Assessment Plan
Composer Instructions

University of South Carolina
Office of Institutional Research, Assessment, and Analytics
Phone: (803) 777-2814
Fax: (803) 777-5415
9/16/2016
Contents
Introduction.................................................................................................................................................. 2
Creating an Assessment Plan.................................................................................................................. 2
Plan Manager.............................................................................................................................................. 3
Mission Statement...................................................................................................................................... 3
Annual Report............................................................................................................................................. 4
  Update Annual Report........................................................................................................................... 4
  Copy Annual To Future ........................................................................................................................ 6
Future Assessment Plan ........................................................................................................................... 7
  Goals ........................................................................................................................................................ 7
  Learning Outcomes and Assessments ................................................................................................... 7
View Full Assessment Plan ........................................................................................................................ 9
Submit Entire Plan for Approval ............................................................................................................. 10
Revisions Requested................................................................................................................................. 11
Introduction

The Assessment Plan Composer is designed to guide those individuals developing an academic assessment plan for their unit so that it is submitted in the desired format. A user's access rights to this system are assigned by the Assessment Manager at the Office of Institutional Research, Assessment, and Analytics (OIRAA). Some users will have update rights while others will be read-only. To update or change access please contact Kimberly Walker at youngkb@mailbox.sc.edu.

To access Assessment Plan Composer, type www.assessmentplan.ipr.sc.edu into any browser.

Creating an Assessment Plan

The main screen of Assessment Plan Composer is a listing of Colleges / Departments / Programs for which the logged in user has been granted access to create an assessment plan, to update an assessment report, or to view and read an assessment document.

To create an assessment plan, click on the (green plus sign) beside the program to which you have been assigned. If you do not see a program for which you should have access, please contact Kimberly Walker at (803) 777-0072.

Upon selecting a plan from the main screen, the user will be directed to the Plan Manager screen. It is here that the user develops the various parts of the academic assessment document. If there was a plan in the previous year for that departmental program, that plan will be used to create the current year's report; otherwise, a completely new plan will be created.
Plan Manager

The Plan Manager functions as a main menu in the development of the assessment plan and for the reporting of assessment 'results' and 'use of results'. From this screen, the user can follow the step-by-step process for entering and editing the required sections that make up the plan. Each sub-screen has a button ‘Return to Plan Manager’ at both the top and bottom of the screen to return to this main menu screen.

When a plan is finished, it may be submitted to the Office of Institutional Research, Assessment and Analytics for review, where it will be either accepted or sent back with comments requesting additional information. If a plan is in need of additional information or changes after being reviewed, the user will be notified via email (see ‘Revisions Requested’).

Mission Statement

When creating a plan, the mission statement will be generated from the previous year (if there is one on file), whereupon it may be edited with any necessary changes. If no previous plan exists, the data entry field will be blank and a mission statement must be entered. Please note that an 8000 character
maximum is set on the mission statement field.

**Annual Report** *(This section will only exist if the plan from the previous year is on file.)*

**Update Annual Report**

The user will be required to enter comments on the 'Results' and 'Use of Results' for their assessment of the learning outcomes for each of their previous year's Learning Outcomes (If there is a previous years’ plan). This can be done from the Annual Report page by first clicking on 'Assessment Results and Use of Results' beneath each learning outcome, and then clicking the 🖊 (pencil icon) to enter data into the 'Results' and 'Use of Results' fields in the plan manager. A document can be attached by clicking on the 📝 (paper clip icon). The narrative in the 'Results' section should indicate the results for each measure listed in the 'Measures and Criteria' section and whether the Learning Outcome was met. The narrative in the 'Use of Results' section should address any changes that were implemented because of information collected through the assessment methods.
Assessments List

List of Assessments for the following goal
Goal 1:

(ARTE 525, 580) Students will understand concepts, methods and materials for use in the art education K-12 art classroom through curriculum writing practice, creating assessment models and instruments, examining classroom management styles, and studying pedagogical practices and strategies for teaching various kinds of learners in the K-5 (elementary) and 6-12 (secondary) art classroom.

Learning Outcome 1:

Students will successfully pass the Praxis I exams or present qualifying scores on their SAT exam.

<table>
<thead>
<tr>
<th>Assessment 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures and Criteria</td>
</tr>
<tr>
<td>Scores on the Praxis I or qualifying scores on the SAT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data are collected through the use of rubrics using the attached criteria.</td>
</tr>
<tr>
<td>Criteria are scored as not met, met, or exemplary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>(empty)</td>
</tr>
<tr>
<td>Use pencil icon to add Results. Use paperclip icon to attach a document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use Of Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>(empty)</td>
</tr>
<tr>
<td>Use pencil icon to add Use of Results. Use paperclip icon to attach a document.</td>
</tr>
</tbody>
</table>
Copy Annual To Future

The user may use this feature to copy any goals, learning outcomes, and assessments from the previous year's plan to the future plan being created. This feature is useful for those who only wish to make slight modifications to the previous year's learning outcomes and assessments. Once copied, the goals, learning outcomes, and assessments may be edited and/or deleted.

Check the box next to the learning outcome and assessments that you would like to copy forward. Next, click copy to future. The user will receive a notification at the top of the page that the copy was successful. Each goal will be on a separate page. To view the subsequent goal, click the 'View Next Goal' button at the top of the screen. By default, all learning outcomes and assessments will be copied; however, the user may override this by unchecking any learning outcome or assessment. Please note that if a learning outcome is unchecked, its assessment will not be copied, either.
Future Assessment Plan

Goals

If any goals have been copied forward from the previous year’s plan, they will be visible in the Goals screen. From the ‘Goals’ page, the user can add new goals using the button on the bottom of the page, edit an existing goal by clicking the (pencil icon), attach a document by clicking the (paperclip icon), or delete a goal by clicking the (trashcan icon).

The user can also update and add curriculum information in this section. If there is a curriculum map to be attached to the curriculum section it can be added using the (paperclip icon).

Learning Outcomes and Assessments

The ‘Learning Outcomes and Assessments’ link will direct the user to the ‘Learning Outcomes’ screen where, for each goal added, the user will be able to add new learning outcomes or edit and delete existing learning outcomes. If Learning Outcomes were copied forward from the previous year’s plan, they will be viewed in this screen.
Users must have goals entered in order to add Learning Outcomes. The ‘Add Learning Outcome’ command button will appear on the header line of each goal for which the learning outcome can be added.

After adding the new learning outcome, click ‘Save’, then ‘Close Window’. After adding a new learning outcome, the user must scroll down the ‘Learning Outcomes’ page (new learning outcomes appear below all previously entered learning outcomes) to the newly added learning outcome in order to add the Measures and Criteria and Methods.

Learning Outcomes are managed using the (pencil icon) for editing, the (paperclip icon) for attaching a document, or the (trashcan icon) for deleting. Learning outcomes can be rearranged by clicking ‘Change Order of Learning Outcomes’ next to the Goal.
View Full Assessment Plan

This will display the formatted assessment plan as it has been entered. The previous year’s plan (Annual Report) with the newly added Results and Use of Results will appear at the top. The next year’s plan (Future Assessment Plan) with the new goals, learning outcomes, measures and criteria, and methods, will appear at the bottom. Please note that this will open in a new tab or window. Close the tab or window to return to the Plan Manager Page.
Submit Entire Plan for Approval

Your plan is not considered complete until submitted. Users must click the ‘Submit Assessment Plan’ button on the ‘Plan Manager’ page to submit the plan. A user cannot edit the plan once it has been submitted. If a user has submitted a plan, but wishes to make additional changes, please contact Kimberly Walker, Assessment Manager in the Office of Institutional Research, Assessment, and Analytics.
Revisions Requested

After submitting the Assessment Plan, it will be reviewed by the Office of Institutional Research and Assessment. If revisions are necessary, the plan status will be changed to ‘Revisions Requested’. On the main screen of Assessment Plan Composer, the plan will have a (red X) beside it. If a rubric has been attached, the plan will have a (clipboard) beside it; click to open the rubric. The rubric will open in a new tab or window. Please open the rubric before opening the plan. There may be comments/feedback on both the rubric and within the plan. Clicking the (red X) will direct the user to the Plan Manager screen.
On the Plan Manager screen, the user can view comments/feedback by clicking on ‘Comments on file’ (exclamation mark). Clicking this link will display a list of goals and learning outcomes. The user may then see another ‘Comments on File’ link next to each learning outcome for which there are comments. Proceed with making any revisions in the same manner as creating the plan.

Continue the same process with the Future Assessment Plan. Please note that after changes have been made to both the Annual Report and Future Assessment Plan, the user must again click ‘Submit Assessment Plan’ on the Plan Manager screen.
Annual Report

To view and update assessments for this report, click on "Assessments" beneath the appropriate teaching outcome.

Goal 1

Graduates of this program are prepared to offer transformative leadership in public health research and practice.

Curriculum:
- HSPH 820 Public Health Leadership (3 hours)
- HPEB 820 Public Health Advocacy and Policy (3 hours)
- Advanced Evaluation (HPEB 810 or HSPH 819, 3 hours)
- Research Methods (BIOS 775, HPEB 902, 1 hour)
- Public Health Practicum (BIOS 988, 6 hours)

1. Students will lead the process of creating an organization’s vision, mission and goal-setting for the organization, guide decision making, influence and advise others in a way that benefits the organization, and build capacity to successfully carry out the mission of the organization.
   - Assessment Results & Use Of Results
   - Comments

2. Students will influence policy and opinions on health issues by using effective communication strategies, be able to persuasively argue for policies that improve the health of the public.
   - Assessment Results & Use Of Results

3. Students will develop and implement formative, process, impact and outcome evaluations for the performance of a specific program or of the organization in relation to its vision and mission.
   - Assessment Results & Use Of Results

4. Students will conduct various types of research studies, interpret and communicate study results, synthesize information from multiple studies, assess the merits of research done elsewhere, and determine how research results can be applied to the organization.
   - Assessment Results & Use Of Results
   - Comments

5. Students will demonstrate integration of the DPH core competencies and expertise in their specific specialization through the Doctoral Public Health Practicum.
   - Assessment Results & Use Of Results

Assessments List

List of Assessments for the following goals:

Goal 1: Bachelor of Science students are expected to gain the required knowledge of theory and practice in the core areas of Exercise Science.

Assessment 1

- Measures and Criteria
  Assessment 1 Students will complete answers to cumulative exam questions, discussing the relationship among physical activity, functional capacity, health and disease. All students must receive a minimum score of 70% when evaluated with the assignment’s rubric.

- Methods
  Methods: Faculty teaching courses requiring cumulative exams will report scores by class to the Undergraduate Director. The Undergraduate Director will upload this information into a database. The Undergraduate Director will aggregate and analyze the data, and submit a report to the Department Chair.

- Results
  For the 2012-2013 academic year, the average pass rate for EXSC 191, 223, 224, 454, 597, 531 and 531 combined was 92%.
  EXSC 191 is a basic course in physical activity and health. The course requires projects in health and nutrition in addition to exams. Pass rate for EXSC 191 averaged 90%, indicating students obtained the basic knowledge to help prepare them for more advanced courses in Exercise Science.