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| Quick Guidelines for Certificate and Minor  Assessment Reports  Cycle: 2023-2024 |
| **Important Updates** |

* The **due date** for all 2023-2024 assessment reports is **September 1, 2024**. All data and supplemental documentation must be entered into Weave by this date. Additionally, the status of the report must be set as “Complete” on Weave.

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| Certificate and Minor Assessment Plan and Report Guidelines |
| **Assessment Plan Guidelines** |

The following components are required for a complete certificate or minor assessment plan:

1. **Program Description**:
   * A brief, but detailed description of the certificate/minor.
   * How will this certificate/minor benefit students? What will students be able to do because of this certificate/minor?
   * Include the number ofhours required for micro credential, delivery location (Hattiesburg, Gulf Park), and mode of delivery (face-to-face, online).
2. **Student Learning Outcomes (SLOs)**:
   * Minimum of 2 SLOs.
3. **Measures and Targets**:
   * Each SLO must be assessed by 1 measure; the measures must be direct.
   * Each measure should have at least one target.

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| **Assessment Report Guidelines** |

Certificates and stand-alone minors must be assessed annually. The following components are required for a complete annual assessment report:

1. **Findings**:
   * Findings must be reported separately by site/mode of delivery and include all sites and/or modes.
   * Sample size must be included.
   * If sampling is used, a detailed description of the sampling method must be included.
   * Indicate whether the findings are from the whole academic year or just a single semester.
   * After the findings have been entered, change the target status to “met” or “not met.”
   * There are limited character spaces in the findings field. If additional room is needed, please continue in the analysis of findings field.
2. **Analysis of Findings**:
   * The results are analyzed to determine whether or not student learning has been achieved and provide direction for continuous improvement.
   * Program Coordinators are encouraged to review the new *Analysis of Findings Examples* *22-23* document which provides examples of strong Analysis of Findings gathered from 2022-2023 Weave Reports.
3. **Action Plans**:
   * A new action plan is required at least every other year and if a target is not met.
   * Action plans are developed in Weave or described in detail in the *Annual Program and Action Plan Analysis* document.
   * Action plans may be specific to individual student learning outcomes or program-level action plans.
   * Set SMART action plans: Specific, Measurable, Attainable, Relevant, and Time-bound.
4. **Analysis Document**:
   * All sections of the document must be completed.
   * The document must be uploaded as a project attachment in Weave.
   * Action Plans Found in the Weave Report: list any action plans that were included in the Weave report.
   * Additional Action Plans related to SLOs/Program Curriculum: list any additional action plans that were not included in the Weave report.
   * Action Plans Completed this Cycle: list any action plans that were completed in AY 2023-2024.
   * Closing the Loop Narrative: a reflection on completed action plans.
   * Program Analysis: an overview of strengths/weakness of the program; provides any additional context to the program.
   * Program Review: enrollment and graduation data; an analysis of this data and any action plans associated with enrollment and graduation. This data should match the data from the IR internal site.

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| Resources |

If you have any questions regarding the assessment plan and guidelines or Weave, please contact Claire Blackwell (Claire.Blackwell@usm.edu), the Institutional Assessment Coordinator. Additionally, [the Office of Institutional Effectiveness website](https://www.usm.edu/institutional-effectiveness/index.php) contains resources regarding program assessment, navigating weave, and SACSCOC requirements.

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| **Best Practices / Tips** |

* Enter data into Weave after each semester; do not wait until close to the due date to enter all data.
* Discuss the assessment report with other members of your school. Let faculty know the results of the report and the identified areas for improvement.
* Have a variety of measures. Use multiple assignments instead of one or two to measure all SLOs.
* See the certificate/minor’s previous review for feedback on specific areas for improving the report.
* Review the examples of strong assessment components found in the *Resources* section of the [Academic Assessment page](https://www.usm.edu/institutional-effectiveness/academicassessment.php) of the IE website.
* To ensure Weave information is not lost, have all data/Weave information saved as a Word document (prior to entering it into Weave) and ensure there is a strong connection to the internet when working in Weave.

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| **Reviewing and Submitting the Report** |

* Proof-read the report; check for grammatical errors, spelling errors, and typos. Remove any “empty/blank” sections that are not used.
* Use the compliance rubric to ensure all parts of the report are complete.
* Determine if the report supports SACSCOC Standard 8.2.a:
  + Does the report provide evidence of…
    - Identifying Student Learning Outcomes
    - Assessing the achievement of Student Learning Outcomes
    - Seeking improvement based on analysis of the results
* Have the school director and/or dean review the report, if applicable.
* Change the status of the project to “Complete” in Weave.
* Celebrate!

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| ***Thank you for your efforts and commitment to continuous improvement!*** |