Assessment Council

4.10.2013
Agenda

• Middle States 2013 Reporting Overview  
  _Diana Karafin_ – Assistant Director, Office of Academic Assessment

• Middle States Report Submission Demonstration  
  _Melody Cherny_ – Graduate Research Assistant

• Learning Management System (LMS) Committee Overview  
  _Heather Stewart, Associate VP for Global Technology, Partnership & Collaboration_

• Assessment Technology Subcommittee Update  
  _Jim Zellinger_ – Institutional Research Manager, NYU Abu Dhabi
2013 Middle States Program Assessment Report

Due Date: April 30th
Office of Academic Assessment (OAA) 2013-2014 Std. 14 Timeline

- 30 Jan: Technology Subcommittee
- 28 Feb: Technology Subcommittee
- 31 Mar: Assessment Council
- 30 Apr: Assessment Council
- 31 May: Data aggregation & synthesis
- 30 Jun: Review submissions & collect missing reports
- 31 Jul: Raver, Hamberger feedback to Karafin
- 31 Aug: Final Document Roadmap & Written Summary Due

Program Assessment Reports Due to OAA
Progress Report #1 Due
Progress Report #2 Due
Draft: Document Roadmap & Written Summary Due
Who?

All degree and certificate (credit & non-credit) granting programs; General Education Curriculum; Global Academic Offerings

What?

1. 2012-2013 assessment report (with results & use of results)
2. Prior year assessment plans, reports, & supporting documents

When?

April 30, 2013

How?

- Option 1: Grant Office of Academic Assessment (OAA) access to internal School system for collecting and organizing program files (i.e. CAS/GSAS ASIS system)
- Option 2: Collect and drop files into secure and private OAA Google Drive folder
# Academic Assessment at NYU: Expectations

What should programs do?

## To Start:
- Articulate purpose of program.
- Articulate what students should be able to do when they complete the program, and how this will be measured.

## Annually:
- Gather information (the measures) from a sample of students’ classroom work, from student feedback, and/or other relevant sources, and use that information for decisions and actions that affect student learning.
- Keep records of assessment work and report that work as needed.
ACADEMIC ASSESSMENT AT NYU: EXPECTATIONS

Assessment Plan Components:

- Program mission statement
- * 3-5 student learning goals
- Identify where in the curriculum goals are introduced, reinforced, and assessed (curriculum map)
  *Explicate how goals will be measured to produce evidence (direct and indirect)
- **GOLD STANDARD**: Identify benchmarks/standards to evaluate results
- Develop a timeline to structure assessment of at least one learning goal each year.
Assessment Report Guidelines

1. Ensure Office of Academic Assessment (OAA) has your program assessment plans on file (if not, submit plans with report)

2. Construct assessment report detailing:
   *The student learning goal(s) assessed by the program this past year.
   *How, specifically, the goal(s) was/were measured
   *Results
   *Use of Results
   • If possible, include supporting documentation

3. Submit report to (OAA)
But what should the report look like?

Content matters over format!

• Regardless of style, an annual assessment report is considered complete when it includes:
  • All elements of an assessment plan (program mission, student learning goals, how learning goals were measured/assessed)
  • Results – Direct/Indirect evidence generated and analyzed for at least one learning goal
  • Use of Results – How the results were used to improve student learning (i.e. changes resulting from assessment)

• For programs that prefer a template to guide the reporting process: see OAA website for optional templates
Option 1:
Submit accreditation reports with an overview document which details:
- How Middle States standards for student learning assessment are met through the external accreditation.
- Where in the accreditation document key assessment data can be found: student learning outcomes, measures, curriculum map, direct/indirect evidence, results, use of results.

Option 2:
Extract relevant Middle States data from your accreditation reports, and enter these data in a new report to submit, or using one of the suggested templates on the OAA website.
What If…..?

A program has not completed an assessment by the reporting deadline?

- If you will be in a position to finish with a deadline extension, communicate with the OAA to establish a new timeline.

Otherwise:

- Submit an assessment report anyway
- Ensure an assessment plan is completed and on file
- Describe how far you got in implementing your assessment, and why your program was not able to complete the assessment
- Detail the steps you will take to complete your plan, and include a timeline
What If…..?

A program attempted to complete an assessment, but the plan failed (i.e. biased or incomplete data, etc.)?

- Submit an assessment report anyway
- Ensure a complete assessment plan is on file
- Describe how far you got in implementing your assessment plan, and factors that contributed to the failure
- Detail plans for completing a new iteration of the plan, including changes to the original plan, timelines, etc.
How to Submit your Assessment Documents Using Google Drive