

Presentation Resources for Audience

Tips and Guidelines to Avoid Citations in SACSCOC Interim Reports

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Sample OARP



OUTCOMES ASSESSMENT REPORT AND PLAN (OARP) FOR ACADEMIC PROGRAMS OUTCOMES ASSESSMENT REPORT AND PLAN FOR AY 2019-2020

Plan Due Date: September 26, 2019 Final OARP Due Date (All Section Completed): June 15, 2020

SCHOOL:

PROGRAM:

INSTRUCTIONS

A SEPARATE **OARP** MUST BE COMPLETED AND IMPLEMENTED FOR EACH DEGREE AND CERTIFICATE PROGRAM.

PART I. CLOSING THE LOOP:

- INCLUDE ACTIONS TAKEN TO IMPLEMENT IMPROVEMENTS IN AREAS THAT WERE NOT ACHIEVED OR PARTIALLY ACHIEVED DURING LAST YEAR'S ASSESSMENT.
- ADDRESS WEAKNESSES, ACTIONS AND QUANTIFIABLE IMPROVEMENTS.

PART II. MEASUREMENT INSTRUMENTS:

- INCLUDE PROGRAM GOALS AND LEARNING OUTCOMES, AND RELATED MULTIPLE MEASURES OF ASSESSMENT (DIRECT AND INDIRECT MEASURES).
- ENSURE ALIGNMENT BETWEEN PROGRAM GOALS, PROGRAM LEARNING OUTCOMES, AND RELATED COURSES. THIS SECTION IS DUE FOR SUBMISSION TO THE INSTITUTIONAL EFFECTIVENESS (IE) OFFICE BY **THE THIRD WEEK OF SEPTEMBER**.
- IE WILL REVIEW AND PROVIDE POINT OUT ANY DEFICIENCIES AND REQUIRED IMPROVEMENTS TO PART II NO LATER THAN THE FIRST WEEK OF THE FALL SEMESTER.

PART III: OARP IMPLEMENTATION USING INSTRUMENTS & MEASURES IN PART II:

- IMPLEMENT THE OARP, AND COLLECT AND ANALYZE PROGRAM DATA DURING THE FALL & SPRING SEMESTERS OF EACH ACADEMIC YEAR. IDENTIFY ACHIEVEMENT STATUS, WEAKNESSES, PROBLEMS AND OPPORTUNITIES, AND THE PRESCRIBED ACTION (WHERE FURTHER IMPROVEMENT IS REQUIRED).

PART IV: LEADERSHIP OVERVIEW AND PRESCRIBED ACTION:

- THIS SECTION IS DESIGNED TO BE A HOLISTIC NARRATIVE OF THE DEGREE PROGRAM, AND SETS THE MAJOR ITEMS ON THE AGENDA FOR TEACHING AND LEARNING FOR THE COMING YEAR (SEE THE SECTION FOR FURTHER INSTRUCTIONS).
- SUMMARIZE FINDINGS, ACTIONS AND IMPROVEMENTS IN PARTS I (CLOSING THE LOOP) & III (OARP IMPLEMENTATION)

END OF YEAR REPORT:

- SUBMIT THE COMPLETED OARP (PARTS I, II, III & IV) FOR EACH PROGRAM BY **JUNE 15 OF EACH YEAR**.

SCHOOL:

PROGRAM:

PART I: CLOSING THE LOOP
(To Be Implemented Based on the AY 2018-2019 Assessment)

During the year for which this OARP is written, the program took **action** to address those **weaknesses** indicated in last year's assessment of Program Goals and Program Learning Outcomes (PLO's).

This part of the OARP ("CLOSING THE LOOP") once again states the weaknesses; records the actions taken and describes the improvement(s) achieved. To the extent possible, **this improvement should be quantified**.

Goals and PLOs (for which actions were prescribed)	Weakness/Problem/ Opportunity (What?)	Action Taken (How?)	Improvement Achieved (Change?)

SCHOOL:

PROGRAM:

YEAR: AY 2019-2020

PART II: OARP MEASUREMENT INSTRUMENTS

SCHOOL MISSION

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PROGRAM MISSION

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PROGRAM GOALS

PROGRAM GOALS	Related University Purpose Related Goal (List #)	Related Program Learning Outcomes (List the PLO#s)	Measurement Instruments for Assessing Goal Achievement
1.			
2.			
3.			
4.			
5.			
6.			
7.			

SCHOOL:

PROGRAM:

YEAR: AY 2019-2020

PROGRAM LEARNING OUTCOMES (PLOs)

PLOs	Related Courses (Code & Title)*	Direct Measures (At least two for each PLO)	Indirect Measures (At least two for each PLO)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

*Attach course-level assessments (including rubrics)

SCHOOL:

PROGRAM:

YEAR: AY 2019-2020

PART III: OARP IMPLEMENTATION USING INSTRUMENTS & MEASURES IN PART II

A. ASSESSMENT OF PROGRAM LEARNING OUTCOMES ACHIEVEMENT

PLO 1	Direct Measures Used & Measurement Timeframe	Last Year's Target Achievement	Current Year's Target Achievement	Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					
	Indirect Measures Used & Measurement Timeframe			Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					

*Listing:

PLO 2	Direct Measures Used & Measurement Timeframe	Last Year's Target Achievement	Current Year's Target Achievement	Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					

	3.					
	Indirect Measures Used & Measurement Timeframe			Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					
*Listing:						

PLO 3	Direct Measures Used & Measurement Timeframe	Last Year's Target Achievement	Current Year's Target Achievement	Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					
	Indirect Measures Used & Measurement Timeframe			Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					
*Listing:						

PLO 4	Direct Measures Used & Measurement Timeframe	Last Year's Target Achievement	Current Year's Target Achievement	Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					

	3.					
	Indirect Measures Used & Measurement Timeframe			Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					

*Listing:

PLO 5	Direct Measures Used & Measurement Timeframe	Last Year's Target Achievement	Current Year's Target Achievement	Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					
	Indirect Measures Used & Measurement Timeframe			Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
3.						

*Listing:

PLO 6	Direct Measures Used & Measurement Timeframe	Last Year's Target Achievement	Current Year's Target Achievement	Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					

	2.					
	3.					
	Indirect Measures Used & Measurement Timeframe			Findings (State if PLO was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and</u> to what degree/extent	Weakness/Problem / Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
	1.					
	2.					
	3.					
*Listing:						

B. ASSESSMENT OF PROGRAM GOALS ACHIEVEMENT

Goal 1	Summary of related PLO Assessment (Big Picture)	Other Considerations	Findings (State if Goal was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>)	Weakness/Problem/Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)

*Listing:

Goal 2	Summary of related PLO Assessment (Big Picture)	Other Considerations	Findings (State if Goal was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) <u>and to what degree/extent</u>)	Weakness/Problem/Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)

*Listing:

Goal 3	Summary of related PLO Assessment (Big Picture)	Other Considerations	Findings (State if Goal was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) and to what <u>degree/extent</u>)	Weakness/Problem/Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
*Listing:					

Goal 4	Summary of related PLO Assessment (Big Picture)	Other Considerations	Findings (State if Goal was Achieved (A), Partially Achieved (PA) or Not Achieved (NA) and to what <u>degree/extent</u>)	Weakness/Problem/Opportunity/Gaps with Last Year * (What?)	Prescribed Action(s)* (How?)
*Listing:					

PART IV: LEADERSHIP OVERVIEW AND PRESCRIBED ACTION

This **narrative** is a **wholistic assessment** of the degree program and sets the **major items** on the **agenda for teaching and learning** for the coming academic year. If one were to read only this (these) page(s), one would be able to track major program (1) weaknesses, problems and/or opportunities that emerged during the year; (2) desired improvement or fruition; and (3) planned action to address the issue and bring about improvement. The focus of the narrative is on teaching and learning, and even operational subjects are discussed in terms related to improvement in teaching and learning. Issues are x-rayed and prescriptive action is specified. Finally, resources needed, if any; critical dates; and person(s) responsible are indicated. (This part is not intended to be a repetition of previous parts, although it draws upon the analyses of (mostly) Program Goal and (sometimes) Program Learning Outcome assessment. It is written by the program leader who exercises custodianship over teaching and learning in a degree program and focuses on those issues and the actions that can really impact the achievement of program mission and goals.)

DEPARTMENT CHAIR SIGNATURE

DATE

DEAN/CHAIR SIGNATURE

DATE

IE DIRECTOR SIGNATURE

DATE

PROVOST AND CHIEF ACADEMIC OFFICER SIGNATURE

DATE

Sample CER

AUD COURSE EFFECTIVENESS REPORT (CER)



School of

Semester:

CAREFULLY READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM. IF TEACHING MULTIPLE SECTIONS OF THE SAME COURSE, PLEASE COMPLETE ONLY ONE REPORT FOR ALL THE SECTIONS REPORTING AGGREGATED DATA. WHEN COMPLETED, PLEASE SUBMIT TO YOUR DEAN OR CHAIR BY THE DEADLINE SET BY YOUR DEPARTMENT

Instructor's Name	
School	
Department	
Semester and Year	
Course Code & Title	
Section(s) Number	
Enrollment or Aggregated Enrollment	

PART ONE: DIRECT ASSESSMENT (MOST!)

Course Learning Outcome (CLOs) Students Should Be Able To... <i>(From Syllabus)</i>	PLO	How, Where, & When Are They Assessed? <i>(Specific Assignments Or Portions Of Assignments Should Be Listed)</i>		Performance Target	What Is The Performance Finding? <i>(Mainly Quantitative)</i>	What Are The Results? In Quantifiable Terms				What are the Challenges Weaknesses Opportunities and Needed Improvements?	What is the Proposed Solution?
		Assessment Tool	Assessment/ Measurement Time Frame			Level of Achievement <i>(mapped against rubrics)</i>					
	PLO#					1	2	3	4		

PART TWO: INDIRECT ASSESSMENT

PART THREE: REFLECTION

Based on the level of achievement of the course outcomes, answer the following questions. Provide comments where needed.

ITEM	Yes	No	COMMENTS
Is the catalog description appropriate and comprehensive?			
Are the learning outcomes appropriate and comprehensive?			
Are the course topics appropriate and comprehensive?			
Are the course prerequisites appropriate?			
Were the students well prepared, coming into the course?			
Were you able to cover all course topics and learning outcomes?			
Were the schedule, frequency, and length of sessions appropriate?			
Were the classroom resources appropriate and relevant			
Were the classroom size, facilities, and equipment adequate?			

Summarize your assessment of the course, and recommendations based on the detailed assessment and answers provided above while summarizing feedback from students' course evaluations, and addressing what is applicable related to the following questions

<p>Question 1: For which CLOs was student achievement strongest? Why? Discuss the most successfully student-demonstrated area.</p>	
<p>Question 2: If the student achievement of a CLO could be improved, which one would be your top priority? Why? Describe the one area you feel is most essential for improvement.</p>	
<p>Question 3: How well were students prepared for the course? The purpose of this question is to assess how well the courses at the University (primarily) are articulating with each other. Describe issues relating to pre-requisite classes if you perceive a need for change.</p>	
<p>Question 4: If changes to the course were introduced during this semester (instruction methodology, instructional materials, assessment methods, learning outcomes, prerequisites, co-requisites, etc.) based on the assessment result of the previous cycle, please indicate the effects of the changes, if any. Refer to your program chair or dean for changes introduced by the department.</p>	
<p>Question 5: Based on the results of your course assessment, what changes do you plan for future offerings of this course? (Please indicate changes that you can make yourself e.g. teaching strategies, assignments, etc.)</p>	

Answer Booklet For the 10 minute activity

Think-Pair-Share

Read the following question or problem:

What are some other tips that you have identified from

(1) Working on your Compliance Certification or

(2) The 5th year Interim Report?

Think

On your own, write three tips that you have identified:

1. _____

2. _____

3. _____

Pair

Discuss your tips with a partner. Put a check by any tips, above, that your partner also wrote down. Then, write down tips your partner had that you did not have:

1. _____

2. _____

3. _____

Share

Review all of your tips and circle the one you think is most important. One of you will share this tip with the whole group.

As you listen to the whole group, write down three more tips you liked:

1. _____

2. _____

3. _____