TSU

TEXAS SOUTHERN UNIVERSITY **Updated 09.28.21**

2019-2022 Assessment Guide

Academic Program Name of Department/Unit Name:	Enter area's full name-NO abbreviations. Click here to enter text.
Academic Areas ONLY Academic Program Level:	Click on the box to the left of the academic program level being reviewed, the box will then look like this ☒ ☐ Undergraduate ☐ Graduate-Masters ☐ Graduate-Doctoral (EDD or PHD) ☐ Professional-Law ☐ Professional-Pharmacy

Program/Unit Mission:	Areas change over time, make sure the Mission Statement currently reflects your area's focus. A concise statement outlining the purpose of the area, who it serves, in what ways, and with what result. Click here to enter text.

Goal 1
Goals are broad, general statements of what the program, course, or unit intends to accomplish. Goals describe broad learning outcomes or desired end result expressed in general terms (e.g., clear communication, problem-solving skills, exceptional customer service, etc.) Goals should provide a framework for determining specific outcomes and should serve as a link between the area's mission and the specific program/unit outcomes/objectives. Goals should clarify the over-arching intent of the program/area.

For Administrative Units, Support Units, and Academic Programs the following sections are <u>due</u> June 1st for each respective year:
Findings
Discussion of Findings
Action Plans

<u>Assessment Timeli</u>ne: First year of cycle-Fall 2019, June 1st Annually Findings, Discussion, & Action Plans due, July 15th Content must be entered in to Xitracs.

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(Note: You may add additional objective(s) by clicking inside the table below, then clicking this icon

+ that appears at the bottom right of the table below. Repeat this process for each Goal that requires an additional objective.)

Student Learning Outcome(SLO)/Expected Outcome 1.1

An Outcome should be:
 	
Academic Areas: Detailed statements that describe the knowledge, skills, and abilities students should have gained through engagement in the academic program or learning experience. All outcome statements should use an action verb that clearly defines what students should be able to do at the conclusion of the program.
  ➢ **Avoid** using vague language such as "students will **understand**" or "student will demonstrate **knowledge**". "Understand" and "knowledge" do not provide enough detail.
 	
Academic Support or Administrative Areas: Specific statements that describe specific programmatic, strategic, operational, and administrative objectives. These outcomes are relevant to business practices, general operations, or specific initiatives. Outcomes may describe the desired quality or quantity of key services and must be measurable.
 	
Additional Notes:
  ➢ Try to avoid using "AND", which often times indicates measuring multiple attributes.
  ➢ Skills/abilities/actions should be independently assessed in the plan, using Objective 1.1, Objective 1.2., etc.
  ➢ By default, each template has places for 2 objectives, if you have more objectives, just copy most recently complete Objective table and paste it underneath. *Be sure to change the number*

Metric 1.1
A metric is a tool or instrument used to measure the outcome. Examples of metrics are: Exams, Pre-Posttest, Papers, Rubrics Speeches, Quizzes, Surveys, Count the number of, etc.

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Assessment Method 1.1	Assessment Responsibility 1.1
Describe how the metric will be used to gather data. Please provide information on who, when, where, and how. This will maintain accountability in the midst of personnel turnover. **Example Academic Unit:** IAPE 4400 Course Faculty will administer a pre-test during the second week of class in IAPE 4400. The post-test will be administered two weeks before the final exam. IAPE 4400 Course Faculty will enter results into blackboard and use those files as the reference documents. **Example Administrative or Support:** Training sign in sheets will be collected during each training session by XX. These sheets will be scanned to our office's shared folder to maintain a record of which areas have received information needed to ensure they are aware of the updates to University standards. What is the process? How would you follow the process? Please provide details on the process, who, what, when, where, how.	Include the name and title of the Vice President or equivalent level position to which your area reports.

Target 1.1
The target statement describes the desired result, performance, or benchmark. Using the target statement, you will judge whether an outcome was successfully achieved

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Findings 1.1	Target Outcome based on Findings 1.1
Findings	
A concise summary of the results gathered from a given assessment measure. If percentages are reported, numerators and denominator are required. **Example Academic Unit:** 40 of 50 students, 80% performed better on the post-test. **Example Administrative or Support:** 71 of 142, 50% of the departments have been trained.	☐ Yes (Target Met) ☐ No (Target Not Met) Click on the box to the left, the box will then look like this ☒

Discussion of Findings 1.1
Discussion of Findings
Discuss the Findings here for the respective year. This section should provide context for the findings and may include information from discussion with colleagues. Things to consider: - Provide context and interpretation for the Findings. - What do the finding mean to the area and/or for students? - Any notable comments regarding the Findings. - Based on discussion with colleagues, is there anything additional you want to add. - Please do not just restate the Findings.

Action Plan /Use of Findings 1.1
Action Plan
Your Action Plan should outline what you will do based on the Findings and Discussion. Things to consider: - Your Action Plan should be thorough and include specific actions. - It should state how will you use information obtained through assessment to make improvements or changes. - It should align with your Findings and Discussion. - Even if Targets were achieved, Action Plans are always **required**. ***Reminder: Reference documents will be needed for ALL findings. Reference documents are *the evidence* of the information reported in the Findings.**

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