ANNUAL ASSESSMENT REPORTING IN THE AMS (ASSESSMENT MANAGEMENT SYSTEM)

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ADDING NEW DATA TO AN EXISTING OUTCOME THAT HAS NO CHANGES

For existing outcomes with no changes, annual assessment reporting is completed by adding Data Collection and Analysis (Step 4) and Improvement Actions (Step 5) only. **IMPORTANT:** DO NOT create additional entries in any other steps (e.g. methods and measures).

- 1. Navigate to unit using search field at top of screen.
- 2. Click on <u>Unit Assessment</u> in navigation on left, then select <u>Data Collection and Analyses (Step 4)</u> sub-tab.
- 3. Locate outcome, then click to expand window to display entry panel if necessary.
- 4. **NOTE:** Outcomes with prior year Step 4 entries will have a numeric designation [grey circle with + number]. <u>DO NOT overwrite or edit any prior year entries.</u>

? i 🗉 T	Vinit Assessment > Data Collection and Analysis (Step 4)
	 PO-01: Sustainable university-wide assessment process The University is engaged in a sustainable university-wide assessment process that includes cut * Outcome Status: In Use
Unit Assessment Annual Assessment	O-02: Training and professional development Faculty and staff will receive training and professional development related to institutional effe * Outcome Status: In Use
Summary Plan (Steps 1-3)	 PO-03: External compliance support The University will receive assessment or data-related support for external compliance needs. * Outcome Status: In Use
Data Collection and Analysis (Step 4)	 PO-04: Analytical Studies support All University constituencies receive leadership and support in research and evaluation efforts * Outcome Status: In Use
Reports	PO-05: Institutional Research The university is supported with accurate and timely institutional data reporting and analysis t * Outputs Sectors in Use
🗂 Documents 🗸 📥	* Outcome status: In Use

5. Select "Add Data Collection and Analyses (Step 4)" [green circle with + symbol] to create a new entry.

* Outcom	e Status: In Use	
	▼ .id Both	
	OAIE will offer and promote training and professional development workshops related to institutional Effectiveness. Calculate	
	number of events offered; Calculate participation rates and satisfaction ratings for training, workshops and other institutional	
	effectiveness-related events	
	2019 - 2020 Assessed and Not Met 06/30/2020	
	Number of events: There were 18 events held in 2019-20 covering five topics, including AMS training, assessment consultations,	Ø
	assessment overview, data use, and qualtrics. Attendees: There were a total of 90 attendees at the 18 events. Analysis of event	
	feedback forms indicates that overall 100% of participants found events to be "Useful" or "Very Useful" and 100% of participants	
	found the events to be "Effective" or "Very Effective" for the topics evaluated. A summary and detail breakdown of analysis of events,	
	participants and ratings are attached. The number of number of attendees declined from past years due to the cancelled of the	
	Annual Assessment Forum because of COVID-19. A new AMS was launched in 2019. Documentation for the new AMS system was	
	Annual Assessment Forum because of COVID-19. A new AMS was launched in 2019. Documentation for the new AMS system was comprehensive, which greatly reduced the requests for training. OAIE contacts each college/division every semester to offer services	
	Annual Assessment Forum because of COVID-19. A new AMS was launched in 2019. Documentation for the new AMS system was comprehensive, which greatly reduced the requests for training. OAIE contacts each college/division every semester to offer services and provides the training and support requested. The number of events and workshop ratings criteria were met and the attendees	

- 6. Enter information into the following fields:
 - a. **Submission Date**: This field will be auto-populated with the current date.
 - b. Data Collection and Analyses (Step 4): Type text into the box. This field does not accept tables or graphics. DO NOT type only "see attached". The expectation is for this field to summarize the data collection process and assessment findings. Graphs and tables can be attached in a related document. For more information about reporting data collection and analyses, please visit the OAIE website at http://www.fullerton.edu/data/assessment/reporting/.
 - c. **Reporting Period**: Use the drop-down menu to select the year the data were collected (the current reporting period).
 - d. **Result**: Use the drop-down menu to select "Assessed and Met" or "Assessed and Not Met". Do not leave blank, this field is tied to university report calculations.

Planned Assessment Years: * Start Date: 07/01/2014			
Both OAIE will offer and promote Calculate participation rates and s * Criteria for Success (Step 3) Five workshops and other events to b effective".	raining and professional development w atisfaction ratings for training, workshop: events will be offered per academic year "useful" or "very useful"; 80% of the resp	orkshops related to institutional Effectiveness. Cal and other institutional effectiveness-related ever 150 attendees will participate per year;80% of th ondents rate the training, workshops and other e	ulate number of events offered; ts erespondents rate the training, rents to be "effective" or "very
Instruments Used: Data indicator	(job placement rates/admission to grad	ate programs/financial reports/web usage statist	cs)
Instruments Used: Data indicator	(job placement rates/admission to grad	ate programs/financial reports/web usage statist	cs)
* Submission Date	(job placement rates/admission to grad	ate programs/financial reports/web usage statist	cs) 2
Instruments Used: Data indicator Submission Date Data Collection and Analysis (Step 4) Reporting Period	(job placement rates/admission to gradu 06/02/2021	ate programs/financial reports/web usage statist	(5)

- 7. Continue to step 5 (displays on same screen as the step 4 entry)
- 8. Select "Add Improvement Action (Step 5)" [green circle with + symbol] to create a new entry.

PO-02: Training and professional develop ssessment, institutional research, and data up and the session of t	ment Faculty and staff will receive training and professional development related to institutional effectiveness (e.g. ise).	
Planned Assessment Years: * Start Date: 07/01/2014		
Both OAIE will offer and promote t Calculate participation rates and su * Criteria for Success (Step 3) Five workshops and other events to be effective". Notes Instruments Used: Data indicators	raining and professional development workshops related to institutional Effectiveness. Calculate number of events offered; tisfaction ratings for training, workshops and other institutional effectiveness-related events events will be offered per academic year; 150 attendees will participate per year;80% of the respondents rate the training, "useful" or "very useful"; 80% of the respondents rate the training, workshops and other events to be "effective" or "very (job placement rates/admission to graduate programs/financial reports/web usage statistics)	
* Submission Date	06/02/2021	
* Data Collection and Analysis (Step 4)	0	
* Reporting Period	▼ 2	
* Result	 ✓ 	
	* Required field	
Improvement Actions (Step 5)		•
Related Documents		0

- 9. Enter information into the following fields:
 - a. **Submission Date**: This field will be auto-populated with the current date.
 - b. Improvement Action (Step 5): Type text into the box. This field does not accept tables or graphics. DO NOT type only "see attached". Best practices include addressing improvement actions even when assessment criteria were "met". For more information about reporting improvement actions, please visit OAIE website at <u>http://www.fullerton.edu/data/assessment/reporting/</u>.

Both OAIE will offer and promote training and professi events offered; Calculate participation rates and satisfa * Criteria for Success (Step 3) Five events will be offere workshops and other events to be "useful" or "very use effective". Noter	nal development workshops related to institutional Effectiveness. Calculate number of tion ratings for training, workshops and other institutional effectiveness-related events per academic year; 150 attendees will participate per year;80% of the respondents rate the training, 'ul''; 80% of the respondents rate the training, workshops and other events to be "effective" or "very
2020 - 2021 Assessed and Met 2ut some results in here	06/02/2021
Submission Date 06/02/2021 Improvement Actions (Step 5)	0

10. When done, click [Save] and [Return].

11. Display will update for the outcome. If the outcome has been previously assessed there are now two cycles of Step 4 and Step 5 reported.

Faculty * Outo	: Training and y and staff w come Status:	d professional development ill receive training and professional development related to institutional effectiveness (e.g. assessment, institutional research, and data use). In Use
	u	Both OAIE will offer and promote training and professional development workshops related to institutional Effectiveness. Calculate number of ever related events
		Image: 2020 - 2021 Assessed and Met Put some results in here
		 Improvement Actions (Step 5)
		Improvement Actions (Step 5) Put some improvement actions here. (06/02/2021)
		Assignment
		Related Documents
		2019 - 2020 Assessed and Not Met Number of events: There were 18 events held in 2019-20 covering five topics, including AMS training, assessment consultations, assessment that overall 100% of participants found events to be "Useful" or "Very Useful" and 100% of participants found the events to be "Effective" or number of number of attendees declined from past years due to the cancelled of the Annual Assessment Forum because of COVID-19. A n OAIE contacts each college/division every semester to offer services and provides the training and support requested. The number of event
		 Improvement Actions (Step 5)
		Improvement Actions (Step 5) Overall results for attendance and workshop satisfaction ratings continue to be stable. OAIE will co (06/30/2020)
		Assignment

RETIRING UN-NEEDED OUTCOMES (STEP 1)

An outcome should be retired when it is no longer part of the unit's assessment, will not be assessed again, or needs major revision and will be replaced by a new outcome.

- 1. Select unit from drop-down menu at top of screen.
- 2. Click <u>Unit Assessment</u> tab from navigation on left, then click <u>Plan (Steps 1-3)</u> sub-tab.
- 3. Locate the outcome to retire, then click on the edit icon to the right of the outcome statement.

🖀 Home		\sim \circ
Admin Unit V Unit Assessment	O-08: Assessment and QA dissemination CSUF assessment and quality assurance practices are disseminated to external audiences. * Outcome Status: In Use	2 4 🖄
- Feedback Rubrics	* Start Date: 07/01/2017 Retired Date:	
··· Plan (Steps 1-3)	▼ III Methods and Measures (Step 2)	•
 Data Collection and Analysis (Step 4) 	Tudent pre and post survey (Active)	☞ 役 章
🛔 Mapping 🗸 🗸	Criteria for Success (Step 3): 70% rate themselves 'very satisfied' or 'satisfied' Notes: Instruments Used: Survey	
🔲 Reports 🗸 🗸	Date Added: 11/12/2019 Active: Yes	
🗋 Documents 🗸 🗸	Related Documents	0
®	Assignment	Ø

- 4. Place an "X" in front of the Outcome Abbreviation name (Example: **X**SLO-01: Assessment Outcome) to indicate the outcome is retired.
- 5. Using the drop-down menu, change the Outcome Status field to "No Longer In Use".
- 6. Enter the **Retired Date**.

* Outcome Abbreviation	XPO-08: Assessment and QA dissemination	
* Outcome (Step 1)	CSUF assessment and quality assurance practices are disseminated to external au	diences
* Outcome Status	No Longer In Use 👻 🕐	
Planned Assessment Years	2	
* Start Date	07/01/2017	
Retired Date	06/07/2021	
* Outcome Type	Performance Outcome 💙	

- 7. Click [Save] and [Return]
 - Remaining outcomes may be renumbered at any time.

METHODS AND MEASURES (STEPS 2 AND 3) CONSIDERATIONS

 IMPORTANT: Only <u>ONE</u> active methods and measures (Step 2) and criteria for success (Step 3) entry allowed per outcome. **DO NOT** create a new entry for every reporting cycle as this will impact university reporting. Multiple methods and measures/criteria for success for an outcome are listed within the single entry and remain until they need to be retired.

* @ Outcomes (Step 1)	0
 [®] 0 - 08: Assessment and QA dissemination CUB assessment and QAIII/y assume practices are disseminated to external audiences. [®] Quecome Stans: In Urb; 	2 Ø 8
* Start Date: 07/01/2017 Retired Date:	
 — Methods and Measures (Sep 2) 	0
* 📷 Student pire and post survey (Active)	CP (2) (8)
Conterna for Souccess Clines 39: 70% rate: themselves' very setsified or 'sousified' Note: Instruments Used: Sourcey Dear Addee: 117:22019 Addee: Instruments Very Instruments	
Related Documents	0
Assgronent	0
The Direct Assessment Only Enter a description of memorys and measures here. (Active)	Cr 19 8
Cotteria for Discoses SDeep 31: Enter your criteria for success here: Notes: Insuruments Madel Capatione project Dates Addee(#0.002.002) Addee: Vision	
Related Documents	0
Assignment	0

- 2. DO NOT delete any methods and measures or criteria for success that have been used in prior cycles.
- 3. If methods and measures need to be retired and replaced, retire the methods/measures first, then create a new Step 2 <u>BEFORE</u> adding data collection and analysis (Step 4) and Improvement Actions (Step 5). This will ensure that data attaches to the correct methods/measures for the reporting period.

UPDATING METHODS AND MEASURES WHEN NEW DATA COLLECTED DOES NOT MATCH

If the data collected for an outcome does not match the existing Methods and Measures (Step 2) and Criteria for Success (Step 3), the methods and measures should be retired and new ones created that support the collected data. **DO NOT** delete any methods and measures or criteria for success that have been used in prior cycles.

NOTE: Retire the methods/measures and create a new Step 2 <u>BEFORE</u> adding data collection and analysis (Step 4) and Improvement Actions (Step 5) for the reporting period to ensure data attaches to the correct methods/measures.

- 1. Select unit from drop-down at top of screen.
- 2. Click Unit Assessment tab from navigation on left, then click Plan (Steps 1-3) sub-tab.
- 3. Locate the outcome, then click on the edit icon to the right of the method/measure.



- 4. Uncheck the "Active" box.
- 5. Click [Save] and [Return].
 - A method/measure that has been retired can be unretired using the "filter" function.

PO-03: Test Outcome This is our third test performance outcome.				
Activ				
* Measure Type	Direct Assessment Only 💙 🔽			
Methods and Measures (Step 2)	Method and measure			
* Criteria for Success (Step 3)	criteria			
Notes				
Instruments Used	Benchmarks/comparison with peers			
	Capstone project			
	Course grades			
	Data indicators (job placement rates/admission to graduate p			
	Essay question on exam			
	Formal avaluation of practical chills (clinical/oducational/profe			

AMS: Preventing Technical Errors in Annual Assessment Reporting

- 1. After Retiring the Methods and Measures, create a new Step 2 entry for the outcome.
- 2. Navigate to outcome, then click to expand window to display entry panel if necessary.
- 3. Select "Add Methods and Measures (Step 2)" [green circle with + symbol].

▼ PO-03: Test Outcome 	ල් එ බ
This is our third test performance outcome.	
* Outcome Status: In Use	
* Start Date: Retired Date:	
III Methods and Measures (Step 2)	•

- 4. Enter information into the following fields:
 - a. Active: Leave this checked.
 - b. **Measure Type**: Use drop-down menu to select measure type (e.g. Both, Direct Assessment Only, or Indirect Assessment Only).
 - c. **Methods and Measures (Step 2)**: Type text into box. Field should describe at least one method and one measure. For more information about selecting methods and measures, please visit the OAIE website at http://www.fullerton.edu/data/assessment/reporting/.
 - If using multiple measures, list the measures in the same box. Do not create a new measure.
 - d. Criteria for Success (Step 3): Type text into box. A criterion for success should be listed for each measure described in Methods and Measures (Step 2) field. For more information about setting criteria for success, please visit the OAIE website at http://www.fullerton.edu/data/.
 - e. Notes: Optional field.
 - f. **Instruments Used**: Use the scrolling menu to select all that apply. Hold the CTRL key and click with mouse to select multiple instruments.

? i 🗉 🕇	Training Unit > Unit Assessment	ent \rightarrow Plan (Steps 1-3) \rightarrow Add Methods and Measures (Step 2)	
倄 Home		🖺 Save	🔹 <table-cell-rows> Return</table-cell-rows>
▲ Admin Unit ✓	PO-02: Test Outcome This is a	ur second test performance outcome.	
🖋 Unit Assessment 🗸 🗸	Active	□	
Plan (Steps 1-3)	* Measure Type	~ 2	
Data Collection and Analysis (Step 4)	Methods and Measures (Step 2)		0
🚹 Mapping 🗸 🗸	* Criteria for Success (Step 3)		2
🔲 Reports 🗸 🗸			<u> </u>
🗅 Documents 🗸 🗸	Notes		2
(w)			
	Instruments Used	Benchmarks/comparison with peers	
		Capstone project	
		Course grades	

- 5. When done, click [Save] and [Return].
- 6. Continue to Steps 4 and 5.

WHAT TO DO WHEN NO DATA WILL BE REPORTED FOR THE ASSESSMENT CYCLE

When a unit is unable to assess and report at least one outcome, completion of the "Annual Assessment Summary" is **mandatory**.

ANNUAL ASSESSMENT SUMMARY

- 1. Select unit from drop-down menu at top of screen.
- 2. Click <u>Unit Assessment</u> tab from navigation on left, then click <u>Annual Assessment Summary</u> sub-tab.
- 3. Click to expand window to display any prior year entries. DO NOT delete or overwrite.
- 4. Click the [green circle with + symbol] to create a new entry

*	Home	Annual Assessment Summary			
盦	Admin Unit 🗸 🗸	v 🗮 2019-20	ල එ ≙		
	Unit Assessment 🗠	Assessment Reporting Status: Assessed at least one outcome this reporting period What challenges were faced during this assessment reporting period?: COVID was a big disruption to assessment.			
	Annual Assessment Summary	How will these challenges be addressed and in what timeframe?: We created an annual assessment summary form to for units to trad disruption.	k and report the		
	Plan (Steps 1-3)	Related Documents	Ø		
	Data Collection and Analysis (Step 4)				

- 5. Select the Academic Year from the drop-down.
- 6. Select the "Assessment Reporting Status" from the dropdown. **Note:** Completing the summary is optional if a unit has assessed at least one outcome during the reporting period, however, a unit may choose to complete the form as a means of documenting information deemed valuable to the next reporting cycle.
- 7. Enter a description of the challenges faced that impacted assessment reporting during the reporting cycle, as well as plans to address those challenges.
- 8. Click [Save] and [Return].

* Academic Year	~
Assessment Reporting Status	~
What challenges were faced during this assessment reporting period?	Assessed at least one outcome this reporting period
How will these challenges be addressed and in what timeframe?	Did not assess any outcomes this reporting period

9. Display will update to show multiple entries if prior reports existed.

🖀 Ha	ome	- 	Annual Assessment Summary	
🟦 Ad	dmin Unit 🛛 🗸	- <u>+</u>	▼ ♥ 2020-21 ② 伊	Û
Ø Ur	nit Assessment 🗠	- 	Assessment Reporting Status: Did not assess any outcomes this reporting period What challenges were faced during this assessment reporting period?: Enter challenges here	
- Anr Sur	nual Assessment mmary		How will these challenges be addressed and in what timeframe?: Address challenges here Related Documents	0
Plan (Steps 1-3) 💌 🜻 2019-20			▼ ● 2019-20	Û
– Dat Ana	Data Collection and Assessment Reporting Status: Assessed at least one outcome this reporting period Analysis (Step 4) What challenges were faced during this assessment reporting period?: COVID was a big disruption to assessment. How will be additioned to additioned and in what interformed and an additioned and a the interformed and a state of the state of th			
A Ma	apping 🗸	^ <u>^</u>	disruption.	
Re Re	eports 🗸	. <u>*</u>	Related Documents	0