Program Level Assessment
Revision Process

TAN
TTU Assessment Network
Goal: All degree programs must update and revise student learning outcomes, means of assessment, criteria, results, and actions for improvement

Deadline: June 15, 2015

Use this outline to ensure your program’s assessment plan meets SACSCOC criteria for Comprehensive Standard 3.3.1, which states: “The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas:

3.3.1.1: educational programs, to include student learning outcomes

SACSCOC Official Recommendation:

1) Demonstrate that expected learning outcomes are identified
2) Assess the outcomes with appropriate measures to obtain relevant, actionable data
3) Analyze the results (data) to develop actions for improvement
4) Provide evidence of improvement through subsequent assessment
For the academic years of 2010/2011, 2011/2012, 2012/2013, 2013/2014 and 2014/2015*, add Results to outcomes if not previously entered and are available. Please also clean up language, if applicable, for Outcomes, Means of Assessment and Actions for Improvement. Do not make any changes to previous assessment plans, only make them cleaner and clearer.

Next, follow the 7-Step Process:

1. Adding Results
2. Adding Actions for Improvement and Follow-ups for Current Results
3. Revising Student Learning Outcomes
4. Revising Means of Assessment
5. Managing Results
6. Adding Actions for Improvement for New Outcomes
7. Updating Program Information

*Fall ‘14 and Spring ‘15 data due June 15th. Summer ‘15 data due August 15th.
Step 1. Adding Results:

Make sure that your program has results for the 2013-2014 reporting year in TracDat (2014/2015 if possible).

- If results are missing, add results for 2013-2014 if available.
  - If results are not available, proceed to Step 3.
- If results are present, ensure that all appropriate documents are linked to the corresponding results. Next, proceed to Step 2.
  - If a result or means of assessment refers to a specific document, the program should ensure that this document is related to the corresponding assessment and/or result. Simply placing documents in the documents tab in TracDat does not demonstrate which document belongs to which means of assessment and/or result.
- Do not edit (unless clarifying language) or delete previous results.
Step 2. Adding Actions for Improvement and Follow-ups for Current Results:

Make sure that all results for the 2013-2014 reporting year have an action for improvement.

- If actions are missing, add new actions.
- If actions are present, add follow-ups to the actions.
- Do **not** edit (unless clarifying language) or delete previous actions for improvement or follow-ups.
Step 3. Revising Student Learning Outcomes:

Determine the number of outcomes needed for the degree program; 3-5 outcomes are required.

Determine if any existing student learning outcomes are relevant and current.

- If so, re-add current outcomes, along with any new additional outcomes, as new student learning outcomes in TracDat.
- If not, the program needs to create new outcomes.
  - *It is possible to have all outcomes remain essentially the same but with updated language.*

All previous student learning outcomes should be marked as inactive, and **not** edited (unless language is clarified) or deleted.
Step 4. Revising Means of Assessment:

Determine how many means of assessment are needed to adequately assess each student learning outcome.

- It is **required** to use multiple assessment methods per outcome.

Determine if any existing means of assessment are relevant and current.

- If so, re-add current means of assessment/s, along with any new additional means of assessment, to TracDat.
  - *Ensure that each means of assessment is aligned with the appropriate student learning outcome.*
- If not, the degree program should use the newly created student learning outcomes to create corresponding means of assessment.
  - *Ensure that the means of assessment are an adequate measurement of student learning.*
  - *Course and completion grades alone are **unacceptable** means of assessment for program level assessment.*

All means of assessment must contain criteria/benchmarks.

All previous means of assessment should be marked as inactive in TracDat, and **not** edited (unless language is clarified) or deleted.
Step 5. Managing Results:

At this point, if you have revised student learning outcomes and means of assessment, it is likely that results will not be appropriate or may not “match.” Determine which results reflect student learning, and which do not reflect student learning, such as student grades and/or completion rates.

If the degree program has data not previously entered related to student learning and aligned with the revised student learning outcomes, the degree program should enter those results in the appropriate section.

- If a result or means of assessment refers to a specific document, the program should ensure that this document is related to the corresponding assessment and/or result. Simply placing documents in the documents tab in TracDat does not demonstrate which document belongs to which means of assessment and/or result.

If no results reflecting student learning are available for newly revised outcomes, the program should:

- Report: “Results to be added January 31, 2016.”
- Previous results are not to be edited (unless language is clarified) or deleted.
Step 6. Adding Actions for Improvement for New Outcomes:

- For all new and revised student learning outcomes the action for improvement statement should read along the lines of “Given our program’s newly revised assessment plan, our program is currently awaiting the end of the fall and spring semesters to analyze new data and formulate an action plan based on the new data”.

- No follow-up statements are needed for new and revised outcomes. Follow-ups to these outcomes will be required in 2016.
Please contact Katie Randolph at katie.randolph@ttu.edu or 742-1505 with any questions or concerns.