

Academic Assessment Procedural Guide
MUW's Assessment Timeline Process

Academic Assessment

May:

Coordinators submit the Academic Assessment Follow-Ups, Results, Action Statements and Related/Supporting Documentation in the assessment software by **May 31st**.

- Action Statements are based on the review of the results to determine what actions to take for the upcoming academic year, i.e. make any changes to the assessment plan.

June – July:

Department Chairs and Deans review their Academic Units' assessment data and submit their Review Comments in the assessment software by **July 1st**.

Assessment Specialist runs the archived reports for the academic year and uploads them into the assessment software and disseminates the reports to the Coordinators, Department Chairs, Deans and the Provost.

June – May:

Departments Assess Student Learning and Student Achievement.

August – December:

Beginning in Fall 2019, every three years, PIE Council reviews the collective results to provide feedback for consideration by the Deans and Department Chairs. Beginning in Spring 2021, every five years, PIE Council reviews the revised assessment plans to make any recommendations for the Deans and Department Chairs to consider.

**The following is the instructions for inputting:
Follow-Ups,
Results and Analysis,
Action Statements,
and Supporting/Related Documentation.**

Checklist for Academic Assessment

_____ Follow-Up for the **prior** Academic Year

*Reflection of what occurred over the past AY

_____ Results for **this** Academic Year

_____ Action Statements for this Academic Year

*Knowing what the results are for this AY, what would you like to do for the upcoming year?

***If you want to make changes to the Assessment Plan, make note of it in the Action Statement.*

_____ Supporting Documentation for this Academic Year's Results

Examples **{Remember NO Identifiers}**: Surveys; Rubrics; Documentation
List of Created Projects/Events, Attendants Present; Focus Groups; Grades
(List of Students without Identifiers EITHER as an attached Spreadsheet or
Listed in Results Text Box - Be Descriptive, i.e. X amount of Students scored
an A, scored a B, scored a C, etc.)

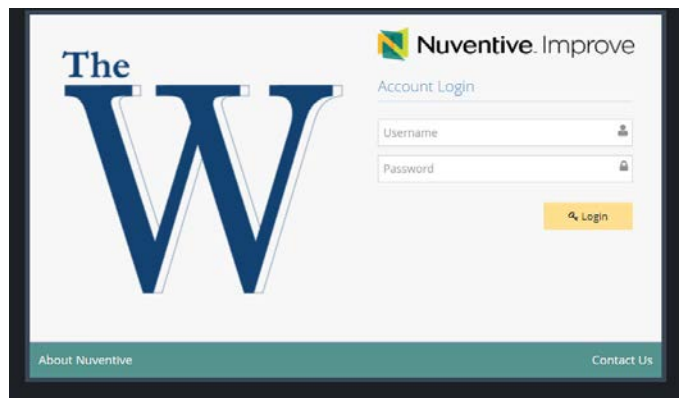
_____ **For Department Chairs** - Review Comments for Assessment Results
under the General Information Tab (Be sure to address any changes from
the Action Statements - Either Approve or Disapprove the Changes)

To Log-In...

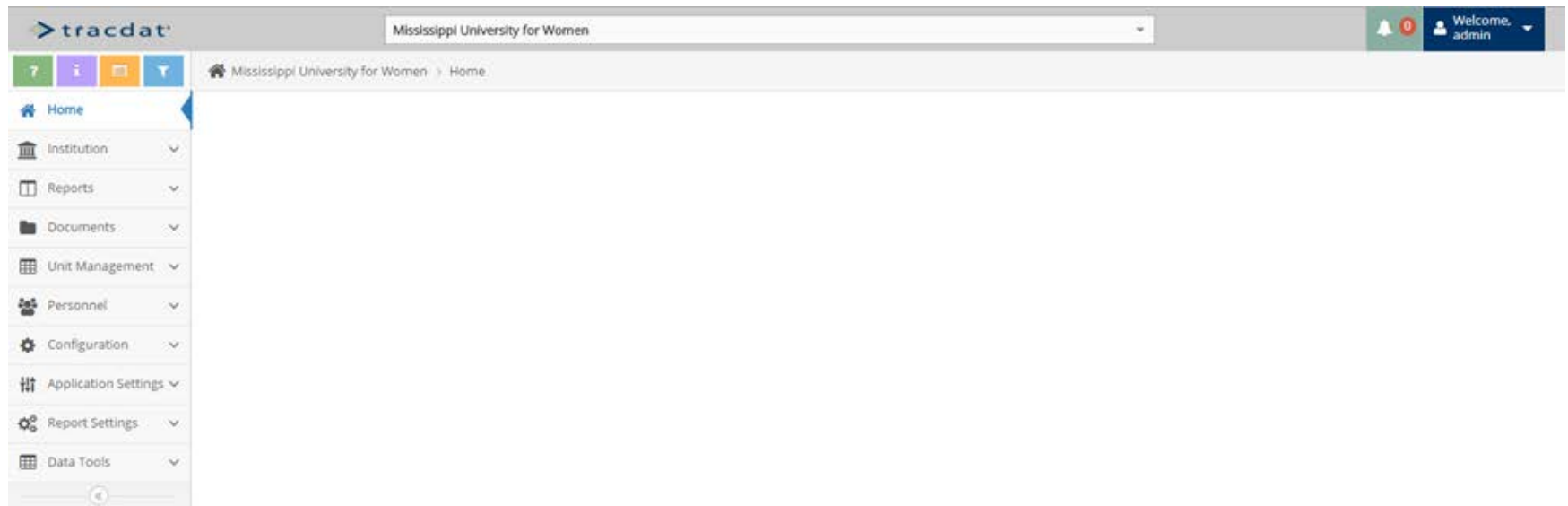
Go to <http://tracdat.muw.edu/tracdat/>

Add a bookmark to your browser for this site.

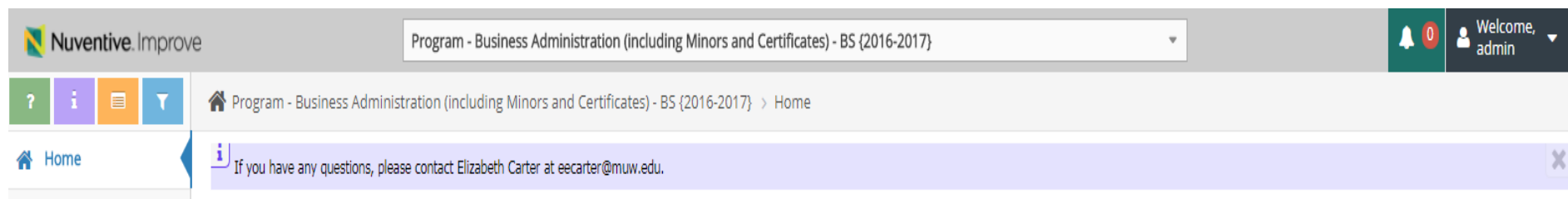
Log in screen:



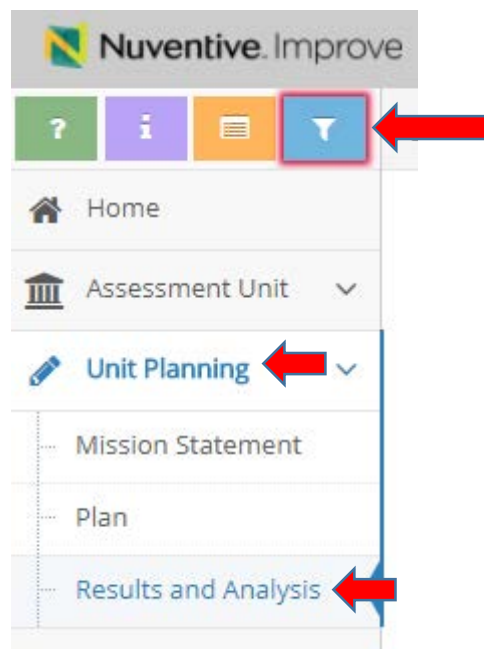
Once you log in, you will see a screen similar to this:



From the drop-down list box at the top center, you will choose your academic program for editing that is designated with the academic year {XXXX-XXXX}.



For **Follow-Up** statements, go to the "Unit Planning" tab and then select the "Results and Analysis" subtab.



At the top of the Tabs, select the Blue Square Icon with the Funnel on it **(See Above Image)**.

The Filter Settings screen will pop up above the results in the middle of the screen.

Under the BOLD "Result and Analysis Filters" heading, select in the "Reporting Periods" text box and select the **prior** Academic Year "XXXX-XXXX"

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This will only show the Results for the **prior Academic Year**.

(See Example Image Below)

**DISREGARD THE 2017-2018
YEAR IN THE IMAGE BELOW.**

Nuventive.Improve

Program - Business Administration (including Minors and Certificates) - BS {2016-2017}

Program - Business Administration (including Minors and Certificates) - BS {2016-2017} > Unit Planning > Results and Analysis

Only one result per Achievement Target. If you have supporting data, you may copy and paste it in the Result and Analysis text box. However, if you would prefer not to do that or Tracdat won't let you paste it, you may relate the file using the Related Documents tab below the Actions tab within each Achievement Target's result section.

Filter Settings

Match any or all filters **ALL**

Plan Filters

Outcome Status

Planned Assessment

Year(s)

Assessment Types

Show Inactive Assessment Methods **NO**

Result and Analysis Filters

Reporting Periods: 2017 - 2018

Result Types: 2014 - 2015, 2015 - 2016, 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 - 2020

Dates

Only show Results and Analysis

1.1 (SLO) Students will be able to demonstrate a breadth of business knowledge across key assessment indicators (e.g. accounting, economics, management, quantitative business analysis, finance, marketing, legal and environment, information systems, international issues).

Once the filter is on, click the arrow to the left of the Outcomes, Assessment Method and Actions to expand the Results and Action Statements.

Just below the "Action," the "Follow-Up" box is listed. Click on the Green Plus button to the far right of the box.

(See Example Image Below)

**DISREGARD THE 2017-2018
YEAR IN THE IMAGE BELOW.**

1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

Indirect - Graduation Exit Survey Chair will evaluate and report the Graduation Exit Survey results to College of Business and Professional Studies Curriculum Development and Assessment Committee during their fall meeting.

2017 - 2018 Target Met

06/07/2018

51% of business students surveyed indicated that they planned to attend graduate school, 27% responded that they did not plan to attend graduate school, and 22% indicated that they did not know if they planned to attend graduate school on our Graduation Exit Survey. [\[more\]](#)

Actions

Action The results of this data was shared with all of the business faculty during Professional Development for AY 2017-2018 for discussion. Since this target was met, no change was merited. (08/23/2018)

Follow-Up


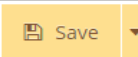
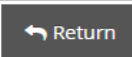
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

In the "Follow-Up/Reflection on Action Statement" text box, explain what actually occurred over the past year.


After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner and then "RETURN."


DISREGARD THE 2017-2018 YEAR IN THE IMAGE BELOW.


Program - Business Administration (including Minors and Certificates) - BS, BBA {2016-2017} > Unit Planning > Results and Analysis > Add Follow-Up/Reflection on Action Statement


 Follow-Up/Reflection on Action Statement must be completed within ONE YEAR of Action Statement.

 1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

 Indirect - Graduation Exit Survey Chair will evaluate and report the Graduation Exit Survey results to College of Business and Professional Studies Curriculum Development and Assessment Committee during their fall meeting.


Achievement Target 40% of capstone students participating in the Graduation Exit Survey will state a career plan of attending graduate school.



Notes

 2017 - 2018 Target Met 06/07/2018

51% of business students surveyed indicated that they planned to attend graduate school, 27% responded that they did not plan to attend graduate school, and 22% indicated that they did not know if they planned to attend graduate school on our Graduation Exit Survey.

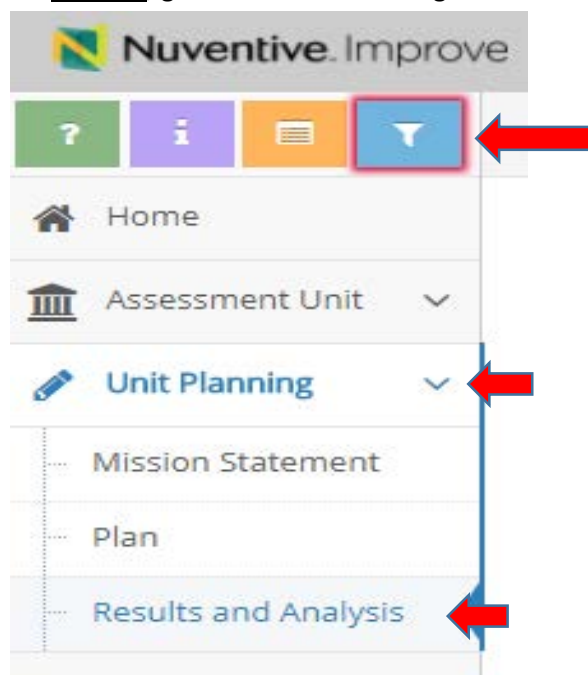
Action The results of this data was shared with all of the business faculty during Professional Development for AY 2017-2018 for discussion. Since this target was met, no change was merited. (08/23/2018)

* Follow-Up/Reflection on Action Statement Date 05/04/2019 

 * Follow-Up/Reflection on Action Statement 

Please complete a Follow-Up for each Result's Action Statement.

For **Results**, go to the "Unit Planning" tab and then select the "Results and Analysis" subtab.



At the top of the Tabs, select the Blue Square Icon with the Funnel on it **(See Above Image)**.

The Filter Settings screen will pop up above the results in the middle of the screen.

Under the BOLD "Plan Filters" heading, select in the "Planned Assessment Year(s)" text box and select **this** Academic Year "XXXX-XXXX."

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This will only show the Results for this Academic Year. **(See Image Below)**

DISREGARD THE 2018-2019 YEAR IN THE IMAGE BELOW.

Nuventive. Improve

Program - Business Administration (including Minors and Certificates) - BS {2016-2017}

Program - Business Administration (including Minors and Certificates) - BS {2016-2017} > Unit Planning > Results and Analysis

Only one result per Achievement Target. If you have supporting data, you may copy and paste it in the Result and Analysis text box. However, if you would prefer not to do that or Tracdat won't let you paste it, you may relate the file using the Related Documents tab below the Actions tab within each Achievement Target's result section.

Filter Settings

Match any or all filters **ALL**

Clear Filters

Plan Filters

Outcome Status

Planned Assessment Year(s)

Assessment Types

Show Inactive Assessment Methods

Result and Analysis Filters

Reporting Periods

Result Types

Result and Analysis Dates

Only show Results and Analysis with Actions **NO**

1.1 (SLO) Students will be able to demonstrate a breadth of business knowledge and skills in areas such as accounting, economics, management, quantitative business analysis, finance, marketing, legal and environment, information systems, international issues).

1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

Once the filter is on, click the arrow to the left of the Outcomes to expand the Assessment Methods.

Click on the Green Plus button to the far right of the Assessment Method box.

(See Image Below)

DISREGARD THE 2017-2018 YEAR IN THE IMAGES BELOW. YOUR'S WILL STATE THIS ACADEMIC YEAR!!

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Nuventive Improve Program - Business Administration (including Minors and Certificates) - BS (2016-2017)

Program - Business Administration (including Minors and Certificates) - BS (2016-2017) > Unit Planning > Results and Analysis

Only one result per Achievement Target. If you have supporting data, you may copy and paste it in the Result and Analysis text box. However, if you would prefer not to do that or Tracdat won't let you paste it, you may relate the file using the Related Documents tab below the Actions tab within each Achievement Target's result section.

Filter Settings
Match any or all filters **ALL**
[Clear Filters](#)

Plan Filters
Outcome Status
Planned Assessment Year(s) 2017 - 2018
Assessment Types
Show Inactive Assessment Methods **NO**

Result and Analysis Filters
Reporting Periods
Result Types
Result and Analysis Dates
Only show Results and Analysis with Actions **NO**

1.1 (SLO) Students will be able to demonstrate a breadth of business knowledge across key assessment indicators (e.g. accounting, economics, management, quantitative business analysis, finance, marketing, legal and environment, information systems, international issues).

1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

Indirect - Graduation Exit Survey Chair will evaluate and report the Graduation Exit Survey results to College of Business and Professional Studies Curriculum Development and Assessment Committee during their fall meeting.

When you click the Green Plus button, your screen should look similar to the image below.

The Result and Analysis Date is defaulted to when you input your data - you don't have to change the date.

In the "Result and Analysis" text box, provide the necessary information for a reviewer to understand why the Achievement Target was Met, Not Met, or Inconclusive.

Select **this** Academic Year "XXXX-XXXX" for the "Reporting Period."

Select the appropriate "Result Type." *Only select Inconclusive if there was NO Data collected or if this is a Baseline year in a growth Achievement Target.*

Remember to provide the "Total Number of Students Assessed" and the "Total Number of Students that Met Target." - **This is REQUIRED**

If you have any special notes you wish to add, please feel free to use the "Notes" text box.

After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner, AND to save time, **STAY on the page to complete the Action Statement.**

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Nuventive Improve Program - Business Administration (including Minors and Certificates) - BS (2016-2017)

Program - Business Administration (including Minors and Certificates) - BS (2016-2017) > Unit Planning > Results and Analysis > Add Result and Analysis

Home Assessment Unit Unit Planning Mission Statement Plan Results and Analysis Mapping Data Tools Reports Documents

1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

Planned Assessment Year(s): 2016 - 2017, 2017 - 2018
Start Date: 08/25/2016

Indirect - Graduation Exit Survey Chair will evaluate and report the Graduation Exit Survey results to College of Business and Professional Studies Curriculum Development and Assessment Committee during their fall meeting.

Achievement Target 40% of capstone students participating in the Graduation Exit Survey will state a career plan of attending graduate school.

Notes

Change Documentation:

* Result and Analysis Date 04/09/2018

* Result and Analysis

* Reporting Period

* Result Type

* # Students Assessed

* # Students Met Target

Notes

* Required field

Actions

For Actions...

After you have SAVED your results, select the Green Plus button at the far right of the "Actions" box toward the bottom of your screen (**See Image Above**).

Once you click on the Green Plus button, your screen should look similar to the **image below**.

In the "Action Date" text box, select the **first day Fall classes begin for the upcoming Academic Year**.

In the "Action" text box, please state what you hope to accomplish in the upcoming academic year knowing now if the Achievement Target was Met or Not Met or Inconclusive.

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If you have **ANY CHANGES** you want to make to the assessment plan regarding the Assessment Method or Achievement Target, please **STATE the CHANGE in the Action Statement**, so that your Department Chair and Dean understand what you think is appropriate for the next year, and they can either approve or disapprove the Change/Action.

After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner and then "RETURN."

Nuventive Improve

Program - Business Administration (including Minors and Certificates) - BS (2016-2017)

Program - Business Administration (including Minors and Certificates) - BS (2016-2017) > Unit Planning > Results and Analysis > Add Action

Home

Assessment Unit

Unit Planning

Mission Statement

Plan

Results and Analysis

Mapping

Data Tools

Reports

1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

Indirect - Graduation Exit Survey Chair will evaluate and report the Graduation Exit Survey results to College of Business and Professional Studies Curriculum Development and Assessment Committee during their fall meeting.

Achievement Target 40% of capstone students participating in the Graduation Exit Survey will state a career plan of attending graduate school.

Notes

2017 - 2018 Inconclusive 04/09/2018

DEMO ONLY

* Action Date {First Day of Fall Classes} 08/23/2018

* Action

Save Return

For Supporting/Related Documentation...

When you hit "Return," you will be taken back to your "Results" page.

If you need to supply Supporting Documentation for your Results, go to the bottom of the screen until you see the "Related Documents" box (**See Image Below**).

*****Examples {Remember NO Identifiers}: Surveys; Rubrics; Documentation List of Created Projects/Events, Attendants Present; Focus Groups; Grades (List of Students without Identifiers EITHER as an attached Spreadsheet or Listed in Results Text Box - Be Descriptive, i.e. X amount of Students scored an A, scored a B, scored a C, etc.)**

Click on the Wrench Tool Icon to the far right of the "Related Documents" box.

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meeting.
Achievement Target 40% of capstone students participating in the Graduation Exit Survey will state a career plan of attending graduate school.
Notes
Change Documentation:

* Result and Analysis Date 04/09/2018
* Result and Analysis DEMO ONLY
* Reporting Period 2017 - 2018
* Result Type Inconclusive
* # Students Assessed 10
* # Students Met Target 10
Notes

* Required field

Actions
Action 04/09/2018 DEMO ONLY
Follow-Up
Assignment

Related Documents

Once you click on the Wrench Tool Icon, your screen should be similar to the image below.

To add new documents, click on the Green Plus button to browse for files.

1.2 (PO 4.d.) Students will be able to pursue opportunities in graduate education and/or employment opportunities.

Indirect - Graduation Exit Survey Chair will evaluate and report the Graduation Exit Survey results to College of Business and Professional Studies Curriculum Development and Assessment Committee during their fall meeting.
Achievement Target 40% of capstone students participating in the Graduation Exit Survey will state a career plan of attending graduate school.
Notes

2017 - 2018 Inconclusive
DEMO ONLY 04/09/2018

Document Repository
Program - Business Administration (including Minors and Certificates) - BS (2016-2017)
2016-2017 Results & Review Comments
General

Related Documents
Drag documents here to relate

When you click on the Green Plus button, the pop-up box below will be displayed. Once you have selected your file, click "Save and Relate."

****Only select one file at a time! Save and Relate each file - Tracdat/Nuventive does NOT like multiple files!**

When you have uploaded and related all of the files necessary for that particular Result, click the "Complete" button in the upper right-hand corner of your screen (**See Image Below**).

When you hit "Complete," you will be taken back to your "Results" page.

Please remember to click the "Save" button first and then the "Return" button - just to be safe!

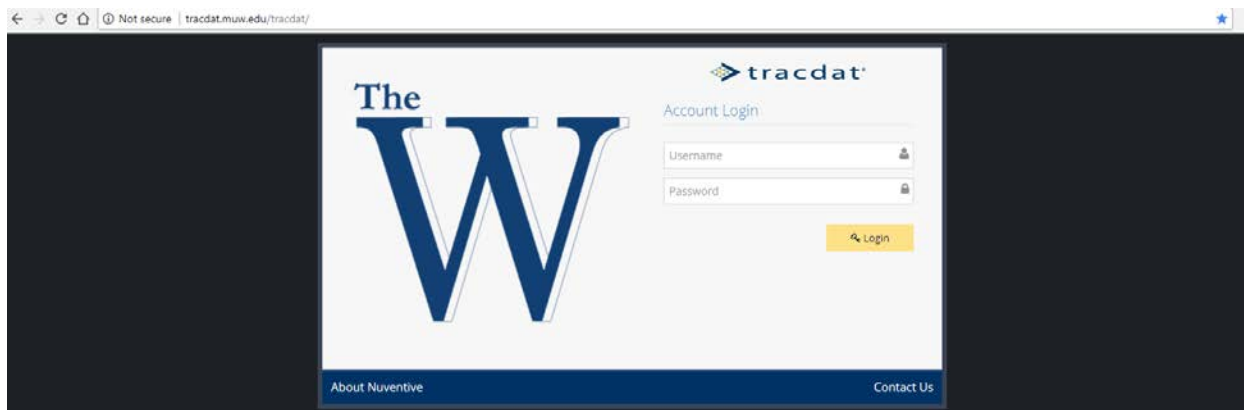
Please complete the Results, Action Statement and Related Documents for each Assessment Method's Achievement Target.

The following is the Deans' and Department Chairs' instructions for inputting Review Comments.

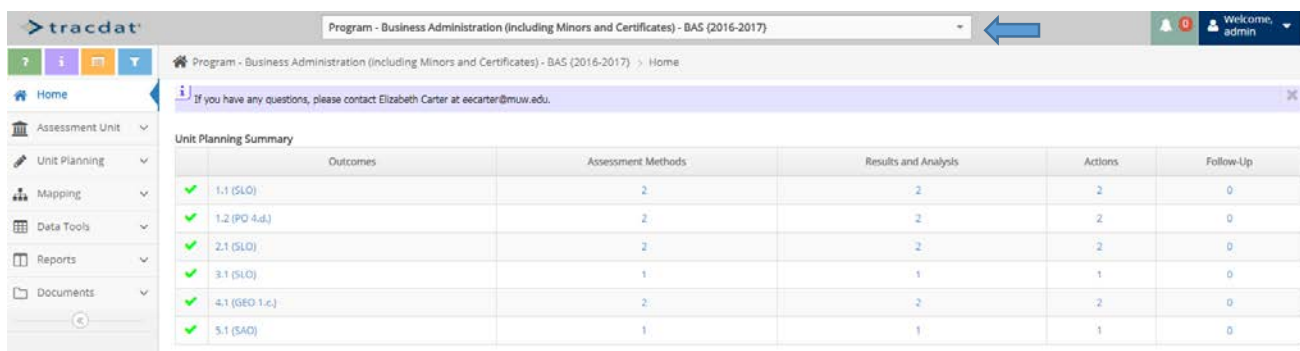
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After you have reviewed the assessment results report(s) attached in your email, please log into Tracdat using your **name portion of your email** as your **username** and, if you haven't changed your password, **muw123** as your **password**. If you have changed your password and have forgotten it, please let me know. I will be glad to reset it for you.

Click here to go to the login page for Tracdat <http://tracdat.muw.edu/tracdat/>



You may have multiple assessment units that need to be reviewed. In order to select the assessment unit in need of review, you will need to select it from the top center drop-down box on the page.



Once you select the proper assessment unit, your home page will look similar to the image above. To leave your review confirmation and comments, please select the “Assessment Unit” tab to the left of the screen. Then, select the “General Information” subtab. Your screen should be similar to the image below. You will also see an edit icon button (notepad and pen) to the far right of the screen. Please click on it to open the edit page to leave your review comments.



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Your edit page will look like the image below. *Please pay particular attention to which review comment textbox applies to your position, either as a dean or a department chair.*

Please enter **THIS YEAR'S** review comments **BEFORE** last year's review. Once you have entered your review confirmation and comments, please **date it at the end in parentheses**. **Always remember to select "Save" and then "Return" in the upper right-hand corner before switching to another assessment unit.**

The screenshot displays the Tracdat interface for editing general information of a program. The breadcrumb trail indicates the path: Program - Business Administration (including Minors and Certificates) - BAS (2016-2017) > Assessment Unit > General Information > Edit General Information. The left sidebar contains a navigation menu with options: Home, Assessment Unit (selected), General Information, Assignments, Personnel, Unit Planning, Mapping, Data Tools, Reports, and Documents. The main content area shows the following fields:

- Name: Program - Business Administration (including Minors and Certificates) - BAS (2016-2017)
- Mission Statement: The mission of the Bachelor of Applied Science in Business Administration program is to provide students holding an associate degree (A.A.S.) in an approved technical field the opportunity to progress toward a baccalaureate degree. Students are provided a solid foundation in core business knowledge while specializing in areas of interest through a range of concentrations and minors. The primary purpose is to prepare women and men to be effective decision-makers and leaders by providing knowledge and skills in critical thinking, problem solving, and effective communication.
- Department: Business
- CIP Code: 520201
- Assessment Coordinator/POC: Marry Brook

At the bottom of the form, there are two textboxes for review comments:

- Dean's Review Comments
- Department Chair's Review Comments

In the top right corner, there are two buttons: 'Save' and 'Return'. Blue arrows point to the 'Save' button, the 'Return' button, and the two review comment textboxes.

****If you have any objections or concerns regarding any of the Action statements in a results report, please state them in your review comments. From there, I will work with the assessment coordinator for that unit to make any necessary edits; however, before any changes are made, I will contact you to gain final approval.