Checklist for Taskstream Program Assessment Fall Submissions

(revised 9/14/17)

Purpose: The checklist below has been made to help faculty, directors, or chairs who will submit program assessment information to the University Program Assessment Committee (UPAC) this fall term for review. Please review the checklist to determine what needs to be entered into Taskstream and the process for submitting the information to the UPAC for review. Detailed "How To" guides are available for how to use each area of Taskstream at:

http://www.uwlax.edu/taskstream/program-assessment/faculty-materials/

Please review the workspace for your academic program and check to see if the below elements are complete. If complete, the final step is to publish your workspace area as a web link to submit to the UPAC for review as described in the Review section below.

Standing Requirements:

- ☐ **Mission Statement (OPTIONAL):** Your department or program mission statement can be entered.

- ☐ **Student Learning Outcomes**: Make sure this list is accurate and complete. The 4 areas in the 2014-16/17 Assessment Period are driven off of these outcomes.

- ☐ **Curriculum Map:** Please use the embedded tool to create a curriculum map. A map is a strong asset to guide assessment work. We are strongly encouraging all programs/departments to create and actively use a map.

- ☐ **Externally Created Curriculum Map:** As an alternative to creating a curriculum map using the Taskstream tool, if you have a well-developed, pre-existing curriculum map, please attach in this section.

2014-16/17 Assessment Period:

- ☐ **Context for Assessment (Optional):** This area was added to allow departments/programs to add an explanation for any unique processes or information about their assessment work. If you believe it would be helpful to explain any aspect of your work not easily captured in the required parts of the template, please use this area. Examples of what might be placed here: explanations of how an assessment committee or coordinator guides your work, description of how program tracks/emphases do unique data collection/analysis, programs decision to focus on core courses alone as source of data, recent major revisions of processes or learning outcomes. Both text and attachments can be included in this section.

- ☐ **Assessment Plan:** Select the learning outcomes you assessed in the period and provide the Title, Type/Method, Level, Details/Descriptions about the Measures used to collect your data, including Benchmarks, Implementation Timeline, and Key Personnel involved. You can add supporting files to this area to help the UPAC understand your process. Complete each of the listed areas for each measure. Note: We strongly encourage the use of benchmarks as an aid to identifying desired levels of achievement for student performance and as helpful to see targets for improvement. If there were none used this cycle, please acknowledge that in your entry.

(Continued on other side)

- ☐ **<u>Assessment Results</u>:** Identify the results associated with each measure used in the cycle. Enter a Summary of Findings, Brief Analysis of the Results, and note Achievement of the Benchmark (if used). Support files such as result spreadsheets can be attached; be sure to describe any attachments in the area for that description. Two areas are provided for summary reflections, the Overall Recommendations and Overall Reflection. Use the ***Overall Recommendations*** to signal any patterns found in the results that might guide actions. The ***Overall Reflection*** is a space to signal any particular challenges or successes with your assessment process, any indications of what worked well or was an obstacle to your work.

- ☐ **<u>Action Plan Based on Results</u>:** Use this area to link your results to improvement actions taken by the department/program in response to those results. It's organized by outcome. Multiple sets of results can be associated with one action step and one set of results can spur multiple action steps. For each action step, complete the five areas to specify what was done, the timeline, the key personnel involved, any plans to monitor the action, as well the level of priority for the action step (low, medium, or high).

- ☐ **<u>Action Plan Status Report</u>:** Indicate the current status of any action step mentioned in the Action Plan. Four status levels are available as well as text boxes for explanation of the status and next steps for that action step. The summary areas are provided to share an overall ***Status Summary*** on challenges or successes in the application of your actions, ***Summary of Next Steps*** for sharing how this cycle might feed into your next cycle of assessment. Then ***Need for Consultation*** area is optional for the program to request any help in assessment from the Provost, Dean, or Assessment Coordinator.

Reviews:

- ☐ **<u>Review 2014-16/17 Assessment</u>:** This area is the conduit for sending a web link of your entire workspace to the UPAC for review. This avoids the need to send all the separate parts of the workspace for individual review and will lead to one complete feedback form returned to the department/program from UPAC. The process involves using the ***Publish*** tab in the workspace to create a URL web link and then attaching it to this area. The final step is to go to the ***Submission & Read Review*** tab, scroll to the Review 2014-16/17 Assessment row, and click submit. (Full step by step guide available at www.uwlax.edu/taskstream).

Additional guides and Mediasite screencasts for program assessment entries are available at:

https://www.uwlax.edu/taskstream/program-assessment/training-guides--resources/