

# Extended Cycle: The Why's and How

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(Created April 2017)

## Contents

Purpose.....	1
Introduction.....	2
Step 1: Changing Default Assessment Period .....	2
Step 2: Review and Revise, if Necessary, the Direct and Indirect Assessment Methods Check-list and Description Fields .....	3
Step 3: Set Action(s) Taken Category(ies) Field to Extended Cycle (and Provide an Explanation in Notes Field).....	4
Step 4: Set the Next Scheduled Assessment Analysis Term and Year Fields .....	4
Step 5: Select Extended Cycle in the Progress Field .....	5
Step 6: Provide Explanation for Extended Cycle in the Notes Field.....	5
Document Glossary.....	6

## Purpose

An “Extended Cycle” for outcome assessment is an option most commonly used

- For programs with low enrollment, hence low sampling numbers. If placed on extended cycle, faculty may collect samples of student work over a multi-year period,
- For programs with small faculty numbers, making it difficult for them to assess multiple outcomes in one year, or
- When outcome itself or the assessment method(s) are revised and it will be a year or two before the change may be evident in student work.

It allows the faculty to extend the assessment beyond an annual cycle to a biennial or triennial cycle. Before selecting “Extended Cycle”, contact the Assessment Consultant in the Tennessee Teaching and Learning Center to determine whether or not an extended cycle is warranted.

This document provides step-by-step guidance on how to set the cycle in the assessment management system (AMS) so it is clear to reviewers that the outcome is on an extended cycle.

## Introduction

Within the Planning Module of the AMS, the Program / Major Learner Outcome form requests very specific information for each outcome, including the assessment period as given in academic years starting on July 1 and ending June 30 of the following year. Sometimes, it is necessary to place an outcome on a multi-year assessment period or what we call “Extended Cycle.” Follow the steps below to set an outcome to extended cycle.

When an outcome is marked for “Extended Cycle”, it will appear in each assessment year reminding the faculty that it is on an extended cycle and, more importantly, allowing faculty to add artifacts and information from each year during the cycle. The AMS can serve as the archive for artifacts of student work that will be used for the assessment in the final year of the cycle, as opposed to being stored in a manner that might allow the artifacts to be forgotten or lost.

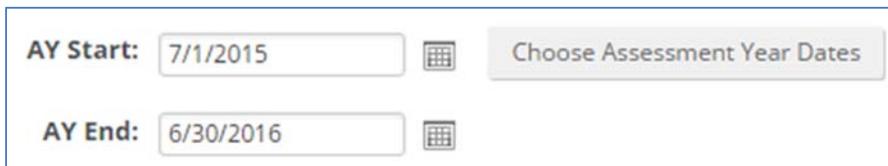
During the final year of the cycle, the faculty review artifacts and data added over the multi-year period and complete the assessment report - a presentation of the findings, the analysis of the findings, and a discussion of the actions the faculty collectively decide on, and then provide information as to when the outcome will be assessed next.

## Step 1: Changing Default Assessment Period

The **AY Start** and **AY End** are already filled out based on the filter selected when creating the report or at the time outcomes were rolled over from one assessment year to another by the AMS manager. The AY Start and AY End may be adjusted if the outcome will be on an extended cycle. In the example below, the outcome will be assessed over a 3-year period beginning with July 1, 2015 and ending June 30, 2018.

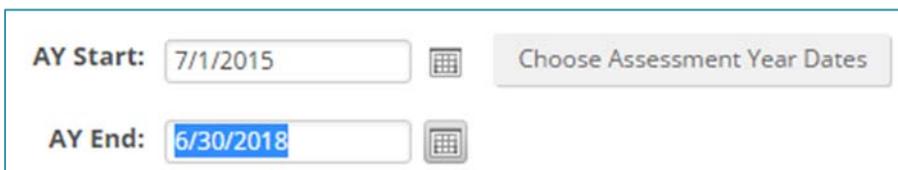
Click in the **AY End** field, backspace to delete the default year and type in the appropriate year.

From the default setting:



A screenshot of a web form showing the default assessment period. It features two input fields: "AY Start" with the value "7/1/2015" and "AY End" with the value "6/30/2016". Each field has a calendar icon to its right. To the right of the "AY Start" field is a button labeled "Choose Assessment Year Dates".

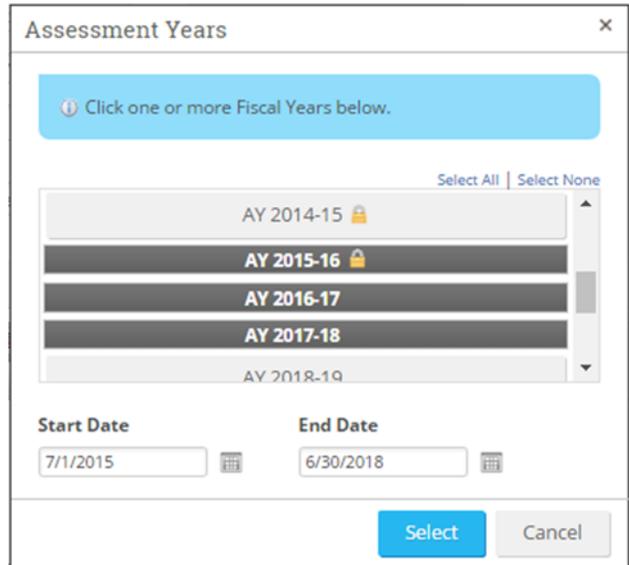
To extended cycle setting:



A screenshot of the same web form as above, but with the "AY End" field value changed to "6/30/2018". The "AY Start" field remains "7/1/2015" and the "Choose Assessment Year Dates" button is still present.

Alternatively, you can click on Choose Assessment Year Dates button. A menu will open up and reveal a list of assessment years active in the system. Note the blue bar with the text “Click one or more Fiscal Years below.” There is no need to hold the shift key on Windows OS machines or the command key on Apple OS machines. The dates will appear in the fields below the scrollable list. Once the years are selected, click on the blue “Select” button.

Choose Assessment Year Dates



This indicates that the outcome is on extended cycle and will be assessed by June 30, 2018.

When you save the outcome, the home screen for the program will list the outcomes with the selected Start and End dates, as shown below.

In the screen shot below, you can see that the outcomes have varying assessment cycles (dates in the Start and End columns).

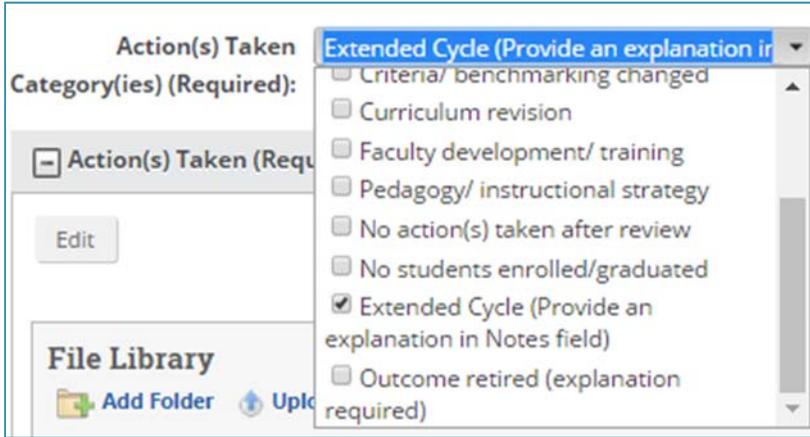
Name	Start	End
<a href="#">Students will demonstrate knowledge of class material.</a>	7/1/2014	6/30/2017
<a href="#">Draft arguments in response to negative news reports</a>	7/1/2015	6/30/2018
<a href="#">Students will demonstrate knowledge of writing as an historian.</a>	7/1/2014	6/30/2018
<a href="#">Students will critique popular organizational apps (i.e., Evernote) and design an app that addresses the needs that these app do not currently meet.</a>	7/1/2016	6/30/2017

## Step 2: Review and Revise, if Necessary, the Direct and Indirect Assessment Methods Check-list and Description Fields

Review the information to make sure it still reflects the current plan since the outcome form was rolled-over by the AMS manager from the previous year, and something may have changed.

### Step 3: Set Action(s) Taken Category(ies) Field to Extended Cycle (and Provide an Explanation in Notes Field)

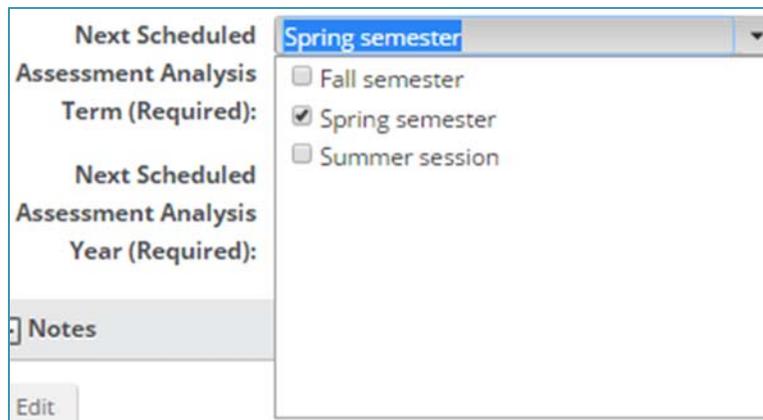
Each outcome placed on “Extended Cycle” must have the **Action(s) Taken Category(ies)** field checked to indicate the status.



Simply click on the menu arrow, scroll down to “Extended Cycle” and click in the box to make the check mark appear.

### Step 4: Set the Next Scheduled Assessment Analysis Term and Year Fields

Scroll down to the **Next Scheduled Assessment Analysis Term** and **Next Scheduled Assessment Analysis Year**; both are required fields. You may select Fall Semester, Spring Semester, or Summer Session, or any combination of the three.



In the **Next Scheduled Assessment Analysis Year**, select the next year the analysis of findings will occur. This date should agree with the date given as the **AY End** date in Step 1.

The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Next Scheduled Assessment Analysis Term (Required):' and is set to 'Spring semester'. The second dropdown is labeled 'Next Scheduled Assessment Analysis Year (Required):' and is open, showing a list of academic years from 'AY 2012-2013' to 'AY 2019-2020'. The year 'AY 2017-2018' is selected and highlighted in blue. Below the dropdowns, there is a 'Notes' section with an 'Edit' button and a 'File Library' section.

### Step 5: Select Extended Cycle in the Progress Field

The final step is to select “Extended Cycle” in the **Progress** field to indicate to the College and Institution Reviewers that the outcome will not need to be reviewed until the final year of the cycle.

The screenshot shows a form with a dropdown menu labeled 'Progress:'. The dropdown is open, showing a list of options: 'Analysis ongoing', 'Extended Cycle', 'Ready for College', 'Ready for Institution (NOTE: for College Review)', 'Institution review complete (NOTE: for Institution Review)', 'Retired', and 'Overdue (NOTE: for College/ Institution Review)'. The option 'Extended Cycle' is selected and highlighted in blue.

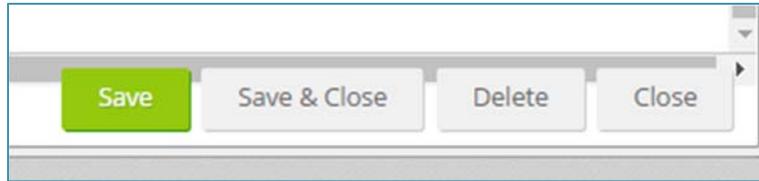
### Step 6: Provide Explanation for Extended Cycle in the Notes Field

Provide an explanation why the faculty members have placed the outcome on “Extended Cycle” in the **Notes** field. This is important for the following reasons:

1. Helps anyone, who may be reviewing different outcomes to see how other programs are conducting their assessments, understand why the outcome is placed on “Extended Cycle.”

- Provides a record for those who will be responsible for the assessment at the end of the cycle to understand why the outcome was placed on “Extended Cycle.”

When done, click on *Save & Close* button at the bottom of the form’s screen.



On the program’s home screen, you will then see the status of each outcome.

Name	Start	End	Progress
<a href="#">Students will demonstrate knowledge of class material.</a>	7/1/2015	6/30/2018	
<a href="#">Draft arguments in response to negative news reports</a>	7/1/2015	6/30/2017	
<a href="#">Students will demonstrate knowledge of writing as an historian.</a>	7/1/2014	6/30/2018	
<a href="#">Students will be able to sing at least one aria</a>	7/1/2015	6/30/2016	
<a href="#">Student will be able to analyze data.</a>	7/1/2015	6/30/2016	

In the screen capture above,

- the first outcome is marked Extended Cycle (the notepad with a pencil icon),
- the second outcome is marked Ready for College Review (the green arrow),
- the third outcome is marked Analysis Ongoing (the clipboard icon)
- the fourth outcome is marked Ready for Institution Review (the orange arrow), and
- the fifth outcome is marked Institution Review Complete (the orange torch flame).

## Document Glossary

AMS = Assessment Management System

AY = Academic Year

Extended Cycle = an assessment period that exceeds one academic year and is no more than three academic years