MEMORANDUM

To: Deans

From: Senior Vice President, Academic & Student Affairs _____

Subject: *Evaluation of Assessment Inventories; AY2013-2014*

Date: March 18, 2015

Background. To institutionalize reporting of assessment of student learning outcomes at the program level and to annually track the status of assessment activities to improve student success in the academic programs and EMSS units, an annual reporting cycle was established in 2010[1] known as "Annual Assessment Inventory". Due each October 1st, the inventories are a snapshot of assessment plans, data collection efforts and analysis, and closing the loop activities. Over the past iterations, the University Assessment Committee (UAC) has presented statistics on several occasions regarding how many programs submitted inventories, what types of assessment instruments were used, what stage in the assessment cycle a program was at, and other information. However, feedback on the substance and quality of the assessment efforts as reported had yet to be provided. Therefore, in November 2014, I authorized the formation of an ad hoc review team[2] to review the AY2013-2014 assessment inventory submissions with the following objectives: (i) evaluate the inventories using an objective tool, such as a rubric, (ii) provide feedback for the programs that submitted an inventory, (iii) provide recommendations for improvement of the inventory submission process, and (iv) identify exemplars. The members of the ad hoc review team are members of the faculty as well as members of the UAC and possess extensive knowledge of assessment of student learning outcomes and our inventory submission requirements. Beginning December 5, 2014, the team met over a course of 10 weeks and delivered the attached evaluation report on March 6, 2015.

Evaluation Process. It is important to recognize that the evaluation report **is not** an evaluation of the programs; it is feedback and review of the inventory submissions pertaining to their documented quality and substance of assessment efforts; it is a matter of providing clarity in our reporting as well as assessing the effectiveness of the templates and tools provided to the programs to facilitate this clarity.

The review team evaluated all assessment inventories submitted for the AY2013-2014 reporting period, evaluated each section in the assessment inventory template, evaluated program assessment plans as expressed through the alignment and flow between each section in the assessment inventory template, drafted feedback for the programs, identified exemplars; and adopted the lens of an outside reviewer to complete these tasks.

The review team created an evaluation rubric and scoring template based on (i) reviews of other rubrics, (ii) using WASC as a lens, (iii) consideration of UOG goals, (iv) consideration of rubric and assessment language, (v) consideration of ultimately what would an assessor want to know from reviewing a submission, (vi) consideration of how can programs use feedback to improve, and finally, (vii) using the TracDat template as their frame.

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[1] *UAC memo to Deans/Directors via SVP, "Institutionalizing Assessment", March 3, 2009*

[2] *The members of this review team are Dr. Celine Cabading (SNHS), Dr. Cheryl Sangueza (SOE), and Dr. Maika Vuki (CNAS)*

Findings, Recommendations and Actions. The review team submitted four (4) findings and recommendations which I have approved and now add action items to support these recommendations.

1.1. <u>Finding</u>: While the UAC template was used by 57% of those who submitted, the Review Team feels that the template does not adequately address all the assessment components that are necessary to critically evaluate learning outcomes.

1.2. <u>Recommendation</u>: Adopt the TracDat as the template for all future submissions or revise the UAC template to be consistent with the TracDat submission.

1.3. <u>Action Item</u>: In April 2011, the UAC adopted TracDat as its tool for UOG institutional assessment reporting and recommended that if the colleges and schools did not opt to use TracDat that they arrange for an interface to feed into TracDat.[3] The Office of Academic Assessment and Institutional Research shall coordinate TracDat user training on a recurring basis to encourage and support submission of inventories via TracDat. In the interim, attached is a revised UAC template that is consistent with the information captured in the TracDat 5-column report that shall be used in place of the current UAC template by programs not yet using TracDat.

2.1 <u>Finding</u>: Missing in the TracDat template is the opportunity to articulate a description of the assessment plan.

2.2 <u>Recommendation</u>: While a plan may be inferred from the overall assessment report, it would be advantageous to include a section on assessment plan in the TracDat system.

2.3 <u>Action Item</u>: According to the Institutional Researcher/UAC Chairperson, the TracDat system does have the capability for academic programs to document their assessment plans, in fact, setting up the parameters of an assessment plan are prerequisite in TracDat in order to documenting assessment results and closing the loop activities. TracDat has a report generator to print assessment plans which will now be included with the TracDat-generated assessment inventory submission. For programs not using TracDat, they will append their assessment plan to their UAC template.

3.1. <u>Finding</u>: A clear PLO statement was fundamental in this review exercise. A meaningful evaluation could only be achieved when elements aligned to a well written PLO. Otherwise, the evaluation was simply a review of each element independent of its relationship to the PLO.

3.2. <u>Recommendation</u>: Provide professional development on writing PLOs.

3.3. <u>Action Item</u>: In addition to the user training specified in action item 1.3 above, professional development for this one will be coordinated along with other assessment topics that may be identified by the Deans and program faculty. Attached is a preliminary schedule of faculty professional development.

4.1. <u>Finding</u>: Missing in the TracDat template is the opportunity to articulate the alignment of PLO to ILO.

4.2. <u>Recommendation</u>: The inclusion of an alignment between PLO and ILO in the future submissions.

4.3. <u>Action Item</u>: According to the Institutional Researcher/UAC Chairperson, TracDat does have the capability to generate a "5-Column" report that demonstrates the alignment of PLOs to ILOs. Program level adjustments to the TracDat PLO setups are required in order to create the linkages between PLOs and ILOs. Once these adjustments have been made, the 5-Column report will be generated from TracDat instead of the 4-Column report.

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[3] *UAC Memo to SVP, "UAC's Adoption of TracDat Assessment Document Database Software and Recommendations", April 8, 2011.*

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Overall Evaluation. The overall evaluation of Assessment Inventory Submissions suggests that submissions are primarily at the Initial stage. The review team has offered recommendations for improvement in each category in the "Overall Feedback Summary" section of the report.

It is imperative for each program to critically evaluate their respective feedback and address areas of weakness.

Exemplars. The report specified that a number of programs have shown initiative through a well-developed assessment plan and the engagement of multiple program faculty.

Although no program achieved Highly Developed in the Final Ranking, the following programs have shown a strong standing in the Developing stage:

1. Clinical Psychology
2. Anthropology
3. Chemistry
4. Psychology
5. Political Sciences

Conclusion. I commend Drs. Cabading, Sangueza, and Vuki for this milestone accomplishment and dedicated service towards the improvement of student learning and student success.

On a going forward basis, the UAC will oversee the continuation of this evaluation effort each year, including proposing revisions to the evaluation rubric as deemed necessary.

The evaluation report is attached along with the individual program feedback for your respective programs.

If you have any questions, please let me know.

Attachments

Cc: Director for Academic Assessment and Institutional Research
         University Assessment Committee

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Annual Assessment Inventory (5 Column Report)
University of Guam
Reporting Period: AY_____

Program Title:

Mission Statement or Program Description:	
Assessment Plan created or revised?	
Where are the PLOs published? (e.g., catalog, web)	
What type of evidence is used to determine achievement?	
Who interprets the evidence? What is the process?	
How are the assessment findings used?	

ILO[1]	PLO[2]	Means of Assessment and Benchmarks	Results	Action & Follow-Up (Closing the Loop)

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[1] List the ILO(s) that is linked to the PLO(s) being assessed in this reporting period.
[2] List the PLO(s) that is being assessed in this reporting period.

Preliminary Schedule of Faculty Professional Development

Term: Spring 2015
        Topic: TracDat User Training
        Presenter: D. Leon Guerrero
        Date(s):   April 3, 10am; other dates TBA
        Location: SBPA Room 261

        Topic: Crafting a well written and meaningful PLO
        Presenter: TBA
        Date: TBA
        Location: TBA

Term: Fall 2015
        Topic: TracDat User Training
        Presenter: D. Leon Guerrero
        Date(s):   TBA
        Location: TBA

        Topic: Assessment 101
        Presenter: TBA
        Date: TBA
        Location: TBA

Term Spring 2016
        Topic: TracDat User Training
        Presenter: D. Leon Guerrero
        Date(s):   TBA
        Location: TBA

        Topic:
        Presenter:
        Date(s):
        Location:

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