NCC Online Assessment Website User Manual

The goal of assessment is to make us more aware of how we contribute to student learning and, as a result, to make more informed choices about educating our students. A second goal involves making our practices more visible to ourselves and others, including the wider higher education community and the NCA, our accrediting body.

*The NCC online assessment website has been developed to support these initiatives.*

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Website Access

The NCC Online Assessment Website appears at http://acadassess.noctrl.edu and is only accessible to faculty and staff.

A link to the website is also maintained on the Faculty Resource Center.

The homepage for this site appears below. You will be prompted to enter your network login and password.
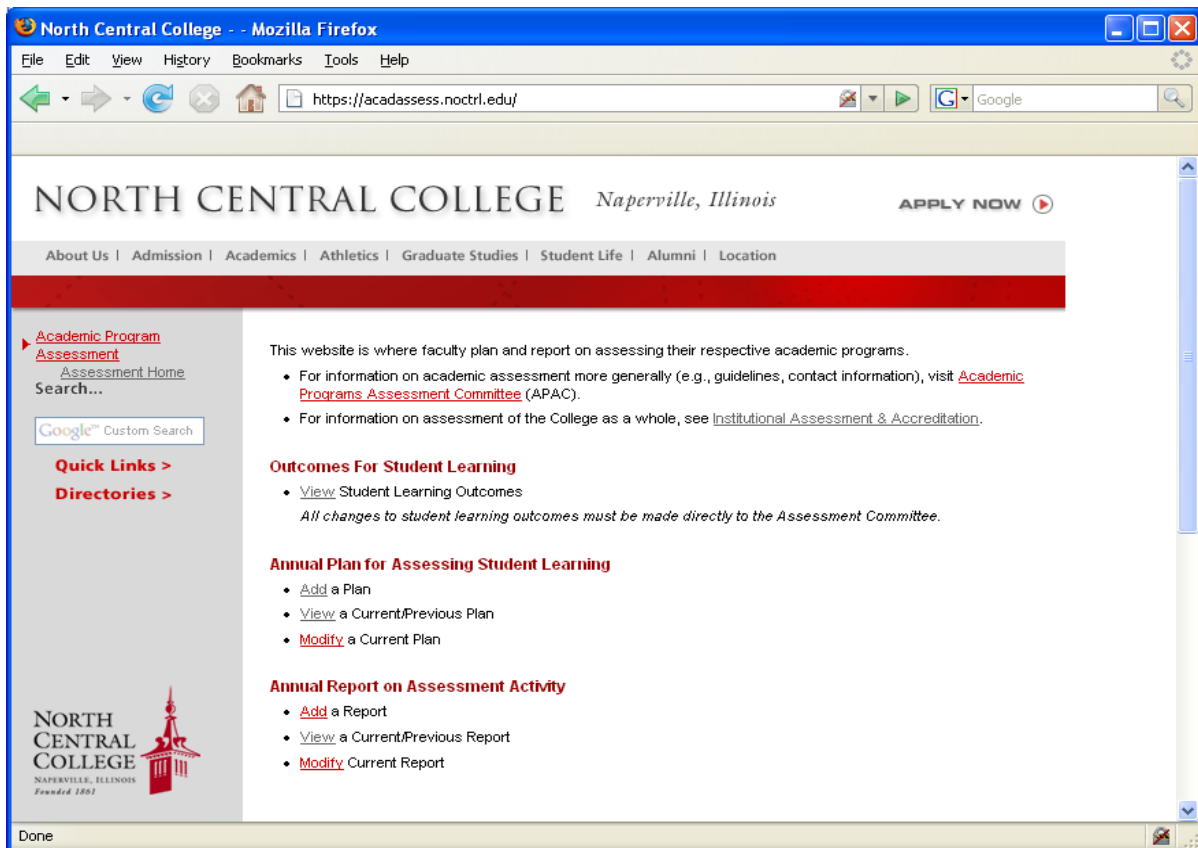
This website is used to document the progress of academic program assessment at North Central College. Academic programs can perform the following tasks (please note restrictions):

- view their student learning outcomes
- add a new assessment plan (restricted to program's chair)
- view a current or previous assessment plan
- modify the current year's assessment plan (restricted to program's chair)
- add a new assessment report (restricted to program's chair)
- view a current or previous assessment report
- modify the current year's assessment report (restricted to program's chair)

Contacts and Help Information

Reporting Problems
To report problems using this website, send an email message to Information Technology Services at helpdesk@noctrl.edu. Please include "AcadAssess" in the subject line.

Contact for General Questions
If you have general questions regarding assessment or the use of this website, contact the chair of the assessment committee or your committee's liaison.

Granting Access
Program or department chairs may wish to grant additional faculty the ability to add or modify plans and reports. Email your requests to Information Technology Services at helpdesk@noctrl.edu. Please include "AcadAssess-New User" in the subject line. Be sure to include the department, program, degree and the faculty member's full name. Please copy the chair of the assessment committee with your request.

Student Learning Outcomes

<u>Who is responsible for student learning outcomes?</u>

All academic programs are required to have a unique set of student learning outcomes. This includes all BA, BS, minor, graduate and certificate programs.

Developing outcomes should be a collective process involving a significant majority of the department or program. A single individual should not develop outcomes.

<u>What are student learning outcomes?</u>

Student learning outcomes are statements that describe what your students should have learned as a result of completing your degree program. Some examples of how to word student learning outcomes are:

> Students should be able to …
> - or -
> Graduates should be able to …
>> demonstrate …
>> understand …
>> apply …
>> appreciate …
>> produce …
>> analyze …
>> …

<u>How many outcomes are needed?</u>

There is not one best answer. Generally 2-5 outcomes are sufficient, but it is important to note that any single outcome usually involves a substantial body of knowledge. The rubric used to evaluate a student learning outcome will elaborate on this knowledge.

View Student Learning Outcomes

In order to view a particular program's student learning outcomes, click on the "View" link under the heading "Outcomes for Student Learning" on the main page of the NCC Online Assessment Website. The following screen will appear:
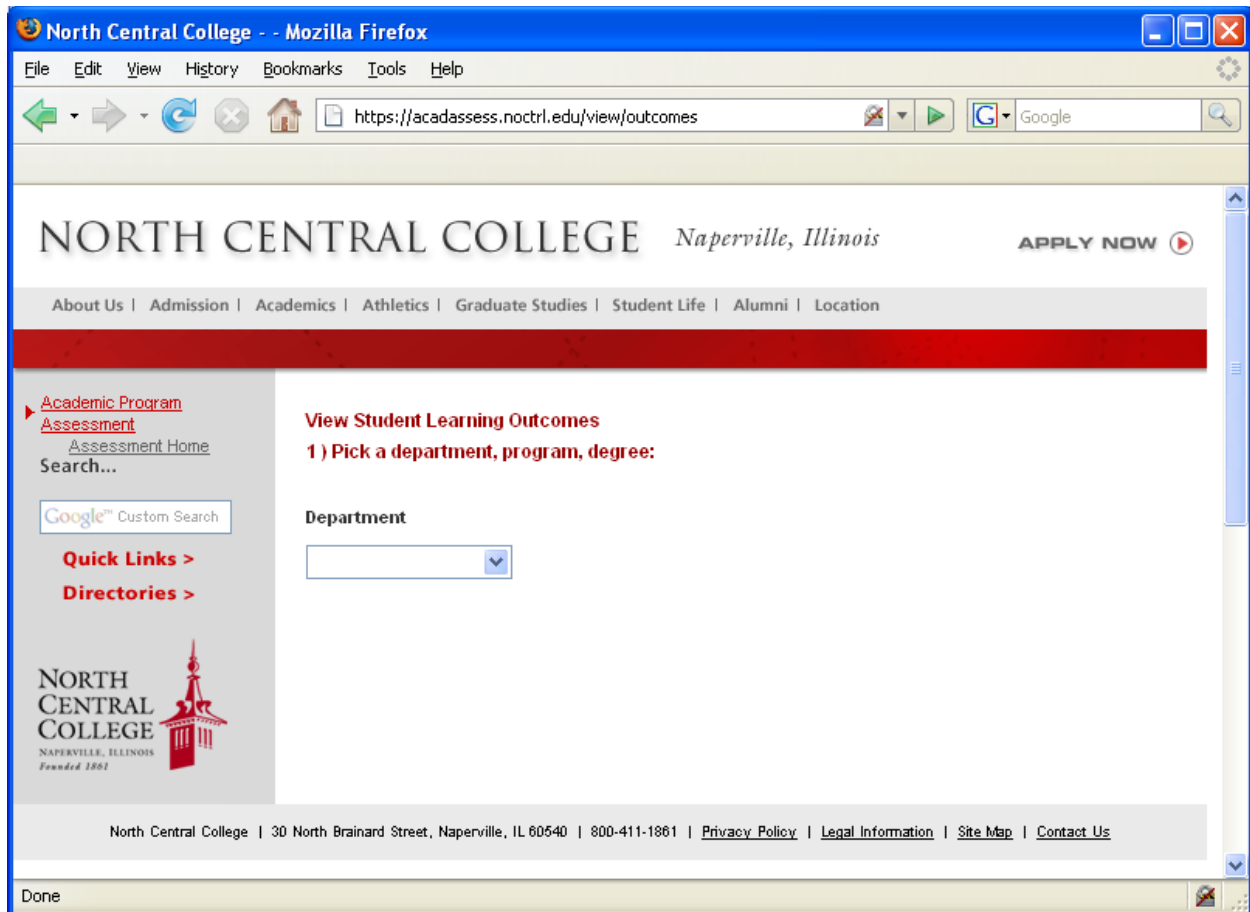
Step 1. Choose the department whose outcomes you want to view from the scroll down box.

Step 2. Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. The current set of student learning outcomes will be displayed. If no outcomes have been entered for the program, the following message will appear: *There are no outcomes for this degree.*

Adding or Modifying Student Learning Outcomes

All new outcomes or modifications made to existing outcomes must be submitted to the academic programs assessment committee. See Appendix A for a copy of the submission form. This form is also available on our webpage through the Faculty Resource Center under Other Governance/All College Committees and then under Assessment Committee.

Assessment Plans

Who is responsible for submitting assessment plans and when are they due?

All academic programs are required to submit an annual assessment plan. This plan is due during the 5th week of each fall term. A plan must be submitted for each program (BA/BS/minor/graduate/certificate). Plans cannot be submitted unless student learning outcomes have been entered. The department or program chair is responsible for submitting these plans. See page 4 for information on providing access to additional faculty to add plans.

Developing and implementing the assessment plan should be a collective process involving a significant majority of the faculty within a department or program. A single individual should not develop or implement an assessment plan. Assessment plans should consider the results of previous assessment done by the program.

The assessment committee will review each plan, and response letters will be sent back to the programs with any comments or questions before the end of fall term.

Who is being assessed?

Assessment assesses programs, not individual students. The assessment process should be as anonymous as possible so that anyone looking at the assessment data will not be biased when they encounter these students in the future. Programs should remove all personally identifiable information from materials before using them for program assessment. Programs should remove all personally identifiable information from materials before using them for program assessment. In the event this is not possible, programs must obtain informed consent from the students and apply to the Research Ethics Committee for exemption. Students may freely choose to opt out of assessment activities. Assessment results must not be used to grade students. Programs do not need to assess every student in their program; however, they must assess a significant number of students for proper analysis.

How many outcomes should be assessed each year?

At least one outcome for each program must be assessed each year; however, a plan may assess more than one outcome. Every program is required to assess all outcomes within a reasonable amount of time and to continue this process of assessment indefinitely.

Can a program decide to use the same plan as a previous year?

Programs can decide to implement the same plan; however, they must formally enter a plan each year. Some reasons a program may wish to repeat the same plan include inconclusive results and less-than-favorable results. However, it is important to remember that all programs are required to assess all student learning outcomes within a reasonable time.

Can programs change their assessment plan at any time?

Assessment plans can be modified throughout the school year. Modifications will no longer be accepted after July 1st. For example, assessment plans entered during 2006-2007 can be modified until July 1, 2007.

How are assessment activities funded?

See the Institutional Assessment and Accreditation website for the budget guidelines and an application for funding.
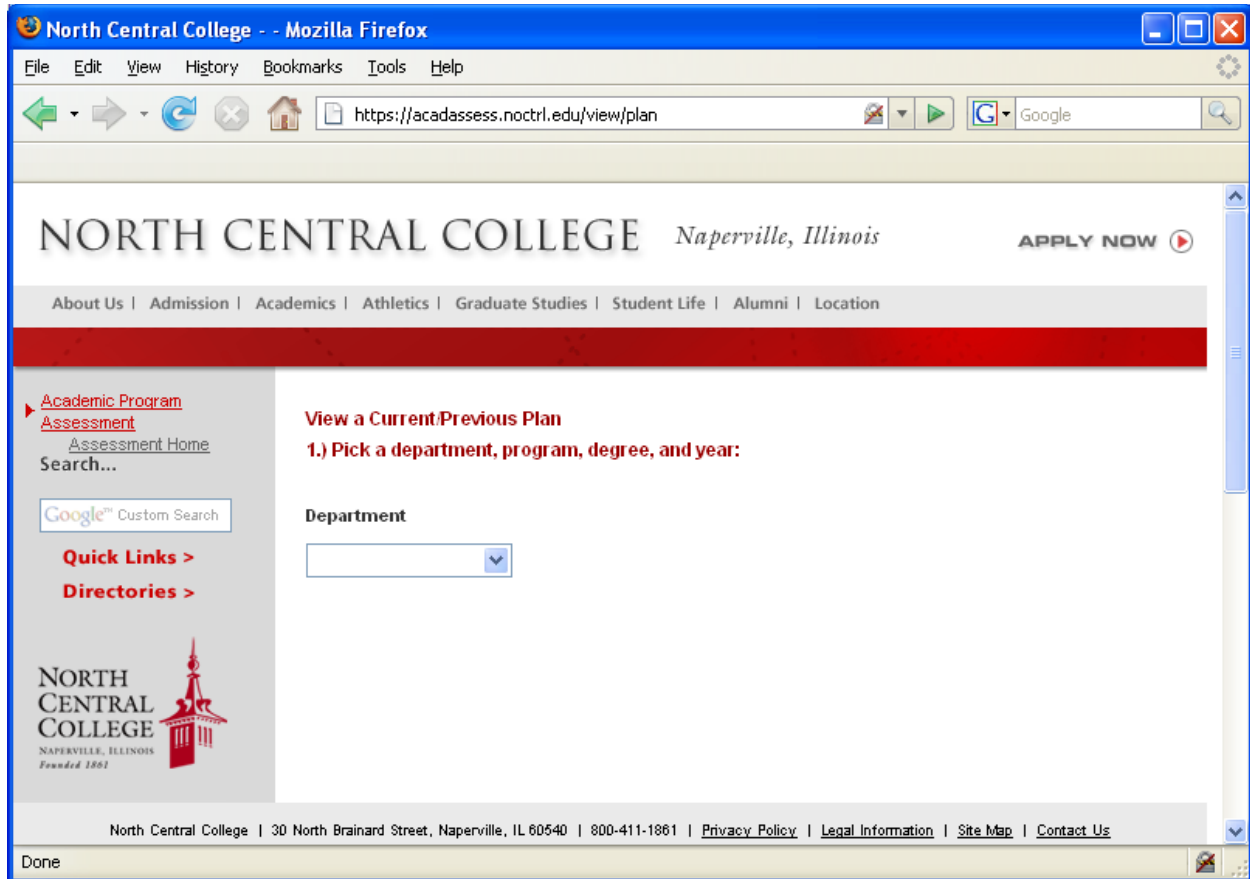
Add a Plan

In order to add an assessment plan for a particular program, click on the "Add" link under the heading "Annual Plan for Assessing Student Learning" on the main page of the NCC Online Assessment Website. The following screen will appear:

Step 1. Choose the department whose plan you want to add from the scroll down box.

Step 2. Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. Choose the outcome or outcomes you wish to assess with this plan. **Make sure all outcomes you wish to assess are checked before submitting this form.**

Step 5. Answer each question. You may return at any time (before the July 1st deadline) to complete your plan or to make changes; however, you must complete step 7 to save your current work.

Step 7. Click on the "Submit This Plan" button at the bottom of the page. Failure to click on this button will result in a loss of data.

View a Current/Previous Plan

In order to view a current or previous assessment plan, click on the "View" link under the heading "Annual Plan for Assessing Student Learning" on the main page of the NCC Online Assessment Website. The following screen will appear:

Step 1. Choose the department whose plan you want to view from the scroll down box.

Step 2. Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. Choose the year.

Step 5. Click on the plan you wish to view. Since a program may have submitted more than one plan for a particular degree, you may need to choose among multiple plans. Plans are identified by the learning outcomes they assess.

Modify a Current Plan

In order to modify an assessment plan for a particular program, click on the "Modify" link under the heading "Annual Plan for Assessing Student Learning" on the main page of the NCC Online Assessment Website. The following screen will appear:
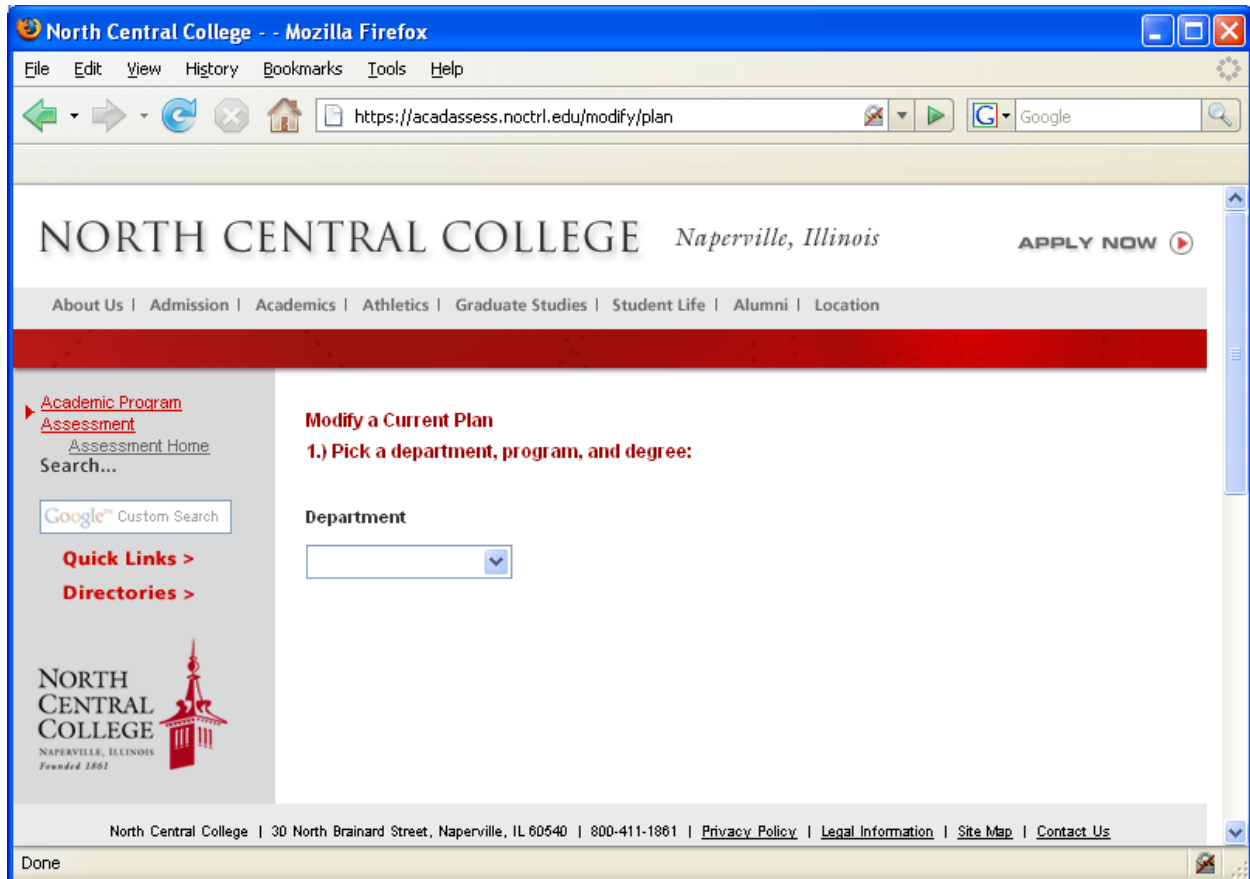
Step 1. Choose the department whose plan you want to add from the scroll down box.

Step 2. Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. Click on the plan you wish to modify. Since a program may have submitted more than one plan for a particular degree, you may need to choose among multiple plans. Plans are identified by the learning outcomes they assess.

Step 5. Make changes as appropriate.

Step 6. Click on the "Update This Plan" button at the bottom of the page. Failure to click on this button will result in a loss of data.

Assessment Reports

Who is responsible for submitting assessment reports?

All academic programs are required to submit an annual assessment report. This report is due during the 5th week of each fall term and reflects the assessment activities for the previous year. A report must be submitted for each assessment plan. The department or program chair is responsible for submitting these reports. See page 4 for information on providing access to additional faculty to add reports.

Developing the assessment report should be a collective process involving a significant majority of the faculty within a department or program. A single individual should not develop an assessment report. Assessment reports must show the results of the assessment plan and how these results are used by programs for curricular decisions.

Assessment reports will also provide evidence of assessment activity for program review.

Can a program change their assessment report at any time?

Assessment reports can be modified throughout the school year. Modifications will no longer be accepted after July 1st.   For example, the 2005-2006 assessment report is entered during 2006-2007 and can be modified until July 1, 2007.
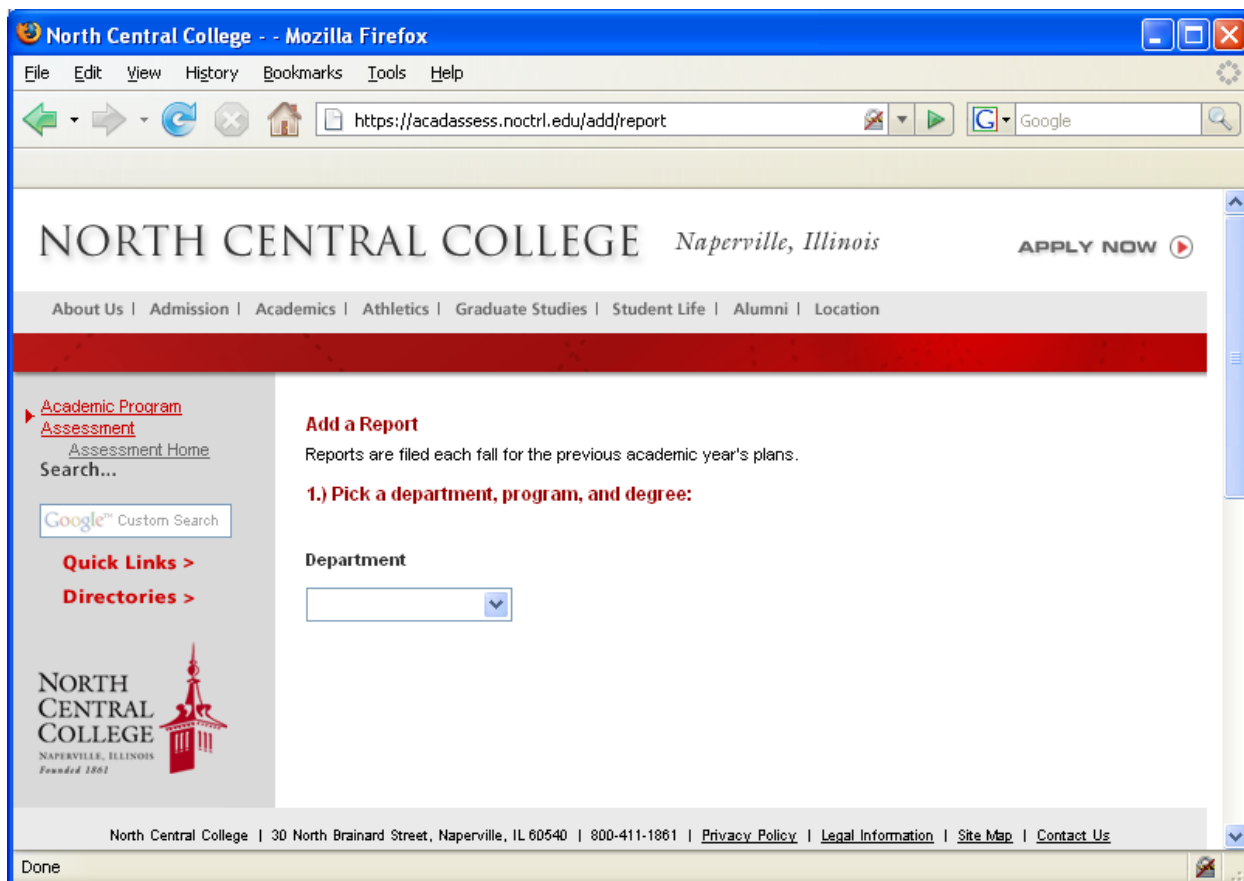
Where are the assessment materials stored?

Programs must keep all assessment data in a secure location so access is limited to only those individuals involved in assessment for that program. After assessing the data, those materials may not be used for other purposes without the explicit permission of the student.

Since our accrediting body may wish to review these materials, programs are expected to retain these materials for this purpose.

Add a Report

In order to add an assessment report, click on the "Add" link under the heading "Annual Report on Assessment Activity" on the main page of the NCC Online Assessment Website. The following screen will appear:
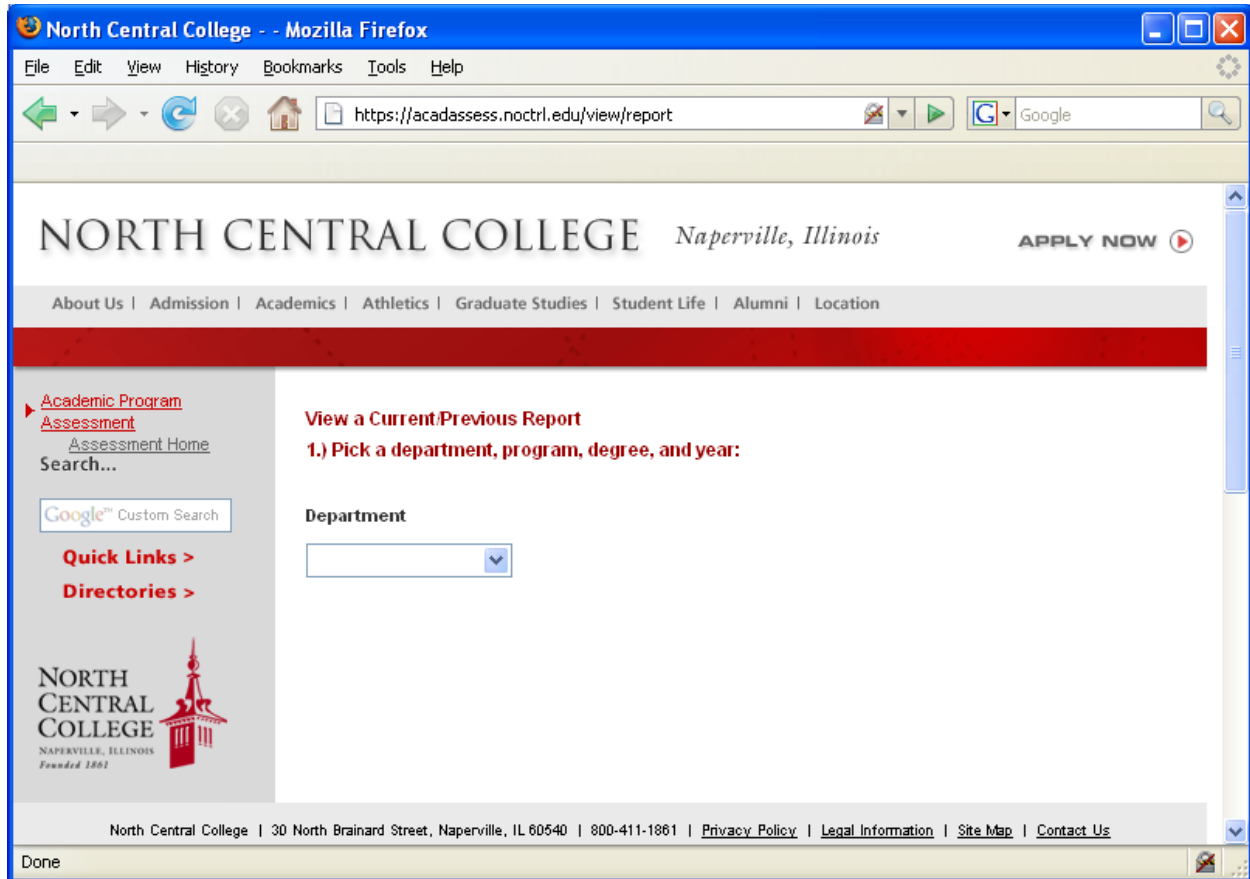

Step 1. Choose the department whose report you want to add from the scroll down box.

Step 2. Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. Choose the plan for which you are adding the report.

Step 5. Answer each question. You may return at any time (before the July 1st deadline) to complete your report or to make changes; however, you must complete step 7 to save your current work.

Step 6. Click on the "Submit This Report" button at the bottom of the page. Failure to click on this button will result in a loss of data.

View a Current/Previous Report

In order to view a current or previous assessment report, click on the "View" link under the heading "Annual Report on Assessment Activity" on the main page of the NCC Online Assessment Website. The following screen will appear:

Step 1. Choose the department whose report you want to view from the scroll down box.

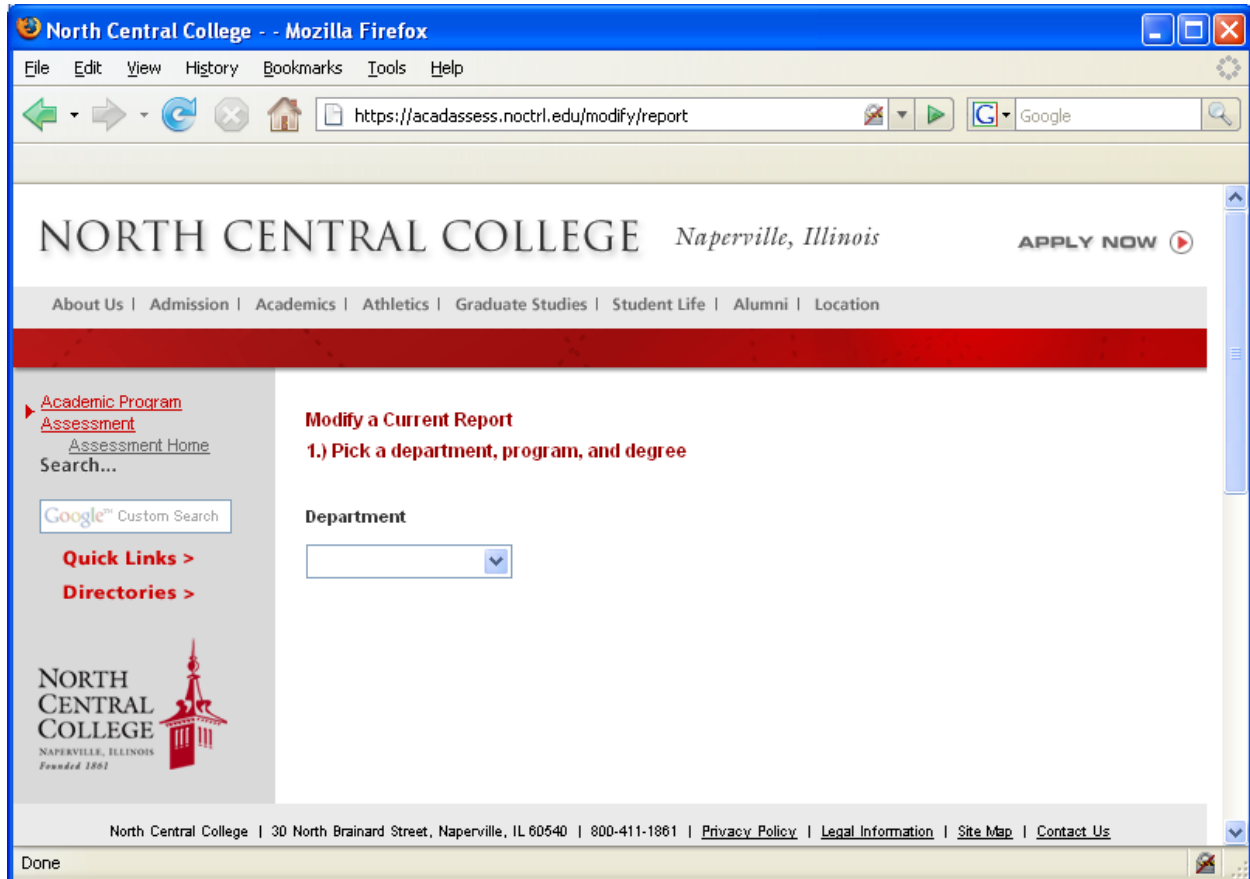**Step 2.** Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. Choose the year. IMPORTANT: The report was entered under the year in which the assessment activity was performed.

Step 5. Click on the plan whose report you wish to view. Plans are identified by the learning outcomes they assess. One report is submitted per plan.

Modify a Current Report

In order to modify a current or previous assessment report, click on the "Modify" link under the heading "Annual Report on Assessment Activity" on the main page of the NCC Online Assessment Website. The following screen will appear:

Step 1. Choose the department whose report you want to modify from the scroll down box.

Step 2. Choose the program within that department.

Step 3. Choose the degree within that program.

Step 4. Click on the plan whose report you wish to modify. Plans are identified by the learning outcomes they assess. One report is submitted per plan.

Step 5: Make changes as appropriate.

Step 6: Click on the "Update This Report" button at the bottom of the page. Failure to click on this button will result in a loss of data.

Appendix A:
Adding or Modifying Student Learning Outcomes

Adding/Modifying Student Learning Outcomes Form

Department: _____

Program: _____

Degree: _____

Program Contact: _____

Date Requested: _____

Please check one:

☐ Existing department, program, degree   ☐ New department, program or degree

Outcomes to be Deleted

List any outcomes you wish to delete from your program's current set of learning outcomes. Please list the outcome number as it appears on the "View Student Learning Outcomes" page of the Online Assessment Website. If you wish, you may also include any terms to help identify the outcome.

Outcome #   Identifying Terms

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Outcomes to be Added

List any outcomes you wish to add to your program's set of learning outcomes.