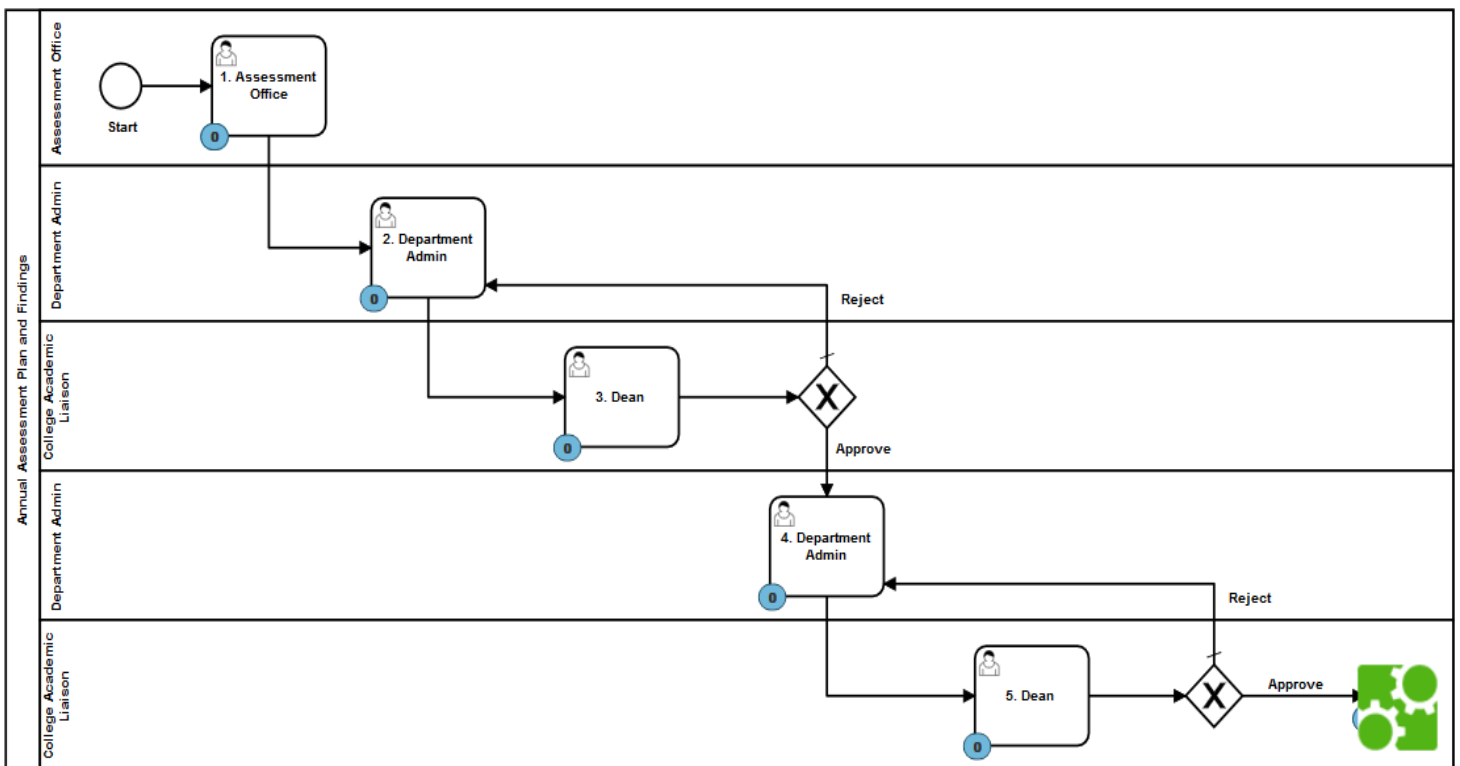


# ASSESSMENT WORKFLOW

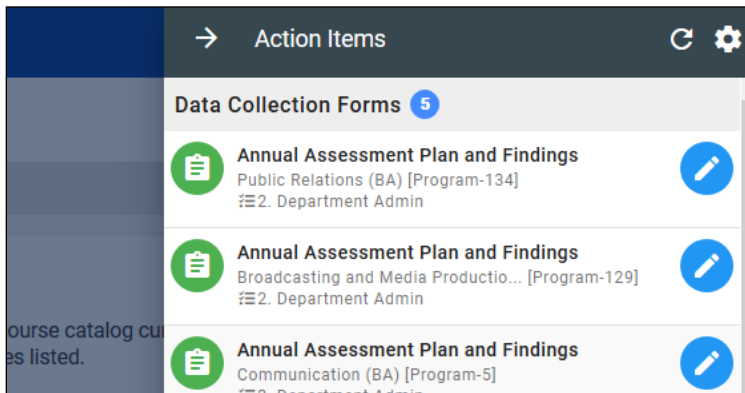
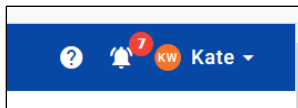
Starting this spring, all assessment plans will reside within AEFIS, eliminating version control issues. Housing assessment plans within AEFIS enables chairs, program directors, deans, and the assessment office to access the most recent version of a major/program’s assessment plan. Plans can be downloaded as PDF documents, and the electronic form allows us to produce reports on assessment plans and rubric scores.

A second improvement, based on department chair/program director feedback, is the elimination of the assessment reflection survey. Instead, chairs/directors will record assessment results and action plans in fields within the assessment plan form. Both changes reside within the same workflow within AEFIS, illustrated by the graphic below.

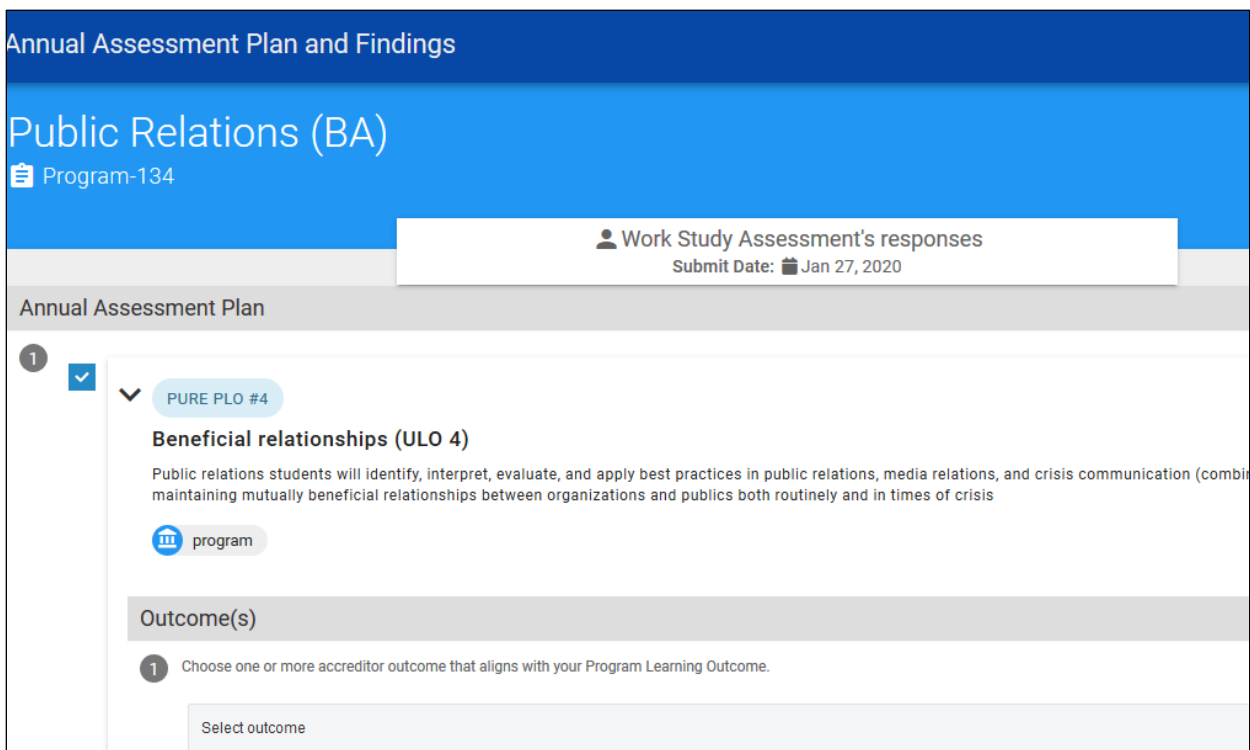


**Step 1. Assessment plan reviewed and approved by chairs/directors.** The assessment office built your assessment plans within AEFIS, based on the most current version we had. Once completed, chairs/program directors will receive dashboard notifications within AEFIS (in the top right corner) to review, modify and approve their plan(s) within AEFIS. Chairs/program directors need to approve and submit their plan(s) prior to the rubric co-scoring meeting with their school dean. By approving the plan, chairs indicate the assessment plan is ready for the school dean review, and AEFIS automatically sends the dashboard notification to the dean within AEFIS.

In the screen shot below, the green clipboard is the notification chairs/directors will see for each of their majors/programs.



When a chair/director clicks the blue pencil, the screen displays the assessment plan for that program, as shown below.



**Step 2: Assessment plan scored by dean.** Before April 1, deans will review assessment plans and co-score the assessment rubric with chairs/program directors. Deans may decide to hold off on giving the Action Plans rubric line a score. (Action plans are created as a result of reflection on assessment performance, which typically happen in May. Similarly, action plans from the previous year may be finalized in May, and reflection on the effectiveness of the completed action plans happens as a result of reviewing changes in student performance compared to the previous year.) Deans would score the other lines, and leave Action Plans blank.

Once the deans complete their scoring (understanding that they may leave action plans unscored during this step), they submit. Deans need to approve or reject the assessment plan and submit their rubric scores. It looks like this, and these options appear at the bottom of each plan and rubric form.

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✖ REJECT FORM ✔ APPROVE FORM

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CONTINUE LATER I'M FINISHED, SUBMIT

When the dean submits the scores, AEFIS will return the plan to the chair/director, and the chair/director is notified through the upper right AEFIS dashboard as an action item.

**Step 3: Chair/director completes reflection on assessment performance, action plans, and reporting on previous year's action plans and submits to dean.** Once deans submit the form, the scored assessment plan returns to the department chair/program director. The chair/director will be able to edit the plan, and additional fields will appear within the form including assessment results reflection, new action plans, and documentation of action plans completed from the previous academic year, i.e. closing the loop. These additional fields will appear on the returned plans so that assessment plans, results, and action plan reporting exist within one streamlined workflow. This step replaces the former May assessment reflection survey. By the end of May development week, Chairs/program directors complete the fields and submit the plan for the final time by the end of May development week.

The three additional fields look like this:

**4 Results** - Was the target met? What was the faculty discussion about these results?

**5 Action Plans**

**6 Closing the Loop** - What actions were taken to Improve Student Learning on This PLO during this academic year?

Deans will receive notification that the chair/director completed their May development assessment work.

**Step 4: Dean reviews submitted reflection, action plans, and previous year’s action plans.** Deans review the responses. The dean can approve (signaling process complete) or can send back to the chair/director if items are incomplete (e.g., if targets were not met but no action plans appear, or nothing is entered in any of the “closing the loop” fields that were supposed to be action plans for the year). Upon dean approval and submission, the assessment plan form returns to department chairs/program directors and the form resets.

Note: the dean can view their departments’ forms from an icon on their home page titled “My Data Collection Forms.” This menu allows deans to monitor the stage of completion for each form they oversee, i.e. each major/program in their school.

ard ? 1 AG Assessment

**My Data Collection Forms**

- Annual Assessment Plan and ... [2020]  
Peace and Conflict Studies (BA) [Program-94]  
2020-01-21 2. Department Admin
- Annual Assessment Plan and ... [2020]  
Spanish (BA) [Program-143]  
2020-01-21 2. Department Admin
- Annual Assessment Plan and ... [2020]  
Dietetic Internship [Program-101]

**Reports**

- Report
- Department Audit
- Objectives Audit

As always, please contact us if questions or problems arise.