GUIDELINES AND INSTRUCTIONS FOR COMPLETING GENERAL EDUCATION CURRICULUM (GEC) COURSE-LEVEL ASSESSMENT REPORTS

GENERAL EDUCATION CURRICULUM ASSESSMENT

The University of Southern Mississippi (USM) conducts annual assessments at the program-level to document support of SACSCOC Principles of Accreditation Section 8: Student Achievement.

Student learning and student success are at the core of the mission of all institutions of higher learning. Effective institutions focus on the design and improvement of educational experiences to enhance student learning and support student learning outcomes for its educational programs.

Standard 8.2:
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvements based on analysis of the results in the area(s) below:

Standard 8.2.b:
Student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs.

Resources:

IMPORTANT UPDATES

A. Due Dates: The due date for all 2020-21 GEC reports will be June 30, 2021.

B. SACSCOC Fifth-Year Interim Report: Throughout 2021, the Office of Institutional Effectiveness will be working to prepare USM’s Fifth-Year Interim Report for submission to SACSCOC in early 2022. Along with this report, the University must submit a complete file of ALL assessment reports from the 2019-20 and 2020-21 assessment years. It will be important that all 2020-21 assessment reports are completed, submitted on time, and strongly support the spirit of standard 8.2 referenced above.
C. **New Assessment Reporting Requirements:**
   Starting in 2019-20, two (2) new fields were required for GEC Assessment Reports. Examples of each section are included in the report guidelines section.
   a. Section Offerings and Enrollment
   b. Course Completion Data

   2020-21 reports will be completed/submitted using a new WEAVE Education software.

D. **Summer Data:** If applicable, summer semester data should be included in the assessment report. It is recommended to include the summer semester tied to the implementation of action plans and scheduling adjustments made because of the previous year’s assessment activities.

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**GEC Assessment Plan and Report Guidelines**

**GEC Assessment Plan Guidelines:**
1. All GEC01-GEC06 courses assess assigned Student Learning Outcomes (SLOs) at the course-level.
2. Each SLO must have one (1) direct measure.
3. Measures must apply to all course sections.
4. Overall course grades are **NOT** an acceptable measures.

**GEC Assessment Report Guidelines:**

*Courses offered at multiple teaching sites or by multiple delivery modes must report their findings by site/mode and include all sites and/or modes in the findings analysis.*

The following components are required for a complete assessment report:
1. **Outcomes, Measures, and Targets**
2. **Analysis (i.e., Findings):** Separated by teaching site/mode, if applicable. Findings are the results of measures and targets and should be analyzed to demonstrate student learning and provide direction for continuous improvement.
3. **Action Plans:** A new action plan is required at least every other year.
4. **Section Offerings and Enrollment (template below)**
   The data for the following table is available in [Ad Astra, Monitor](https://example.com).

### Number of Sections offered in 2020-2021 (Fall 2020):

<table>
<thead>
<tr>
<th></th>
<th>HBG F2F</th>
<th>Gulf Park F2F</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td># of sections</td>
<td># of students</td>
<td>Enrollment Ratio</td>
<td># of sections</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of Sections offered in 2020-2021 (Spring 2021):

<table>
<thead>
<tr>
<th></th>
<th>HBG F2F</th>
<th>Gulf Park F2F</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
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<td># of students</td>
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<td># of sections</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Narrative related to section offerings and enrollment. Provide context to an outside reviewer.
5. **Course Completion and Persistence** *(template below)*

The data for the following table is available on the Institutional Research Faculty and Staff Data Access page, Course Completion tab.

### Fall 2020 Course Completion Rates with Persistence to Spring 2021

<table>
<thead>
<tr>
<th></th>
<th>C or better</th>
<th>Less than C</th>
<th>Withdrew</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># Total Class</td>
<td>% Total Class</td>
<td>% Persisted to Spring</td>
<td>% Total Class</td>
<td>% Persisted to Spring</td>
</tr>
</tbody>
</table>

Narrative related to course completion rates with persistence to spring. Provide context to an outside reviewer.

### INSTRUCTIONS FOR ADDING AN ASSESSMENT PLAN IN WEAVE AND ENTERING DATA

**Login Page:** You can access the link to log-in to WEAVE on the following Institutional Effectiveness webpage: [https://www.usm.edu/institutional-effectiveness/weave.php](https://www.usm.edu/institutional-effectiveness/weave.php).

- Click on the **WEAVE Log-In** link near the top of the page. That link will take you to a WEAVE log-in page.
- Next, click on the link **Access WEAVE using your institution’s sign-on** near the bottom of the page. That will take you to the institutional log-in page.
- On the institutional log-in page, enter **USM** in the abbreviation field. If your credentials have been entered into the WEAVE system, you will automatically be signed-on once you enter USM. If you have trouble logging-in to WEAVE, please contact Houston Ernst at Houston.Ernst@usm.edu.
- Once you have successfully logged-in to the WEAVE system, you will be taken to a **Dashboard** (example below).
Accessing your project: On your “Dashboard” click on “Projects” at the top of the page (See screenshot below – “Projects” is underlined in red).

- All 2020-21 assessment projects have been created using a template.
- Individual users have been assigned to a “User Group” (your school), and all of your school’s assessment contacts and projects have been linked to your specific user group. Individuals have edit access to all projects associated with their particular User Group.
- When you open a project in WEAVE, please minimize the “Outline View.” This will make it easier to enter your assessment plan and data. (See pictures below).
Outline View (DO NOT WORK ON YOUR PROJECT IN OUTLINE VIEW):

Non-Outline View (THIS IS THE VIEW YOU SHOULD WORK IN):

- You can minimize the “Outline View” by clicking on the arrow next to “Assessment > Outline View” near the top of the page (under the title of your project).
Enter your program description/summary: GEC Courses should include a brief description/summary of the course. This section should provide context to a reviewer, either internal or external.

Add your Outcome Type 1 (Student Learning Outcomes): Click on the + symbol next to “Outcome Type” and then enter “Student Learning Outcomes” in the text field. This will be your heading for your Student Learning Outcomes. A description is not required. You will enter each of your Student Learning Outcomes under this heading.

- **Entering Student Learning Outcomes:** Once your Student Learning Outcomes heading has been created, you will be able to add your individual student learning outcomes and their corresponding measures, targets, and/or action plans. You should see an “Outcomes” heading under your Student Learning Outcome heading. Click on the + symbol next to “Outcome” and then on “Program Level.” This will create the fields to enter your first Student Learning Outcome. You will have to repeat this step when entering another student learning outcome.

- **Entering Measures:** Once your first student learning outcome has been created, you will see a few new fields – “Supported Initiatives,” “Action Plan,” and “Measures.” To enter your first measure, click on the + symbol next to “Measure” and this will create the fields you need to enter your measure and corresponding target. Remember, each student learning outcome MUST have one direct measure.

- **Entering Targets:** The target fields will be created each time you create a new measure. Enter your quantitative target in the “Target” field. You will enter your data in the “Finding” field and your analysis of this data in the “Analysis” field. See the.

**Entering your data:** Under each of your targets, you will enter your data in the “Finding” field. Academic degree programs offered on both the Hattiesburg and Gulf Coast campuses, or by more than one mode (Face-to-Face, Online, etc.), MUST report their findings BY SITE. In the “Finding” field under each target, write out “Hattiesburg” (or simply “H”), “Gulf Coast or GC” and/or “Online” and then give the site/mode findings. You may combine all semesters, but please make sure it is stated clearly that all semesters are included in the data, OR if just one semester of data is included, please indicate which semester(s) are being reported on.

A quantitative finding must be entered for each measure. Findings should mirror phrasing in the target description. Begin with a numeral when possible and include SAMPLE SIZES. Specific numbers are essential for findings; give the actual percentage or numbers that resulted from the measures. The sample size is reported to provide context and add validity to the results. If a quantitative finding cannot be entered for the measure, please insert a detailed statement to explain why findings are not entered for that particular measure.

**Status:** Once your data has been entered and your analysis has been written, you can change the status of your measure based on the results. There is a “Status” menu with the following options: **Nothing Entered, Not Reported this Period, Not Met, Partially Met, Met, or Exceeded**. If your target was 90% and your finding was 88%, then your target
was “Not Met.” Partially Met is only to be used when you have a multi-part target or if you have multiple program delivery modes. (Example of a two-part target: 80% of students will score 5/10 and 20% will score 8/10.)

**Project Attachments:** There is a section to add attachments at the bottom of your assessment project in WEAVE. This is where you can attach your evaluation instruments (i.e., rubrics), your course syllabi, and your program-level action plans and analysis.

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**How to Write Findings Statements**

Type your analysis in the “Analysis” field under each target. You should reflect on your findings and identify the implications for the specific outcome. Recommendations for next steps/improvement should also be highlighted here.

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**New Action Plans**

**New Action Plans are required every other year OR if a target was NOT MET. If an action plan was not established in 2019-2020 report, an action plan is expected in the 2020-2021 report.**

An Action Plan is an organized activity undertaken to help courses more effectively achieve intended outcomes, or an activity developed by faculty to improve the course for the future. The results of action plans should provide evidence of continuous improvement activities. Action Plans do not contain vague phrases such as “we will look into this” or “No Action Required.” Action Plans are improvement initiatives related to Student Learning Outcomes planned for the upcoming year.

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**Updating Old Action Plans**

**A complete report includes updated Action Plans. This must be done every year.**

The **Implementation Status** for Action Plans developed in previous years should now be updated. Previous Action Plans should not be in the “planned” stage.

**Implementation Status** should be **changed to In-Progress or Complete.** If “Complete,” discuss the action plan in the Annual Reporting Closing the Loop section of the Word document provided to you with a list of analysis and annual reporting questions. These questions MUST be answered and attached in the “Project Attachments” section of your WEAVE report.

If you choose the status “In-Progress,” discuss the implementation process in the analysis and annual reporting document.

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**Detailed Analysis and Reporting**

A list of analysis and reporting questions will be provided to you in Word document format. These questions will need to be answered in detail and attached to your program report in WEAVE.
REVIEWING YOUR REPORT

After you have entered your data and analysis, read over your report to ensure all sections are complete. If your school director and/or dean must review your report before submission, please have them do so before you submit in WEAVE.

Thank you for your efforts and commitment to continuous improvement!