

Academic Assessment Reporting Process for Spring 2015

Spring 2015 will be the first time that NC State has implemented the new protocol for review and approval of outcomes assessment reports as described in the new university [regulation](#) and [standard operating procedures](#). These new requirements formalized quality standards (expressed as a [rubric](#)) and clarified lines of accountability for assessment. Department heads, deans, and the provost will evaluate assessment reports and summarize major findings pertinent to their respective areas of responsibility.

For spring 2015, the deadline for submitting annual assessment reports for all degree programs and transcribed certificate programs – including distance education – is February 27. This deadline will allow time for review and summarization by heads, deans, and provost before September, when all assessment plans, reports, and summaries will be submitted to SACSCOC, our accreditor.

Assessment Reporting and Review Schedule, 2015

	Program directors*	Dept. Heads	Assoc./Deans	Facilitators	Provost
Feb. 27	Complete outcomes assessment reports and notify heads when reports have been posted				
Mar. 31		Complete revision and approval process using the standards from the rubric , notify deans that reports are ready for review, and submit summary report to deans			
Apr. 30			Complete revision and approval process using the standards from the rubric , notify facilitators that all reports have been approved, and submit summary reports to facilitators and provost		
May 15				Complete revision and approval process using the standards from the rubric	
June 15				Submit summary report to provost	
July 15					Assure that all assessment reports and summary reports meet SACSCOC standards

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

Program directors (DGPs, DGCPs, and DUPs) are responsible for initiating the reporting process. The spring 2015 reports are to be based on assessment results collected from the 2014 calendar year, including spring and fall semesters of that year. Directors should analyze the results and present their reports to program faculty, who should determine what if any changes will be made for program improvement based on those results. Directors will use the results of these deliberations to write their reports and post them on InfoWeb (see below for directions).

Undergraduate Programs

The spring 2015 report replaces the previously scheduled summer 2015 report. Since DUPs will be reporting on assessment results from calendar year 2014, they will simply go to InfoWeb to revise their 2014 report, which includes two reports already submitted: summer 2014 report (labeled spring 2014) and [fall update](#) (dated November 2014). This revision should achieve the following.

1. Include all the information and headers found in the [report example](#), including details regarding which students were assessed, STRENGTHS and AREAS FOR IMPROVEMENT, and UPDATES. Every report needs to be of high quality. The report example will help you determine what is required to meet expectations.
2. If applicable, add new data that became available after the summer 2014 report. Include all sections in the [report example](#).
3. Include a *direct method* for assessing a learning outcome, if you did not include one in your summer 2014 report. You must add either spring 2014 or fall 2014 data from a *direct measure* and complete the report as demonstrated in the [report example](#).
4. Go into the view/build Program Outcomes Assessment Plan and verify that your assessment *plan* is in compliance based on the [example assessment plan](#).

Please review the [example assessment plan](#) and [example assessment report](#) to be sure you have included all the necessary information in the material posted in InfoWeb. All information must be included for each outcome.

Graduate Programs

Assessment reports will be completed annually. Directors of departmental programs will notify department heads when reports have been posted, while Directors of non-departmental programs will notify deans. The deans will complete their evaluation and any necessary revision of reports for both departmental and non-departmental programs by April 30.

Directions for Accessing InfoWeb

Revising Undergraduate Assessment Reports

1. Go to Office of Assessment UG Academic Assessment Process > InfoWeb (login).
2. Use your Unity ID and password to log in.
3. Click on Program-Level Access.
4. Click on Create/Manage Outcomes Assessment Report.
5. Look for the Spring/2014 report and Click on Edit.
6. If you are not adding any new outcomes to the original report, scroll down and Click on Submit. If you are adding an outcome(s) then check the appropriate box next to the outcome.
7. Click Edit next to each outcome to revise as needed. Fill in the report template *so that the report meets the standards on the [report rubric](#) and includes the information found in the example report.*

Preparing Graduate Assessment Reports

1. Go to Graduate School homepage > Faculty/Staff/Postdocs > InfoWeb (in box on right).
2. Click on Program Evaluation, Reports, and Surveys in banner.
3. Select your program in the drop-down menu.
4. Click on Create/Manage Outcomes Assessment Report.
5. Click on Create New Outcomes Assessment Report.
6. 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).
7. 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.