Stepping Into Assessment

Nancy Smith, Director of Assessment

Nathan Reese, Research and Assessment Coordinator
Learning Outcomes

Attendees will be able to –

• Apply this stepwise approach for transition to a new assessment management system/platform at their institution

• Identify ideas to help facilitate “buy in” and a successful all campus implementation process

• Recognize opportunities to use other available and known tools in the transition process
Lincoln University

• Historically Black College and University (HBCU)

• Undergraduate Liberal Arts
  • select Graduate programs

• Southeastern Pennsylvania

• Fall 2020 enrollment
  • 1,895 Undergraduate
  • 182 Graduate
Mission

• Lincoln University, the nation’s first degree-granting Historically Black College & University (HBCU), educates and empowers students to lead their communities and change the world

Vision

• Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.
Background

• Prior assessment platform
• > 100 assessment reports
  • Academic
  • Administrative
  • Student Affairs
• 3 Assessment Committees
• Two main types of reports
  • Academic
    • Academic Programs
  • Non-Academic
    • Administrative
    • Student Affairs
    • Academic Support
Assessment Process

• Notification/Reminder: August of Academic Year

• Assessment Plan: October 31
  • Feedback provided - committees

• Learning Activities/Unit Operations
  • Data/evidence collection

• Assessment Results/Action Plan: May 31
  • Feedback provided - committees
Challenges: Transition to New Platform

• Timeframe between usage
• Various skill levels/backgrounds
• Two report formats
• Customization: keep familiar, embed new
• Time sensitive

• Customize platform
• Develop resources
• Provide training
Familiar Tool → New Tool

• Qualtrics survey platform
• Familiar
• Ease of customization
• Ease of revision
• Reminders
• Excel spreadsheet
  • Attachments
How?

• Review former platform
  • Identify good/bad/ugly
  • Key components

• Decision: Focus assessment

• Communication!!

• Committees
  • Advocates
  • Training
Process

Summer 2019

• Customize platform

• Develop Resources
  • Manuals
  • Videos

• Pre-load as much as possible
  • Mission
  • Goals
  • Program Student Learning Outcomes (PSLO)
  • Curriculum Maps
  • Archived assessment reports
  • Additional components – PSLO history

• Develop Trainings and schedule
Fall 2019

• Announcement
• Trainings
  • View only
• Survey Form - embedded data
• Assessment Plan collection
  • Spreadsheet
  • Upload to system
  • Pdf – approval/revision
• Feedback: Assessment plans
Spring 2020 (emerging pandemic)

- Trainings
  - View and edit
- Survey Form – (embedded data)
- Results/Action Plan collection
  - Spreadsheet
  - Upload to system
  - Pdf – approval/revision
- Feedback: Results/action Plans
2020-2021 Academic Year (pandemic continues)

• Trainings & Support
  • All virtual
  • View and edit
• Survey Form option
Survey Forms

• Assessment Plan collection
• Results and Action Plan collection

• Identify appropriate contacts
• Recommendation: review information in platform

• Customized by Report Type: Academic/Non-Academic
• Provide program/unit information (in platform)
  • Option for revision
• Needed information (Plans, Results)
What Happened?

• Over 100 units: 100% compliance
  • Fall 2019
  • Spring 2020
  • Fall 2020

• Units requesting inclusion
  • Reframe: improvement
  • Inclusion in Annual Assessment Report

• Committees
  • Professional development opportunity
  • Willingness to join
  • Re-invigorate committees
Ways to Facilitate Buy-In

• Familiar tool – survey (excel, google form/doc, etc.)
• Pre-load as much as possible
  • Fictitious units for training
  • View their assessment information
• Support of senior leadership
• Assessment Committees
• Focusing assessment
• Resources
  • Webpage – manuals & videos
• Training – scheduled & on request
• Assessment “events” – Assessment Day
Culture: Assessment Day

• 2019
  • Face to face
  • Updates – Assessment and committees (2)
  • Workshops – 2 concurrent; working

• 2020
  • Virtual event
  • Updates – Assessment platform, committees, initiatives (5)
  • “COVID Conversations” – 3 concurrent
  • Q & A; working sessions

• 2021
  • Virtual event
  • Updates – Assessment platform, committees, initiatives (5)
  • 2 Workshop sessions – 4 concurrent each
  • 2 Special Interest Sessions: 3 concurrent (Q & A; working)
Next Steps

• Encourage use of new assessment platform
• More robust assessment reports
• Per feedback – users, committees
  • Additional resources
  • Additional video trainings
• Workshops

• Assessment Culture: Accountability → Improvement
Contact Information

- Nancy Smith, Director of Assessment
  - nsmith@lincoln.edu

- Nathan Reese, Research and Assessment Coordinator
  - nreese@lincoln.edu

- Tiffany Lee, Assistant Provost
  - tlee@lincoln.edu

- Office of Institutional Effectiveness, Research, and Planning
  - oierp@lincoln.edu