



Arkansas Tech University

OAIE - Annual Assessment Plan - 2020-21

July 30, 2021

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Unit Mission

The Office of Assessment and Institutional Effectiveness (OAIE) facilitates the collaborative culture of assessment and continuous improvement of Arkansas Tech University's academic and administrative programs and services. By providing resources and technical expertise to assist in the systematic development, review, and collection of data, the OAIE guides the university in the reflective practices that lead to evidence-based decision making.

1 Unit Quarterly Assessment July-Sept 2020

The focus of this quarter's work was on HLC assurance argument preparation.

1.1 List one measurable learning outcome/goal for your unit HLC Assurance Argument

Edit and upload assurance argument and evidence files to the HLC system.

1.1.1 List at least one activity of your unit to achieve the learning outcome/goal Edit Assurance Argument

Coordinate the committee, editor, and university constituents to edit and review the document.

1.1.1.1 Describe how you measure the success of that activity (achievement of the outcome)

Meeting schedule **Met**

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

Meetings held weekly to obtain feedback from constituents.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

All weeks had meetings to coordinate reviewing the document and incorporating feedback.

DID YOU MEET THE OUTCOME/GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW OUTCOME/GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

We met the goal, however, aligning the meeting attendees to the content being edited at each meeting would assure full coverage and efficient use of everyone's time.

1.1.2 List at least one activity of your unit to achieve the learning outcome/goal
Review and update evidence documents

All evidence documents must be reviewed and updated, as necessary.

1.1.2.1 Describe how you measure the success of that activity (achievement of the outcome)

Evidence Review **Met**

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

All documents will be examined for accuracy and currency by the end of September.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

100% of documents were reviewed and updated by 9/30/20. ** See Project Attachment: "1 Evidence List 10.27.20.pdf" **

DID YOU MEET THE OUTCOME/GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW OUTCOME/GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

Evidence documents were cataloged in a static spreadsheet. Future cataloging of this nature will be completed in Notion or a similar relational database.

1.1.3 List at least one activity of your unit to achieve the learning outcome/goal

Upload and Submit Assurance Argument

All evidence files and criteria narratives must be transferred into the HLC assurance system.

1.1.3.1 Describe how you measure the success of that activity (achievement of the outcome)

Successful upload Partially Met

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

The entire narrative and all evidence files will be uploaded and linked within the system by the ATU Steering Committee self-imposed deadline of September 30.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

Some, but not all, edits and evidence files were complete/uploaded and linked by the self-imposed deadline of 9/30.

DID YOU MEET THE OUTCOME/GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW OUTCOME/GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

Although we didn't meet the self-imposed deadline, we are on target for meeting the HLC-imposed deadline of October 12.

2 Unit Quarterly Assessment

Oct-Dec 2020

The focus of this quarter's work was on HLC reaffirmation preparation and visit.

2.1 List one measurable learning outcome/goal for your unit

Successful HLC Reaffirmation Visit Preparation

The year 10 ATU reaffirmation visit is scheduled for November 9-10, 2020.

2.1.1 List at least one activity of your unit to achieve the learning outcome/goal
Upload and Submit Assurance Argument
Successful Upload

2.1.1.1 Describe how you measure the success of that activity (achievement of the outcome)

The entire narrative and all evidence files will be uploaded and linked within the system by the ATU imposed deadline of September 30. **Met**

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

The entire narrative and all evidence files will be uploaded and linked within the system by the HLC-imposed deadline of October 12, 2020.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

Submission was made at 11:30am on October 12, 2020.

DID YOU MEET THE OUTCOME/GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW OUTCOME/GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

This goal was met. No further action necessary.

2.1.2 List at least one activity of your unit to achieve the learning outcome/goal
Institution Preparation for Visit
Prep sessions

2.1.2.1 Describe how you measure the success of that activity (achievement of the outcome)

Provided criteria training institutionally for all constituents. **Met**

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY

Multiple training sessions will be provided to all departments and campuses institutionally by appropriate criteria.

(ACHIEVEMENT OF THE OUTCOME)

ENTER THE RESULTS OF THE DATA COLLECTED HERE

We provided virtual sessions to orient all university constituents to the accreditation process, expectations of a review visit, and questions they may be asked.

DID YOU MEET THE OUTCOME/GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW OUTCOME/GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?

Goal met; no further action needed.

2.1.3

List at least one activity of your unit to achieve the learning outcome/goal

Visit Logistics

Preparation for visit schedule

2.1.3.1

Describe how you measure the success of that activity (achievement of the outcome)

Coordination of schedules between peer reviewers and the institution. Met

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)

Schedules will be developed including WebEx meeting links, OIS support, and appropriate attendees invited by November 2.

ENTER THE RESULTS OF THE DATA COLLECTED HERE

All schedules were completed and sent to constituents by November 2, 2020. Registrations for open forums were available to campus constituents via OneTech by November 2.

DID YOU MEET THE OUTCOME/GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF

Goal met; no further action needed.

IMPROVEMENT IS
NOT NEEDED,
THEN WHAT NEW
OUTCOME/GOAL
WILL YOUR UNIT
FOCUS ON NEXT
QUARTER?

3 Unit Quarterly Assessment Jan-Mar 2021

Activities of the OAIE this quarter include the creation of a plan for institutional assessment and an update to the process for student learning outcomes assessment.

3.1 List one measurable learning outcome/goal for your unit

Create assessment plan to address HLC response to visit.

The OAIE will create an institutional assessment plan in response to the HLC assessment monitoring notification.

3.1.1 List at least one activity of your unit to achieve the learning outcome/goal Institutional Assessment Plan Report

An assessment plan report detailing annual assessment, program review, accreditation, and academic support assessment processes and annual institutional reporting will be created to address HLC concerns about assessment practices at ATU.

3.1.1.1 Describe how you measure the success of that activity (achievement of the outcome)

Assessment Plan report **Met**

DESCRIBE HOW
YOU MEASURE THE
SUCCESS OF THAT
ACTIVITY
(ACHIEVEMENT OF
THE OUTCOME)

The assessment plan report will be created by the end of the quarter.

ENTER THE
RESULTS OF THE
DATA COLLECTED
HERE

The assessment plan report was created and submitted to the VPAA by the end of the quarter. ** see Project Attachment "ATU Assessment Plan 2021.pdf" **

DID YOU MEET THE
OUTCOME/GOAL?
WHAT STEPS WILL
YOUR UNIT TAKE

This goal was met. Next focus will be on completing the goals set within the assessment report.

TO IMPROVE
SUCCESS NEXT
QUARTER? IF
IMPROVEMENT IS
NOT NEEDED,
THEN WHAT NEW
OUTCOME/GOAL
WILL YOUR UNIT
FOCUS ON NEXT
QUARTER?

3.2 List one measurable learning outcome/goal for your unit

Update annual assessment processes

Updated processes will be drafted by the OAIE, approved by assessment committees, and initiated institutionally.

3.2.1 List at least one activity of your unit to achieve the learning outcome/goal

Student Learning Outcomes Process update

The OAIE, in conjunction with the Student Learning Outcomes Committee (SLAC), will determine an updated process/cycle for student learning outcomes assessment to be initiated for the Spring 2021 semester.

3.2.1.1 Describe how you measure the success of that activity (achievement of the outcome)

The OAIE/SLAC will review and initiate an updated process/cycle for student learning outcomes assessment. **Met**

DESCRIBE HOW
YOU MEASURE THE
SUCCESS OF THAT
ACTIVITY
(ACHIEVEMENT OF
THE OUTCOME)

Process updated and initiated by March 31, 2021.

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Process was reviewed by the SLAC on 3/1/21 and communicated to academic programs thereafter. ** See Project Attachment SLAC_Minutes 3.10.21.pdf"

DID YOU MEET THE
OUTCOME/GOAL?
WHAT STEPS WILL
YOUR UNIT TAKE
TO IMPROVE
SUCCESS NEXT
QUARTER? IF
IMPROVEMENT IS

This goal was met. Next quarter focus will be on academic support assessment processes.

NOT NEEDED,
THEN WHAT NEW
OUTCOME/GOAL
WILL YOUR UNIT
FOCUS ON NEXT
QUARTER?

4 Unit Quarterly Assessment

Apr-Jun 2021

Activities of the OAIE this quarter include process updates for academic support outcomes assessment.

4.1 List one measurable learning outcome/goal for your unit

Update annual assessment processes

Updated processes will be drafted by the OAIE, approved by assessment committees, and initiated institutionally.

4.1.1 List at least one activity of your unit to achieve the learning outcome/goal

Academic Support Outcomes Process update

The OAIE, in conjunction with the Institutional Effectiveness Assessment Committee (IEAC), will determine an updated process/cycle for academic support assessment to be initiated on July 1, 2021.

4.1.1.1 Describe how you measure the success of that activity (achievement of the outcome)

The OAIE & IEAC will approve and initiate updated process/cycle documents institutionally. **Met**

DESCRIBE HOW
YOU MEASURE THE
SUCCESS OF THAT
ACTIVITY
(ACHIEVEMENT OF
THE OUTCOME)

Roll out of updated Annual Academic Support Outcomes Assessment quarterly process occurs in late June for initiation on July 1, 2021.

ENTER THE
RESULTS OF THE
DATA COLLECTED
HERE

Process approved and rolled out for July 1 implementation.

DID YOU MEET THE
OUTCOME/GOAL?
WHAT STEPS WILL
YOUR UNIT TAKE
TO IMPROVE
SUCCESS NEXT
QUARTER? IF
IMPROVEMENT IS
NOT NEEDED,
THEN WHAT NEW
OUTCOME/GOAL
WILL YOUR UNIT
FOCUS ON NEXT
QUARTER?







April - the IEAC approved a quarterly update cycle for academic support assessment following the fiscal year calendar. ** see Project Attachment: IE Committee minutes 04.21.21.pdf **

May - Updated Assessment Handbook, Weave tutorial published, OAIE website updated. **see doc "IE Committee minutes 06.23.21.pdf"

June - Announcements published on OneTech and The Scoop; 2021-22 projects created in Weave. ** see doc "IE Committee minutes 07.21.21.pdf"

July - planned email notification to staff; planned training for staff

Project Attachments (6)

Attachments	File Size
 1 Evidence List 10.27.20.pdf	184KB
 ATU Assessment Plan 2021_full.pdf	1004KB
 IE Committee minutes 04.21.21.pdf	104KB
 IE Committee minutes 05.19.21.pdf	103KB
 IE Committee minutes 06.23.21.pdf	138KB
 SLAC_Minutes 3.10.2021.pdf	283KB