

**Implementing your Departmental Assessment Plan**

**To implement the components of your Departmental Assessment Plan:**

* Discuss the implementation of assessment projects (i.e., identify staff and outline actions/methods to complete). (Worksheet 6)
* Collect and analyze data, and summarize results. (Worksheet 7)
* Discuss and develop data-driven recommendations for using assessment results to inform practice. (Worksheet 8)

**To share the results of annual assessment efforts:**

* Provide a summary of assessment activities and how you used outcomes assessment to enhance student learning and/or administrative effectiveness in your department’s Annual Report. (See SA Annual Report Narrative Format Instructions).

**Worksheet 6**

**Implementation**

**Discuss assessment projects with departmental staff:**

1. List the assessment activities your department plans to enact across the academic year and who will be responsible for implementing each project.

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| **PROJECT** | **STAFF WHO WILL IMPLEMENT** | **TRAINING/SUPPORT NEEDED** |
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1. Logistics (Adapted from CampusLabs)

|  |  |
| --- | --- |
| What resources (i.e., time, materials, budget, expertise) do you have available to you? |  |
| Do any of your projects need to go through an ethics or institutional review board? (Appendix B) |  |
| What is the best timing for each project? |  |
| How will you use the data? Knowing this allows you to be more intentional about the methods you choose. Additionally, it can help streamline/focus your assessments from what would just be “good to know” information versus “need to know” data for your assessment purposes. |  |

1. Reflect on the following questions to assist you in selecting an appropriate method(s) for each

assessment project (Adapted from CampusLabs):

|  |  |
| --- | --- |
| **For Each Assessment Project Ask Yourself:** | **Things to Consider:** |
| What type of assessment are you planning on conducting? (usage, needs, satisfaction, climate, benchmarking, learning outcomes, etc.) | Your assessment method should reflect what you want to assess. Attitudes, perceptions, and to a limited extent behaviors can be appropriately assessed by surveys. However, a survey would not provide very useful data for assessing written communication skills. If you are measuring learning outcomes, direct measures\* are preferable. |
| Do you need quantitative data, qualitative data, or both? | In cases where the focus of assessment is on understanding things like who, what, where, and when, quantitative methods can be very effective. In cases where the focus of assessment is on understanding complex processes or answering how and why questions, qualitative methods are preferred. |
| What are the possible methods you can use given the type(s) of assessment you listed? | See Appendix C |
| Reflect on the process/results of assessment and consider the use of additional/alternate methods. | The type of method you select will affect your results. When possible try to use multiple methods of collecting data. The use of multiple methods provides a fuller picture and increases the reliability and validity of your conclusions. |

\* Direct measures involve students **displaying** their knowledge, skills, or thought processes in an observable or tangible way. Assessment of student learning is based on direct evidence (e.g., presentations/performances, work samples/projects/portfolios, day-to-day interactions, quizzes/pre & post-tests, case studies).

4) For each assessment project scheduled for the year, identify the most feasible and appropriate assessment method(s). (See Appendix C)

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| --- | --- |
| **Assessment Project Title** | **Assessment Method(s)** |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |

\*A single project may address multiple assessment goals and therefore invoke multiple learning or operational outcomes. Bear in mind that a single method might not always be appropriate for all the outcomes you intent to measure.

**Review selected methods with departmental staff. If needed, submit to the Assessment Council for review.**

**Worksheet 7**

**Analyzing Data & Summarizing Key Results**

**Data Analysis** is the process of assigning meaning to collected information and determining the significance and implications of the findings.

Suskie (2009) recommends five basic means of **analyzing** assessment data:

* Generating tallies
* Calculating percentages
* Averaging results into an overall score
* Averaging results into sub-scores
* Developing narrative summaries (e.g., identifying & describing themes, providing examples)

Working within these basic structures, you can choose to explore:

* Differences (group comparisons)
* Relationships (are there links between variables)
* Growth or Development (measuring change over time)
* Competency (do students achieve a specified learning outcome

In **Summarizing Key Results** reflect on the following questions:

* What patterns are evident?
* How might patterns be explained?
* Did you find anything completely unexpected? What do you think contributed to unusual findings?
* What conclusions can you draw?
* Did the project raise any new questions?
* How might your findings inform future decision-making and/or practice?

**INSTRUCTIONS:** For each project you complete, briefly summarize key findings.

**Project Title:**

**Summary of Results:**

**Share the Summary of Results with departmental staff, the Assessment Council, and across Student Affairs by participating in the EOY Student Affairs Assessment Poster Fair!**

**Worksheet 8**

**Developing Data-Driven Recommendations**

(Adapted from Ball State)

**Developing Data-Driven Recommendations** is a means of using assessment results appropriately and effectively.

After summarizing your findings, Maki (2004) and Walvoord (2010) suggest the following to help you translate results into action:

* Determine what is most important in the results
* Focus on areas that show greatest weaknesses
* Be realistic by identifying what can feasibly be addressed
* Where appropriate, collaborate or build partnerships to address larger or more complex changes
* Identify and utilize all available sources of support and expertise
* Always keep good notes detailing your actions. This is helpful in terms of sharing your process and findings with others

**INSTRUCTIONS**:For each assessment project you complete, develop data-driven recommendations.

1. How should findings of this project be acted upon? List action items below:
2. Who is responsible for implementing each action item/recommendation?
3. When should each action item/recommendation be initiated? Fully implemented?

**Share Data-Driven Recommendations with departmental staff, revise if needed, and submit to Assessment**

**Council for review.**