# Closing the Assessment Cycle

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*LAST UPDATED 8/11/19*

# The Assessment Cycle

Should be planned by the beginning of the assessment cycle

Completed at the end of cycle

| Mission | Goals *Why* | Outcomes / Objectives *What* | Measurements *How* | Targets *How* | Findings *So What* | Action Plan *What Now* |
|---|---|---|---|---|---|---|
| Highest aims, intentions, & activities of an entity.<br>The purpose of your program or office.<br>You can explain your unit's relationship with the College's Mission and/or accrediting bodies. | Broad, overarching principles that guide decision making<br>What you intend to accomplish with student learning & operational effectiveness | What students must learn or what the entity must achieve operationally to accomplish goals<br>Use Bloom's Taxonomy<br>Strategic Plan Alignment<br>Action Plan listed in this section | How evidence will be gathered to track your outcome or objective | The specific achievement you are aiming for that you would use to gauge success | Recording if your target was met or not and analysis and explanations on what you learned from your measurement data; including reflection on resource use & demonstrated needs. | Review your Assessment Cycle (mission to findings). What are you going to do with this year's information for next year? Include planned changes with resources. |

# Findings & Resource Reflection

New for 2018 - 2019

1. Review the information collected by your Measures. Did you meet your Targets? Explain in your Findings.
2. How do you use existing resources to meet priorities? Or, what are the priorities given existing resources?
3. Given your priorities – how well did you meet your goals?
4. How does your assessment reflect your unit's effective management of resources?

# Findings & Resource Reflection (continued)

New for 2018 - 2019

1. Does your assessment demonstrate a need for change with your resources (ex. changing focus from one task to something new, requesting a budget increase, applying for a grant, etc.)?
2. How can you generate additional resources?
3. What gaps in student learning has your department identified through assessment?

# Using Assessment to Inform Next Year

New for 2018 - 2019

1. How does this assessment cycle inform the next cycle?
2. How does this cycle's assessment data inform your resource needs for next cycle? Use the Action Plan section to document your resource needs for the next academic year.
3. What would you keep the same and what would you change? Include what you would like to change in your action plan.
   - Was your target realistic (not too low or too high)? Is it a reasonable challenge?
   - Do you want to change how your measuring an outcome or objective? Can you improve your measurements for next cycle?
   - Are there new initiatives or priorities you would like to assess in the next assessment cycle?
   - Do you want to continue the initiatives or priorities that you are already doing?

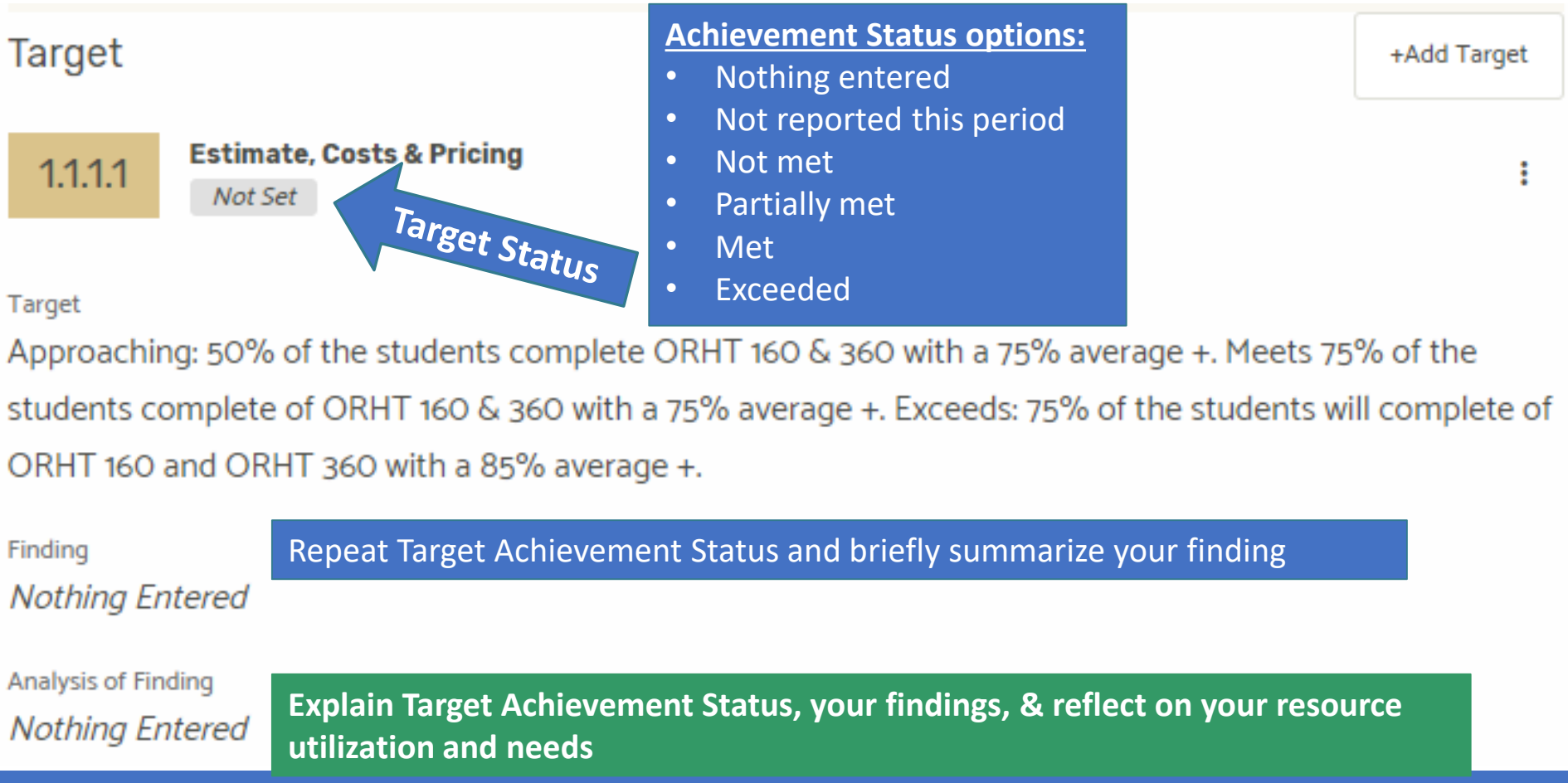
# Action Plans

New for 2018 - 2019

1. Create Action Plans for any outcome or objective that was not marked as met or exceeded (ex. not met, partially met, not measured this cycle). If a Measure wasn't reported this cycle, please include in the Action Plan when you plan to use this Measure
2. If your assessment demonstrated a need for change with your resources, include that planned change in your action plan. Some examples:
   - Shifting attention and time spent on one activity to another
   - Plans to request a budget increase or apply for a grant
   - Meet with your department to discuss course load or work load if you anticipate a change in personnel

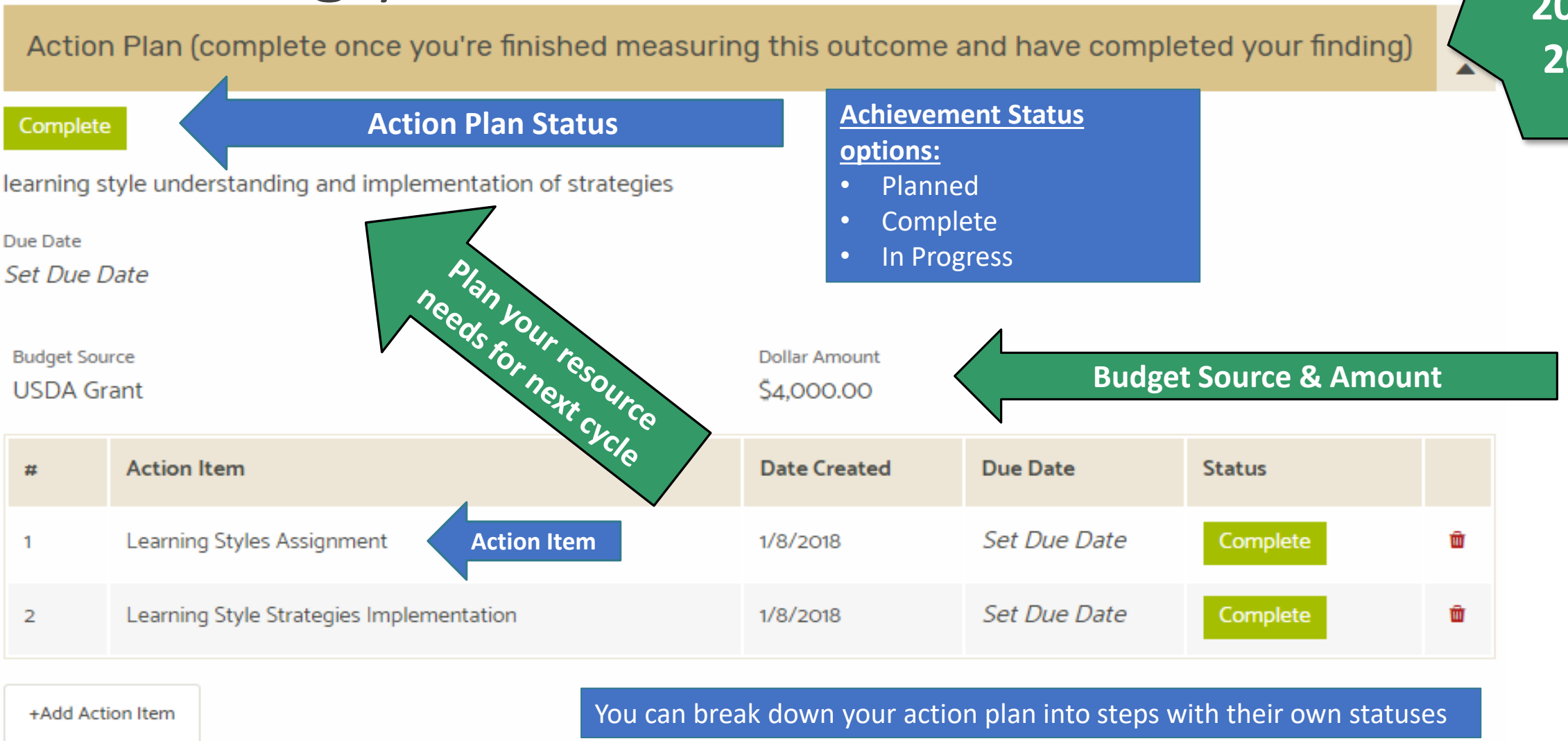
# Adding Your Findings in Weave

New for 2018 - 2019



# Adding your Action Plans in Weave

New for 2018 - 2019



“There is no failure, only feedback”
- nlp.com

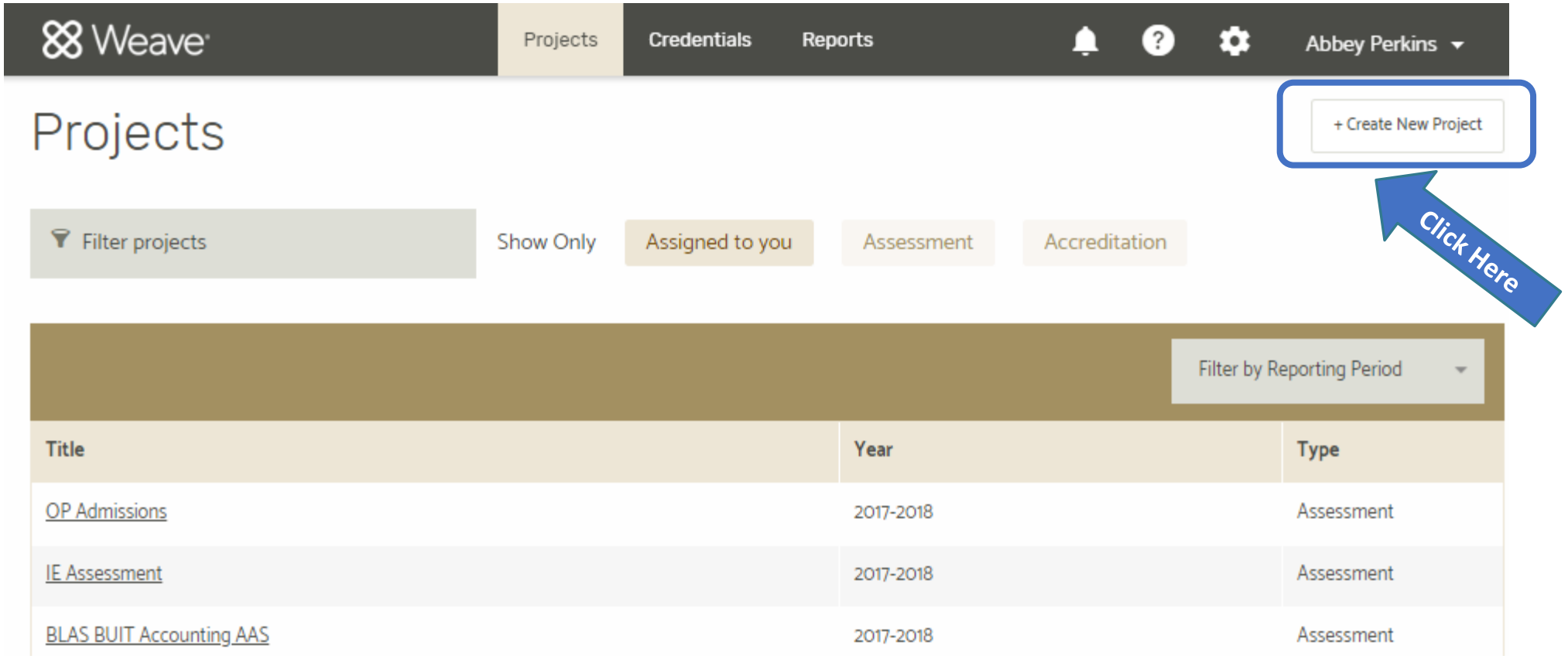
“Not meeting your target is not a failure, it’s an opportunity for improvement!”

-Rob Bahny

# Finalizing Your Assessment for the Cycle

1. Have you reviewed your assessment plan with your department team members? (1)
2. Does your assessment plan provide evidence so your department can make continued improvement and informed decisions? (1)
3. Does your assessment plan demonstrate your unit's fiscal and operational effectiveness?
4. Reflect on how your assessment can inform your budget and resource requests.
5. How can you utilize your assessment results?
6. How do you currently communicate or share your assessment results? What are new ways you could?

# Creating a New Cycle for your Weave Project



# Creating a New Assessment Cycle

Projects are not automatically rolled into the next cycle year. Someone from each Project team must roll the Project forward when the Project is ready.

- On the Weave Projects' screen, select "+Create New Project" in the top right corner of the screen
- Under "What Type of Project", select "New version of existing project"
- Select the Project you want to create a new cycle for
- Click next
- DO NOT change the name of the Project
- Select the 2019-2020 from the "Reporting Period" dropdown menu

# Creating a New Assessment Cycle (continued)

- Your Project in the 2019-2020 cycle will then load
- You can switch between cycle years by clicking the triangle next to the year next to your Project's name
- Make sure you are in the correct year cycle year before you enter information into your Project
- Set the Project Status in the top left corner. When you duplicate the project, it will automatically set to "not started".
- Your Supported Initiatives linkages are not carried forward into the new cycle and you will need to update the linkages for 2019-2020
- Action Plans, Target Statuses, and Findings can be carried forward if you select them to be. Remember to edit them in the new cycle.
- Project attachments will not carry forward to the new cycle, but can still be accessed in the cycle they were uploaded to.

# 2019-2020 Focused Strategic Initiatives

| **2019-2020 Focused Strategic Initiatives:**<br>This table shows the three Strategic Initiatives the campus will focus on during 2019-2020 | |
|---|---|
| **To Sustain a thriving and effective college by:** | |
| 2. | Honoring our Mission by: |
| 2 | Maximizing learner access, progression and success. |
| 4. | Achieving Operation Excellence by: |
| 4.1 | Achieving fiscal and operational sustainability. |
| 5. | Strengthening Vibrant Community Partnerships by: |
| 5.1 | Fostering effective partnerships that will have an impact on economic and human capacity within and beyond our local community. |

# Assessment Resources

https://www.cobleskill.edu/academics/assessment/Assessment-Resources.aspx

- Assessment Schedule 2018-2020
  - a list of assessment related deadlines and reminders
- Workshop Schedule
- Assessment & Weave Guide
- Assessment & Weave Presentation

# Contact Information

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https://www.cobleskill.edu/academics/assessment/index.aspx

# References


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4. Heinrich, R., Molenda, M., Russell, J.D., Smaldino, S.E. (1996). *Instructional Media and Technologies for Learning.* Englewood Cliffs, NJ: Merrill.
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10. Weave Assessment Project: AGNR ANPS Landscape Contracting BT 2017-2018