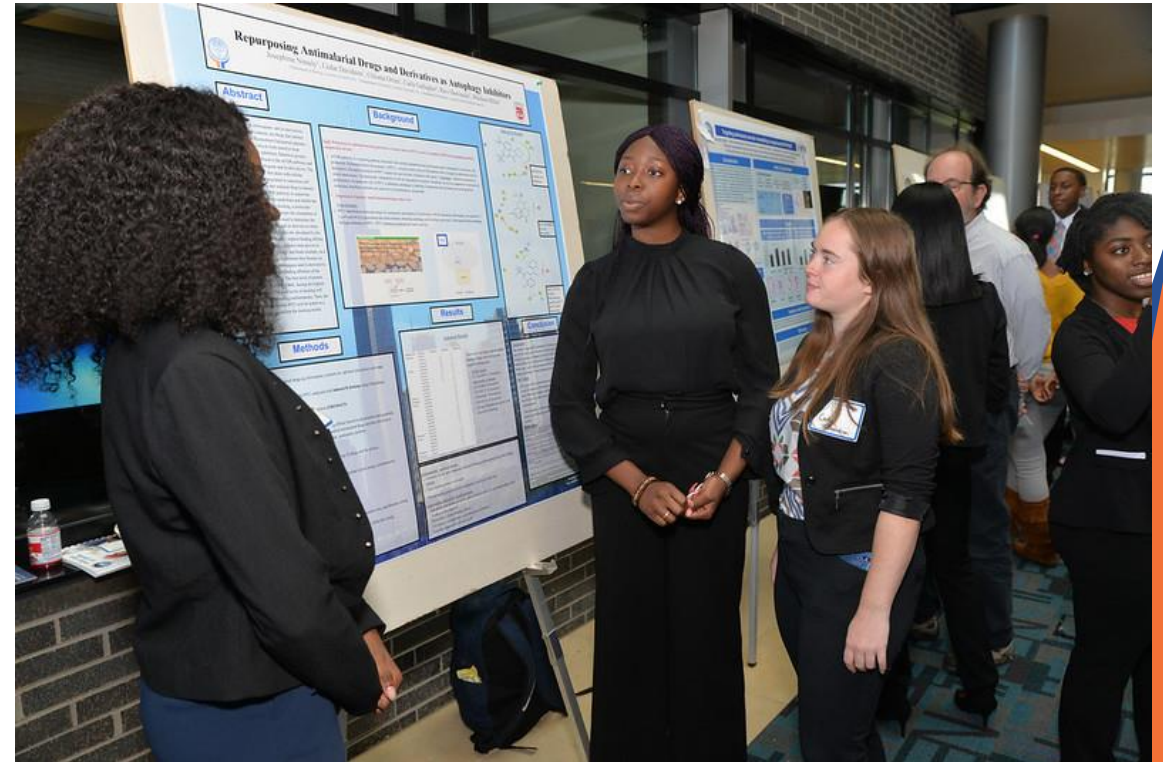
- Notification/Reminder: August of Academic Year
- Assessment Plan: October 31
 - Feedback provided - committees
- Learning Activities/Unit Operations
 - Data/evidence collection
- Assessment Results/Action Plan: May 31
 - Feedback provided - committees



Challenges: Transition to New Platform

- Timeframe between usage
- Various skill levels/backgrounds
- Two report formats
- Customization: keep familiar, embed new
- Time sensitive

- Customize platform
- Develop resources
- Provide training



Familiar Tool

New Tool



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- Qualtrics survey platform
- Familiar
- Ease of customization
- Ease of revision
- Reminders
- Excel spreadsheet
 - Attachments



How?

- Review former platform
 - Identify good/bad/ugly
 - Key components
- Decision: Focus assessment
- Communication!!
- Committees
 - Advocates
 - Training



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Process

Summer 2019

- Customize platform
- Develop Resources
 - Manuals
 - Videos
- Pre-load as much as possible
 - Mission
 - Goals
 - Program Student Learning Outcomes (PSLO)
 - Curriculum Maps
 - Archived assessment reports
 - Additional components – PSLO history
- Develop Trainings and schedule



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Fall 2019

- Announcement
- Trainings
 - View only
- Survey Form - embedded data
- Assessment Plan collection
 - Spreadsheet
 - Upload to system
 - Pdf – approval/revision
 - Feedback: Assessment plans



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Spring 2020 (emerging pandemic)

- Trainings
 - View and edit
- Survey Form –(embedded data)
- Results/Action Plan collection
 - Spreadsheet
 - Upload to system
 - Pdf – approval/revision
 - Feedback: Results/action Plans





2020-2021 Academic Year (pandemic continues)

- Trainings & Support
 - All virtual
 - View and edit
- Survey Form option





Survey Forms

- Assessment Plan collection
- Results and Action Plan collection
- Identify appropriate contacts
- Recommendation: review information in platform
- Customized by Report Type: Academic/Non-Academic
- Provide program/unit information (in platform)
 - Option for revision
- Needed information (Plans, Results)



What Happened?

- Over 100 units: 100% compliance
 - Fall 2019
 - Spring 2020
 - Fall 2020
- Units requesting inclusion
 - Reframe: improvement
 - Inclusion in Annual Assessment Report
- Committees
 - Professional development opportunity
 - Willingness to join
 - Re-invigorate committees





Ways to Facilitate Buy-In

- Familiar tool – survey (excel, google form/doc, etc.)
- Pre-load as much as possible
 - Fictitious units for training
 - View their assessment information
- Support of senior leadership
- Assessment Committees
- Focusing assessment
- Resources
 - Webpage – manuals & videos
- Training – scheduled & on request
- Assessment “events” – Assessment Day

Culture: Assessment Day



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- 2019
 - Face to face
 - Updates – Assessment and committees (2)
 - Workshops – 2 concurrent; working
- 2020
 - Virtual event
 - Updates – Assessment platform, committees, initiatives (5)
 - “COVID Conversations” – 3 concurrent
 - Q & A; working sessions
- 2021
 - Virtual event
 - Updates – Assessment platform, committees, initiatives (5)
 - 2 Workshop sessions – 4 concurrent each
 - 2 Special Interest Sessions: 3 concurrent (Q & A; working)

Next Steps



- Encourage use of new assessment platform
- More robust assessment reports
- Per feedback – users, committees
 - Additional resources
 - Additional video trainings
- Workshops

- Assessment Culture: Accountability → Improvement

Contact Information



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