

# Academic Year Reporting For Chairs: Program Learning Outcome & Core Objective Assessment

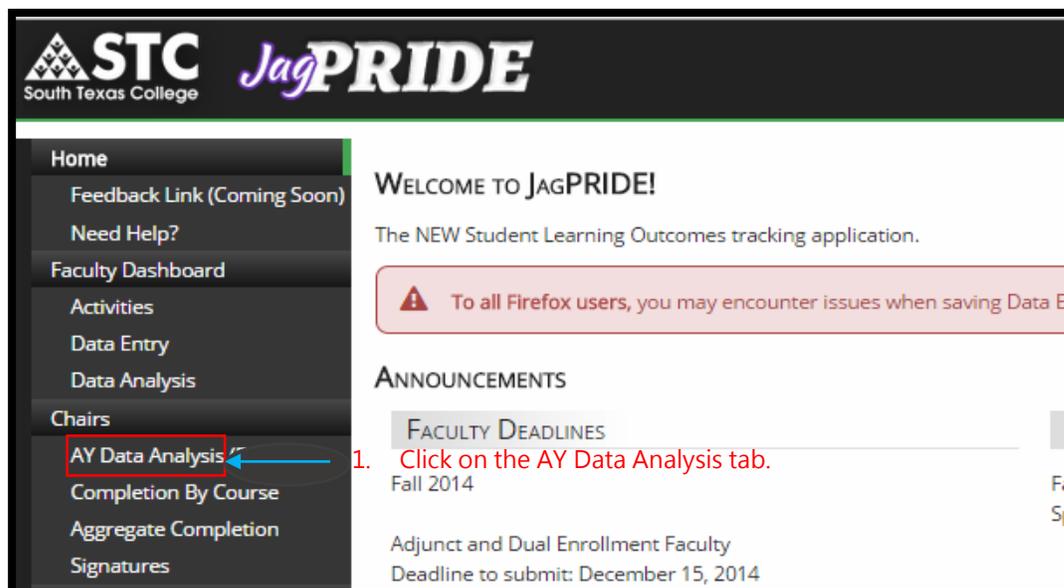
## Introduction

This guide was created to assist department chairs with understanding the reporting results of student learning attainment. The program learning outcomes (PLOs), core objectives (COs), course learning outcomes, and specific associations found between them are based on the degree curriculum maps submitted to the Learning Outcomes team in the Department of Curriculum & Student Learning. Below is a guiding check-list to assist you with successfully entering your PLO & CO reporting.

1. Review AY Data
2. Drill Down Into the Data
3. Share Data with Department
4. Summarize Assessment Methods
5. Create Action Plan

## 1. Review AY Data: AY Data Analysis Tab

The main menu will appear after successfully logging into the system.  on the **AY Data Analysis** tab on the left hand side of your screen to view program data information for the academic year. The academic year data analysis includes fall, spring, and summer terms.



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- Activities
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- Data Analysis
- Chairs
- AY Data Analysis**
- Completion By Course
- Aggregate Completion

## AY DATA ANALYSIS (AY 2013 - 2014)

### Program List

- [AAS-ADMA Office Management](#)
- [AAS-LGSE Legal Office Management](#)
- [CT1-LGOS Legal Office Specialist](#)
- [CT1-SECS Office Specialist](#)

A list of all programs you oversee will appear. Click on the program outcome or core objective that you want to view.

Program Learning Outcomes	Completion Percentages	Assessment Activities	Action Plans																								
<p><b>PLO 1</b></p> <p>Description: Produce business documents using software applications.</p> <p>Department Target: 70% of students should meet the OUTCOME.</p>	<table border="1"> <thead> <tr> <th></th> <th colspan="3">Including N/A</th> <th colspan="2">Excluding N/A</th> </tr> <tr> <th></th> <th>Met</th> <th>Not Met</th> <th>N/A</th> <th>Met</th> <th>Not Met</th> </tr> </thead> <tbody> <tr> <td>%</td> <td>79%</td> <td>12%</td> <td>9%</td> <td>87%</td> <td>13%</td> </tr> <tr> <td>#</td> <td>744</td> <td>112</td> <td>84</td> <td>744</td> <td>112</td> </tr> </tbody> </table>		Including N/A			Excluding N/A			Met	Not Met	N/A	Met	Not Met	%	79%	12%	9%	87%	13%	#	744	112	84	744	112	<p>Enter Assessment Activities...</p> <p>The completion percentages are <u>summative of all courses related to individual program outcomes or core objectives for the fall, spring and summer terms.</u></p>	<p>Enter an Action Plan...</p>
	Including N/A			Excluding N/A																							
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## 2. Drill Down the Data: Where to Get Your Program Results

Please keep in mind that the **AY Data Analysis** page provides a holistic review of your program. You will have to look at reporting results in the **Completion by Course** tab when a program learning outcome or core objective falls below your department target. Take a look at the example below to understand the data breakdown.

Program Learning Outcomes	Completion Percentages	Assessment Activities	Action Plans																								
<p><b>PLO 9</b></p> <p>Description: Apply critical thinking and problem solving skills.</p> <p>Department Target: 70% of students should meet the OUTCOME.</p>	<table border="1"> <thead> <tr> <th></th> <th colspan="3">Including N/A</th> <th colspan="2">Excluding N/A</th> </tr> <tr> <th></th> <th>Met</th> <th>Not Met</th> <th>N/A</th> <th>Met</th> <th>Not Met</th> </tr> </thead> <tbody> <tr> <td>%</td> <td>60%</td> <td>40%</td> <td>0%</td> <td>60%</td> <td>40%</td> </tr> <tr> <td>#</td> <td>6</td> <td>4</td> <td>0</td> <td>6</td> <td>4</td> </tr> </tbody> </table>		Including N/A			Excluding N/A			Met	Not Met	N/A	Met	Not Met	%	60%	40%	0%	60%	40%	#	6	4	0	6	4	<p>Enter Assessment Activities...</p>	<p>Enter an Action Plan...</p>
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#	6	4	0	6	4																						

Chairs | Completion By Course

## COMPLETION BY COURSE

**Program List**

A list of all programs you oversee will appear. Click on the program outcome or core objective that you want to view.

- [AAS-ADMA Office Management](#)
- [AAS-LGSE Legal Office Management](#)
- [CT1-LGOS Legal Office Specialist](#)
- [CT1-SECS Office Specialist](#)

1. Click on Completion by Course

PLO 9

Description:  
Apply critical thinking and problem solving skills.

Department Target:  
70% of students should meet the OUTCOME.

2. Locate the PLO that fell below the department target.

POFT 2331

3. Click on the individual course or courses to open and view their completion percentages.

PLO 9

Description:  
Apply critical thinking and problem solving skills.

Department Target:  
70% of students should meet the OUTCOME.

Individual course percentages appear after clicking on the course title. These percentages will identify the specific area that needs your attention.

POFT 2331

	Including N/A			Excluding N/A	
	Met	Not Met	N/A	Met	Not Met
%	56%	44%	0%	56%	44%
#	5	4	0	5	4

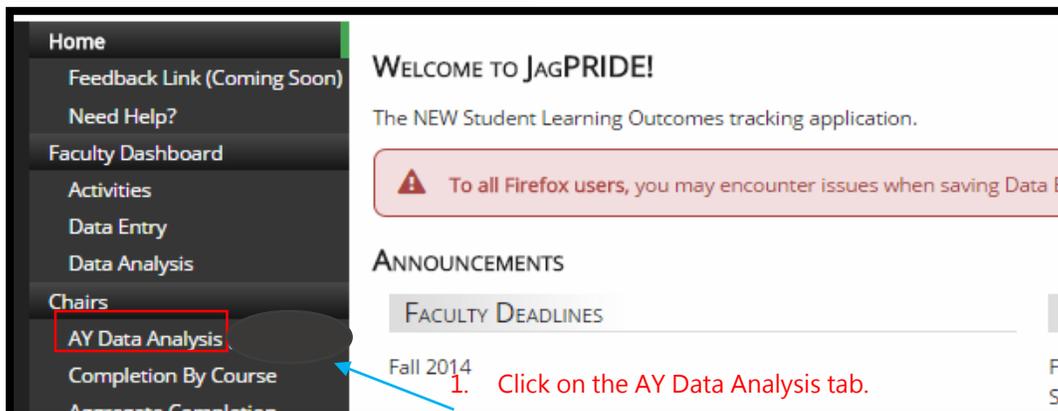
### 3. Share Data with Department: Results and Previous Expectations

Assessment results should be disseminated and discussed with your faculty and other stakeholders to ensure thorough evaluation of results.

- \* **Program Outcomes:** How did the results line up with previous expectations? Did students do better or worse?
- \* **Performance Levels:** Were expectations met? Are standards adequate?
- \* **Completion by Course:** Of all courses related to a PLO or Core Objective, is there one that falls below the department target?

## 4. Summarize Assessment Methods: Activities in Department

You should now have a better understanding of your PLO or CO percentage attainment after reviewing the data in the **Completion by Course** tab. Return to the **AY Data Analysis** page to complete the **Assessment Activities** portion of the reporting process. In the **Assessment Activities** text box describe the learning activities used by your department that measure the PLO or CO. *You can summarize the learning activities or choose to detail the activities according to the courses that relate to the PLO.*



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	Including N/A			Excluding N/A																						
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You can choose to enter your assessment activities in either a summative format or list the specific activities used to assess the PLO.

### EXAMPLES:

#### Summative

\* This PLO is measured in CHEM 1411, 1412, 2423, and 2425 using selected questions on quizzes, exams, or homework. The organic chemistry courses also measure the objective using student presentations on organic related topics.

\*Assessments in these courses focuses on production tasks and work such as costume build, set build, light, prop build, run crew, etc. These projects are assigned and then students accrue hours working on productions.

#### Specific

\*VNSG 1432-NCLEXP testing format multiple choice assessments to prepare students to test for licensure.

\*VNSG 1362-third level assessment clinical tool used to reflect the Differentiated Entry Competencies as required by the Texas Board of Nursing.

#### Core Objective Example:

\* Critical Thinking- Utilizing inquiry, analysis, evaluation, and synthesis of information, students are asked to complete the following assignments:  
Informative Speech, Audience Analysis Assignment, Business Presentation, Argument Building Assignment.

## 5. Create Action Plan: Changes for the Next AY

After you describe assessments used by your department, you will need to develop and report action plans for individual Program Learning Outcomes or Core Objectives. Action Plans are required for all program learning outcomes and core objectives.

- \* **Indicate Completion Percentage:** Was the target or department standard met?
- \* **Describe the Impact of Last Year's Action Plan:** How did last year's action plan impact this year's data? What will be done next year to impact student learning?
- \* **Indicate Specific Changes that Will Be Made During the Next Year:** Where can improvements be made that lead to significant increases in the quality of student learning?
  - o Enhancements to teaching strategies or course content
  - o Professional development for faculty
  - o Additional support for students
  - o Change to assessment methods

Examples:

Program Learning Outcomes	Completion Percentages	Assessment Activities	Action Plans																							
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### EXAMPLES:

- \* As a department we met our expectation of 70% of students mastering this objective. In the future, we plan to improve student success by implementing active learning methods in the classroom and encourage faculty to attend professional development opportunities designed to improve student engagement.
- \* 100% of students met expectations. While we met our department goal, we plan to add the requirement of secondary and primary sources and also require APA writing format for this assignment.
- \* 97% of students met the department standard. Faculty will continue with current assessment activities and teaching methods.
- \* Our current success rate is 88%, which is significantly higher than the department target. In order to continue improvement we have formed a department committee to review the exit survey given to all FINA and GART graduates, as well as a department committee to review course content in two fundamental field of study courses relating to this and other PLOs. Furthermore, in the final capstone course where all PLOs are assessed we have implemented a team teaching pilot to improve instruction, collaboration, and course content.

### Core Objective Example:

- \* Critical Thinking-93% of students met expectations. While we met our department goal, we plan to add an incremental structure for the process of presentation development.
- \* Communication-95% of students met expectations. While we met our department goal, we plan to add one collaborative activity and/or assignment to build upon understanding of interpersonal communication theories and principles.

## FAQs: Frequently Asked Questions

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- ❖ **What if I met the department target? Do I still need to write an action plan?**
  - Yes. If you met the department target you must still insert an item in the action plan text box. Entering the completion percentage and continuation of assessment activities will suffice. Keep in mind that you must demonstrate data was reviewed and discussed with faculty (if possible).
- ❖ **Why do I have a 0% completion percentage for a PLO?**
  - One reason why a 0% completion will appear for a PLO could be because there is no course matched to the PLO in the curriculum map and therefore it is not linked in the JagPride system for reporting. Another reason why a 0% completion may appear on a PLO is because faculty did not submit their course reporting for the course linked to the PLO.
- ❖ **What if faculty for a course did not submit their reporting? Can you open the prior term so they can enter their reporting items?**
  - No. Once a term is closed in the JagPride reporting system it cannot be reopened. Please be mindful of course outcome reporting deadlines and share with faculty in your department.
- ❖ **Do faculty who teach courses in the core curriculum have to use the same Institutional Rubrics, sometimes referred to as the Core Assessment Rubrics?**
  - Yes. Courses in the core curriculum should be assessed using these rubrics. Learning Outcomes designated to a specific Core Objective are outlined in the curriculum map and displayed in the faculty activities page.

## Additional Information

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Feel free to **print your AY Data Analysis & Completion by Course** page by going to the right hand side of your screen and clicking on the **print icon**. You can also click on the **export data icon to transfer the material you entered in an excel spreadsheet**. Please keep in mind that JagPride is a reflection of the curriculum maps submitted for that academic year. Any changes to what is presented in JagPRIDE must be done on the curriculum maps and resubmitted prior to the start of the next academic year. We hope you found the new PRIDE system easy to use and navigate. Contact the learning outcomes team if you experience any difficulty by sending an email to [pride@southtexascollege.edu](mailto:pride@southtexascollege.edu) or by calling (956) 872-4411. Please also visit our [Learning Outcomes Homepage](#) for information and updates regarding student learning outcomes assessment.