Routing Academic Assessment Plans in Compliance Assist - Planning Module

Approval of Annual Reports

Once the faculty finished the data analysis, reviewed results, discussed results, and made a determination as to the appropriate actions, the final report is entered in the Planning Module. Remember, this is done on an annual basis.

- For the 2013-2014 academic year, all reports must be submitted to the College office no later than May 31, 2014 and the College needs to complete review no later than June 30.
- For the 2014-2015 academic year and all years thereafter, all reports must submit to the College office no later than September 15 of the following fall semester (e.g., fall semester 2015, fall semester 2016) and the College must complete review no later than October 15 of the following fall semester (e.g., fall semester 2015, fall semester 2016).

When the report is finalized, the department head notifies their associate / assistant dean for academic programs that the entire plan is ready for college review.

The college-level review is to ensure that units are using direct measures, making sound analyses of the data, taking appropriate actions that will enhance student learning in the disciplines in the college, and that there is follow-up discussion to any recommendations from the previous year's findings.

Each college establishes the best process for conducting college-level review. Review can be done by a college-wide assessment coordinator, assistant/associate dean, or faculty-committee. In order to provide documentation for institutional review and adhere to best practice, colleges should use the Assessment Plan Checklist and/or Rubric for Evaluation of Assessment Reports for Academic Programs.

When the college completes the review and there are no revisions needed by the department, the associate dean notifies the SACSCOC Liaison that the report is ready for institutional review. The SACSCOC Liaison then selects a reviewer from among the Assessment Steering Committee to complete final review.

The Institutional review is to ensure that the reports are clear, use appropriate direct measures, have sound actions, meet accepted assessment practices, and ultimately to provide feedback for improvement. Additionally, longitudinal analysis of outcomes can help inform progress in the unit and trends across the institution that can inform assessment.

Step-by-Step Instructions

Work flow in Compliance Assist - Planning Module is not obvious.

Step 1: Department's Final Step

At the bottom of the Program / Major Learner Outcome, there are two fields the department head or delegate enters information to route to the associate dean:

1. Progress
2. College Approval

Once all the outcomes assessments are completed for the program plan and approved by the department, repeat the following steps for each outcome in the plan:

- Select "**Ready for College Review**" in the Progress field.
- Click on the small icon to the right of the box and select your college in the pull -down menu for College Approval.
- Leave the Date of College Approval blank.

Step 2: Email your Associate/Assistant Dean

Once done, send your associate/assistant dean an email notifying s/he the assessment report for the specific program is complete and ready for review. Individual colleges should determine beforehand how the college-level review happens: 1) who will actually enter the system and retrieve reports, 2) who will actually review the reports, and 3) who will actually notify the SACSCOC Liaison that the report is ready for institutional review. The designated college reviewer(s) will then be informed to log into Compliance Assist to begin the review process.

Step 3: Select filter to current assessment year

The designated college reviewer(s) will log into Compliance Assist to begin the review process. The person selects the Institution tab and then the Academic Assessment Plans tab; s/he will need to filter for the current academic year by clicking on the blue **Edit Filter** button.
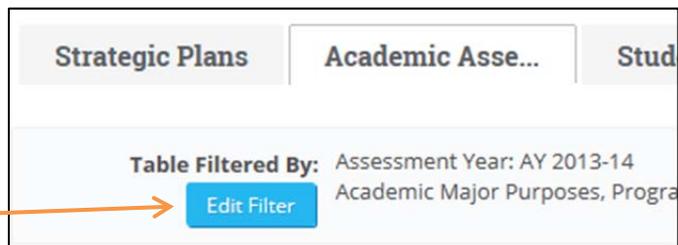
Because the Progress filter was set by the department to indicate the outcome is "***Ready for College review***", a green arrow will appear in the Progress column (see descriptions for the different Progress settings on page 6).

In the example below, the first two outcomes have a **green** arrow in the Progress column, indicating they are "***Ready for College review***". The third outcome is marked with an icon of a notepad with pencil signifying the outcome is delayed. The fourth outcome is not marked for progress.

All outcomes should be complete before notifying the associate dean.

	Number	Name	Start	End	Progress
▤	1	Students will articulate their ideas both visually and verbally.	7/1/2013	6/30/2014	➤
▤	2	Students will uphold professional standards in the creation and presentation of their art and/or design work.	7/1/2013	6/30/2014	➤
▤	3	Students will understand historical and contemporary issues in art/craft/design and related fields of study.	7/1/2013	6/30/2014	✎
▤	4	Students will demonstrate knowledge of theoretical issues in their concentrations and in related arts disciplines.	7/1/2013	6/30/2014	

Step 4: Marking "Ready for Institutional review"

When the college review is complete, the appropriate person delegated by the college will change the Progress field to "**Ready for Institutional review**", and then enter the date of the college approval by clicking on the calendar icon. In the Institutional Approval box, select "Provost's Office" by clicking on the icon to the right of the box, and then save and close the work. Once college review is done and the outcomes are marked, an email is sent to the SACSCOC Liaison notifying her/him that the assessment plan

Note, when marked "**Ready for Institutional review**", the green arrow changes to an orange arrow signifying the outcome is ready for institutional review. In the example, Outcome 1 is still **green** and Outcome 2 is now **orange**.

All outcomes should be marked "Ready for Institutional review" before notifying the SACSCOC Liaison.

Step 5: Institutional Review

Once the Institutional Review is complete, the Assessment Steering Committee member conducting the review will select "**Institutional review complete**" and enter the date of the completed review; the icon changes to an **orange flame**.

The report now shows the date of College and Institutional approvals and shows that institutional review is completed.

Viewing Outcomes from My Dashboard

Individuals can also scan all learner outcomes from My Dashboard > My Roles tab. From the My Roles tab, click on **Edit Filter** to open the Select Items window:

Table Filtered By: Assessment Year: AY 2013-14
Program / Major Learner Outcomes

Edit Filter

Roles to View: All Items

1) Select the current academic year in the **Assessment Year** box,

2) Click on **Select None** (in blue typeface) to remove the selection of all data types,

3) Click in the box next to Program / Major Learner Outcomes to view only those items, and finally,

4) click the blue OK box.

In the Roles to View field, select All Items to see all Program / Major Learner Outcomes in the list as Associate Dean for the College. From the Select Items window

Select Items

Assessment Year: AY 2013-14

Select All | Select None

- ☐ Institutional Missions
- ☐ Division Missions
- ☐ College Missions
- ☐ Unit Missions
- ☐ Institutional Strategic Priorities
- ☐ Division/College Strategic Priorities
- ☐ Unit Strategic Priorities
- ☐ Institutional Strategic Initiatives
- ☐ Division/College Strategic Initiatives
- ☐ Unit Strategic Initiative
- ☐ Key Metrics
- ☐ Academic Major Purposes
- ☐ Program Goals
- ☑ Program / Major Learner Outcomes

OK   Cancel

The resulting screen will look like the one below; note, in this example, none of the standards has a progress choice selected.

Table Filtered By: Assessment Year: AY 2013-14
Program / Major Learner Outcomes

Edit Filter

Roles to View: All Items

⊞ Associate Vice Provost — Accreditation

⊟ Associate Vice Provost — University of Tennessee

Type	Number	Name	Start	End	Progress
📝	1	A basic understanding of the anatomy, physiology, and behavioral aspects of Neuroscience.	7/1/2013	6/30/2014	
📝	1	A Graphic Design major (BFA) will be able to analyze, criticize, execute, and communicate design concepts in verbal, visual, and written forms across various media.	7/1/2013	6/30/2014	
📝	1	A Studio Art major (BFA) will create a body of artwork for public exhibition.	7/1/2013	6/30/2014	
📝	1	Ability to Apply Knowledge of Math, Engineering and Science (ABET a).	7/1/2013	6/30/2014	

Progress choices and uses

You must select one of these choices. If you do not, the field remains empty, indicating there is no activity and must be addressed by the unit.

Analysis ongoing: selected when a department has assessment results and is in the process of reviewing, discussing and before actions are identified. Used as a status update to inform others that the department is not done with analysis and discussion. Icon = clipboard.

Ready for College review: selected when the department has finished the report for a specific outcome. Icon = green arrow.

Ready for Institutional review: selected by the associate dean when their review is complete and the college is satisfied with the report. Icon = orange arrow.

Institutional review complete: selected by the Assessment Steering Committee when the institutional review is complete and the report is considered complete and final. Icon = orange flame.

Extended cycle: outcome not assessed in this cycle; outcome is assessed on an extended cycle of no more than two to three years. *Note* most, if not all outcomes, are assessed each year. If a specific outcome is on an extended cycle, an explanation for the extended cycle must be included in the Notes area. Icon = magnifying glass.

Delayed: data reporting, analysis, or actions are delayed due to low or no enrollment and the outcome *could not be completed as **originally** planned*. Icon = notepad with a pencil.

Retired: used when a department determines after several assessment cycles that this outcome is continually being successfully met and the department wants to focus on other aspects of the program OR when professional standards or the job sector shifts emphases and new outcomes are needed. Icon = red "X".

Overdue: used by the department to indicate that the analysis is not complete and actions are not taken by the May 31, 2014 deadline or in the future, the September 15 annual deadline. Alerts the associate dean and others that work is still needed to finalize the outcome report. Icon = orange yield triangle with an exclamation mark in the middle.