

## Graduate Assessment Reporting Process Spring 2015

Spring 2015 will be the first time that NC State has implemented the new protocol for outcomes assessment reports, as described in the [standard operating procedure](#). What is new about this protocol is that there are now clear lines of accountability for the effectiveness of the assessment reports at the department head, dean, and provost levels. Heads and deans will assure that the reports meet [standards of quality](#) and submit summaries of their reviews of the reports. Except for new programs, **all degree programs and all transcribed certificate programs are required to submit an assessment report by February 27.**

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DGPs are responsible for initiating the process. The spring 2015 reports are to be based on evidence collected from the 2014 calendar year, including spring and fall semesters of that year. DGPs should analyze that evidence and present it to faculty to identify strengths and areas for improving their programs and to determine for each area for improvement what strategies should be implemented toward improvement. DGPs will use the results of these deliberations to write their reports and post them on InfoWeb (see below for directions).

The timeline presented below reflects the [new regulation](#) governing program outcomes assessment and the [standard operating procedure](#) implementing that regulation. Because heads and deans will use a [rubric](#) to evaluate your report and will send it back to you for revision if it does not meet the standards, you should make sure your report meets those standards beforehand.

### Departmental Programs (Non-Departmental Programs\*)

	DGPs	Dept. Heads	Assoc./Deans	Facilitators	Provost
Feb. 27	Complete assessment reports based on <a href="#">rubric</a> standards and notify heads when reports have been posted				
Mar. 31		Complete revision and approval process, notify deans that reports are ready for review, and submit summary report to deans			
Apr. 30			Complete revision and approval		

			process, notify facilitators that all reports have been approved, and submit summary reports to facilitators and provost		
May 15				Complete revision and approval process	
June 15				Submit summary report to provost	
July 15					Assures that all assessment reports and summary reports meet SACS standards

\* On February 27, non-departmental programs notify appropriate deans that reports have been posted to InfoWeb. Deans complete evaluation and any necessary revision of reports April 30.

#### **Directions for accessing InfoWeb**

1. Go to the grad school webpage
2. Click on Faculty/Staff/Postdocs
3. In the greenish box on right, click on InfoWeb
4. Use your Unity ID and password to log in
5. Click on Program-Level Access
6. Click on Program Evaluation, Reports, and Surveys in banner
7. Select your program in the drop-down menu

#### **Directions for reporting assessment results**

1. Click on Create/Manage Outcomes Assessment Report
  2. Click on Create New Outcomes Assessment Report
  3. To add, edit, or delete outcomes, click on Add/Edit Outcomes under Actions in the table
  4. Select the objective(s) you are reporting on this year (for these annual reports, most programs will report on the outcomes for **one objective each year**; check your master assessment plan to see which objective's outcomes you are scheduled to report on for spring 2015)
  5. Fill in the report template so that the report meets the standards on the [report rubric](#)
- It is a good practice to copy and paste the report template in Word and fill in the assessment plan in it. Then copy and paste entries into InfoWeb.