

Using Planning and Self-Study (P&SS) for Annual Program Assessment Reports

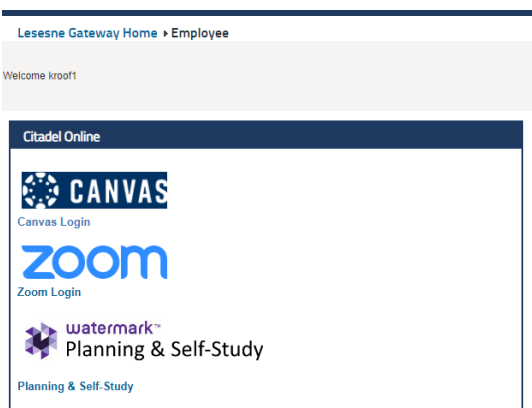
Purpose: The Plans Module within Planning and Self-Study is the institution’s repository for program assessment reports; including student learning outcomes, evidence-based achievement of those outcomes, and data-informed actions to seek continuous improvement.

Entering an Assessment Plan and Resulting Data

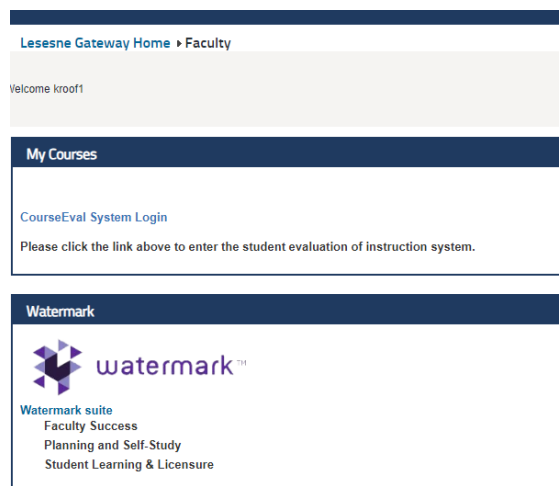
Step 1: Accessing Planning & Self-Study

- The link for Planning & Self-Study is located in two places in Lesesne Gateway:

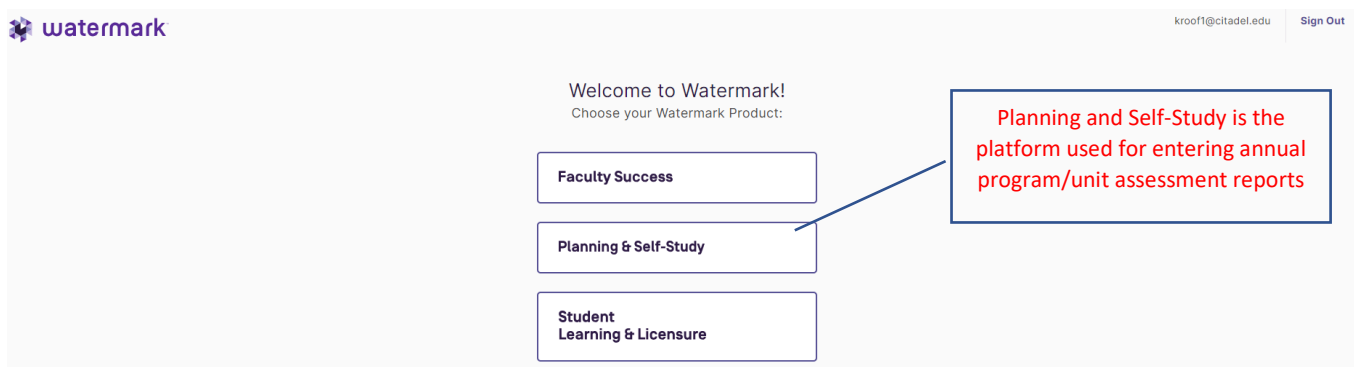
At the top of the Employee tab:



And also, on the Faculty tab:



- Once you have followed the link to the Watermark Platforms, you will see the following landing page:



- Follow the link for **Planning and Self-Study**
 - Note: the landing page above may look different depending on user access
 - Faculty Success is the platform used for the annual review of faculty
 - Student Learning & Licensure is a platform for capturing data for SLO attainment from course-based assessment

- Select the plans module from the left-hand menu
- Select the appropriate academic year and either Instructional or Non-instructional assessment plans
 - Instructional – all academic programs (BA, BS, MS, MAT, stand-alone minor, certificate, etc.)
 - Non-instructional – all student support services and administrative support units

Plans

PLAN TITLE	PLAN SCOPE	REPORTING YEAR ↓
2024-2025 Instructional Assessment Plans	Program	Academic Year 2024-2025
2023-2024 Non-Instructional Assessment Plan	Program	Academic Year 2023-2024
2023-2024 Instructional Assessment Plans	Program	Academic Year 2023-2024
2022 - 2023 Non-Instructional Assessment Plans and Results	Program	Academic Year 2022-2023
2022 - 2023 Instructional Assessment Plans and Results	Program	Academic Year 2022-2023
2021-2022 Non-Instructional Assessment Plans and Results	Program	2021-2022

- Select the appropriate program or unit
 - Note: each user’s view will be different on this screen depending in their permissions

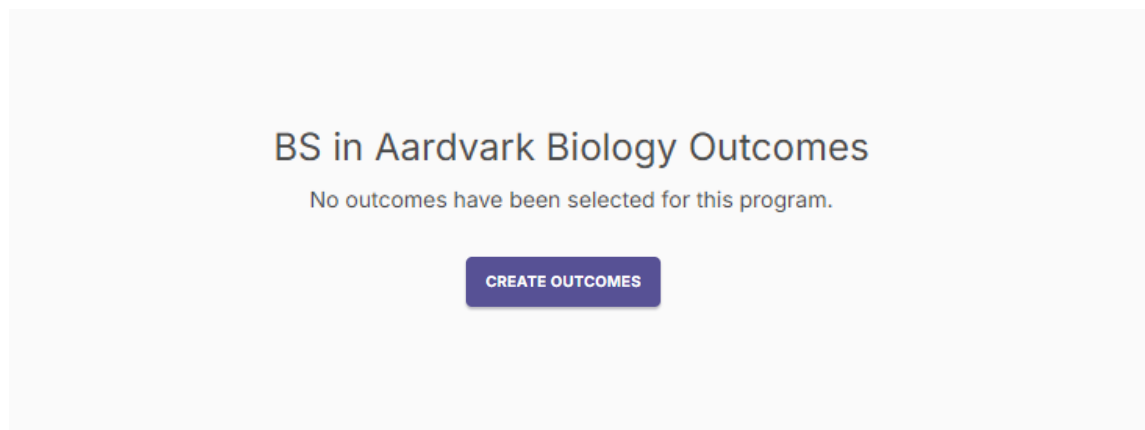
ORGANIZATIONS	LEAD
Citadel Military College of South Carolina	
Provost and Dean of College	
Associate VP Academic Affairs	
Aardvark Biology	Doug Wymer, Karin Roof
BS in Aardvark Biology	Doug Wymer
General Education Program	Joel Gramling, Melanie Maddox

Note: A red box highlights 'Test academic program' with a blue arrow pointing to 'BS in Aardvark Biology'.

Step 2: Creating or Editing OutcomesCreating an Outcome

Note: Once you have created an outcome for the first time, you will be able to select it (or not) in future years.

- If you starting a plan for the first time, you will see a screen like this when you enter your program
- To make a new outcome select **Create Outcomes**



- You have the option to choose between Learning Outcomes and Success Outcomes
 - For academic programs, you should be focused on Learning Outcomes
 - Success outcomes are more common in student support units

BS in Aardvark Biology
Select outcomes for assessment for Academic Year 2023-2024.

BS in Aardvark Biology Learning Outcomes
Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

No learning outcomes created yet.

CREATE NEW OUTCOME

BS in Aardvark Biology Success Outcomes
Outcomes that articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

No success outcomes created yet.

CREATE NEW OUTCOME

- Add a short title for the outcome in the Outcome Title box and then the full outcome in the outcome description box

Fields marked with * are required.

Create New Outcome

Outcome Title*

 0/70

- Here is a (fictional) example from my test program, BS in Aardvark Biology:

Fields marked with * are required.

Edit Outcome

Make minor changes to the existing outcome details.

Outcome Title*

Short title – will be displayed on your outcome summary page

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

Upon successful completion of the program, students will describe how aardvark activities affect the physical environment.

Full outcome in proper format:
Leader phrase
Bloom's verb
Not compound (no ands or lists)

Tags

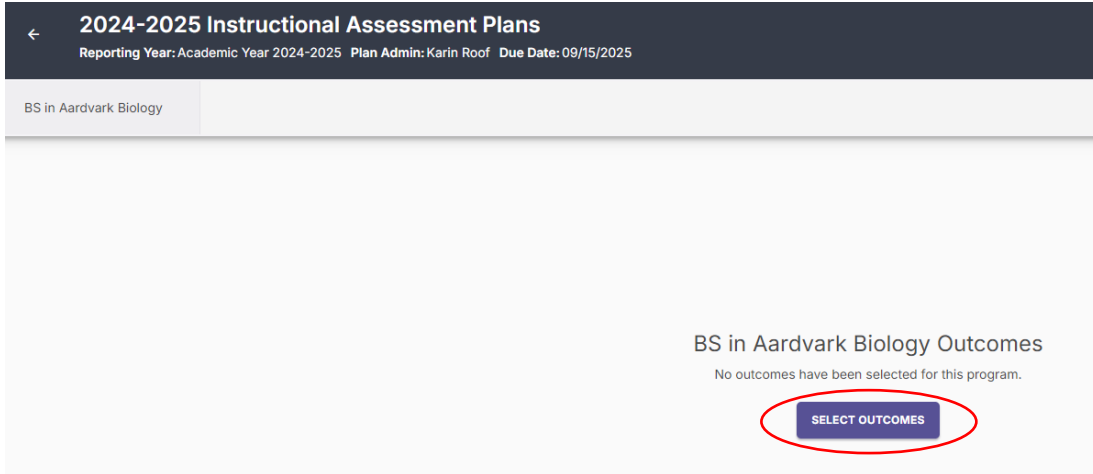
 Enter Tag 0/30

Tags help to organize outcomes across the institution

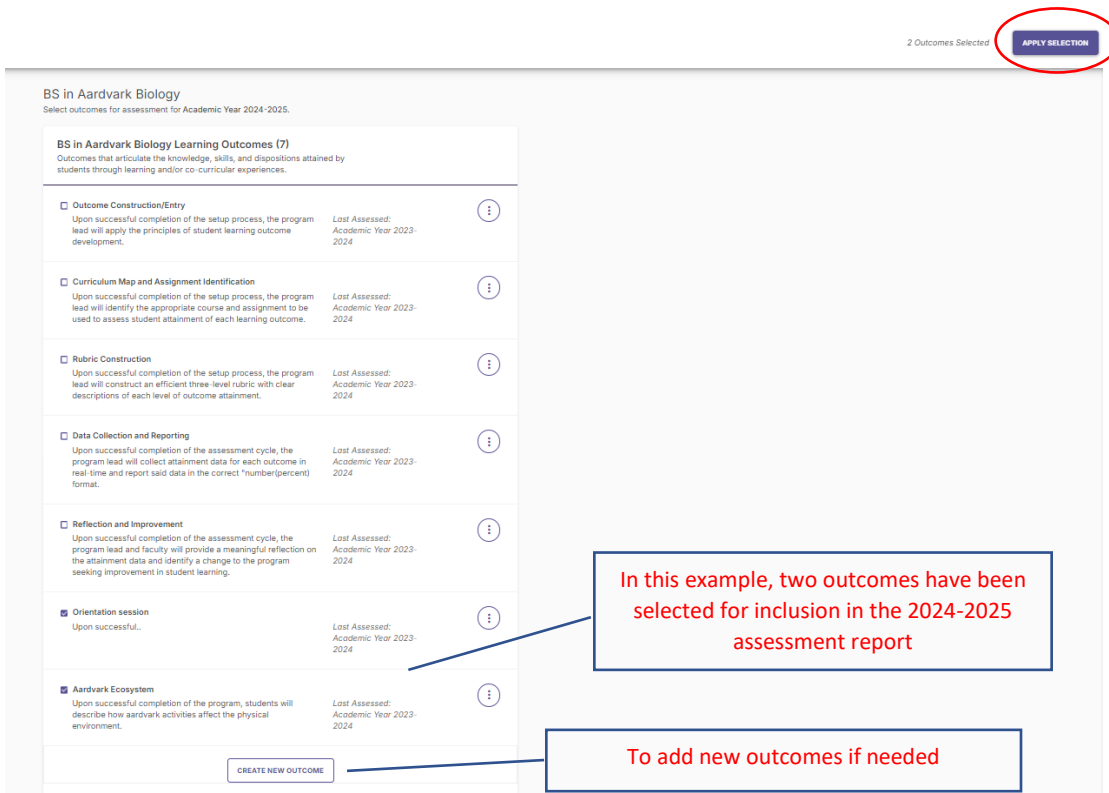
Adding or Editing Existing Outcomes

Once you have added outcomes, you can carry them over from year to year and edit them if needed.

- Since outcomes were created for 2023-2024, when I select the link for my program in 2024-2025, I can choose which outcomes I would like to include by using the Select Outcomes link



- Use the checkboxes to select the outcomes to include and use the Apply Selection link
 - Note, you can also create new outcomes if needed



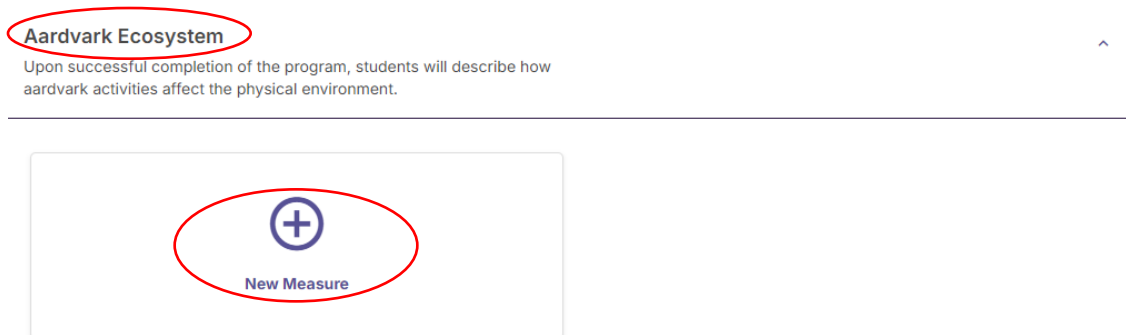
- To edit an existing outcome, use the Add/Edit Outcomes link

The screenshot shows a user interface for managing learning outcomes. At the top right, a button labeled "ADD/EDIT OUTCOMES" is circled in red. Below this, the page title is "BS in Aardvark Biology Learning Outcomes". There are two outcome cards listed:

- Orientation session**: 1 Measure | 0 Actions. Status: Not Started (dropdown arrow).
- Aardvark Ecosystem**: 0 Measures | 0 Actions. Status: Not Started (dropdown arrow).

Step 3: Adding Assessment Measures to an Outcome

- To add assessment measures, click the short title of an outcome and the plus sign for New Measure



- Begin by adding the method by which the assessment data will be gathered, adding the course and a measure title (summary title here)

Fields marked with * are required.

Definition

Method

Select Measure Method ▼

Outcome

Aardvark Ecosystem

Program

BS in Aardvark Biology

Course*

Select a course for this measure ▼

This is a non-course based measure

Title*

Enter Measure Title

Methods include:

Direct measures: assignment, capstone, licensure or certification exam, course-based exam, field assessment, portfolio, presentation, project or quiz

Indirect measures: completion rates, course evaluation, focus group, interview, survey

Add short title here

For academic programs, select the course in which the assessment will be administered
OR
Use the checkbox for non-course-based measure

Continued from above....

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

Align results allows you to integrate course-based data collected in Student Learning & Licensure

Target

Enter target or criteria of success for this measure

The target is the expected performance for the assessment measure. This should not be an average score and should be rigorous (for example, 95% of students met or exceed...)

For example, 80% of the students will achieve a score of 3 or above.

Description

Rich text editor with toolbar (Bold, Italic, Underline, Font Family, Paragraph, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Text Color) and a character count: Characters : 0/2000

Assessment measures should identify strengths and weaknesses of students' achievement of the learning outcome. Describe the type of measure, where it will be administered, and how it will be evaluated.

ATTACH DESCRIPTION DOCUMENTS

0 of 5 Files
Maximum file size 100 MB

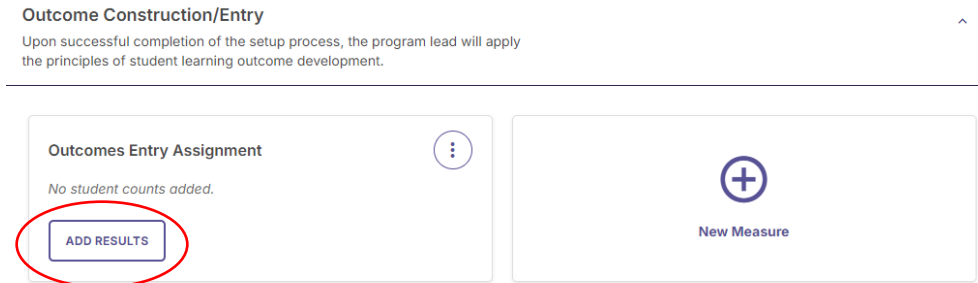
Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

This is a good place to attach a sample of the measurement (assignment prompt, exam, survey) and/or a sample of the rubric used to evaluate.

- Once all the fields above have been completed, use the Add button in the upper right-hand corner to include the measure in your assessment report.

Step 4: Adding Results to a Measure

- Once a measure has been created, results can be added



- The example below is set up for results to be enter a count of students who did or did not meet the target. IT IS IMPORTANT TO USE A COUNT – P&SS will translate to percentages

- Once the results are entered, action items seeking improvement are added using Add New Action.

- The list of Actions is as follows:

Add New Action

Select the type of action you recommend.

- Revise Curriculum
- Restructure Outcome Statement
- Revise Measurement / Assessment
- Revise Benchmark / Target
- Implement New Program Or Services
- Community Partnership
- Modify Position / Personnel
- Modify Policies / Procedures
- Adopt Or Expand Technologies
- Additional Training
- Collaborate With Another Department / Unit / Program
- Modify Physical Environment
- Other

This can include changes across the curriculum for a program OR changes in the curricular form of a course. For learning outcomes, this is the most meaningful action type.

- Once the action type has been selected, a description and due date can be provided.

Add New Action

Action Type
Revise Curriculum
[Change Action Type](#)

Status
Not Started

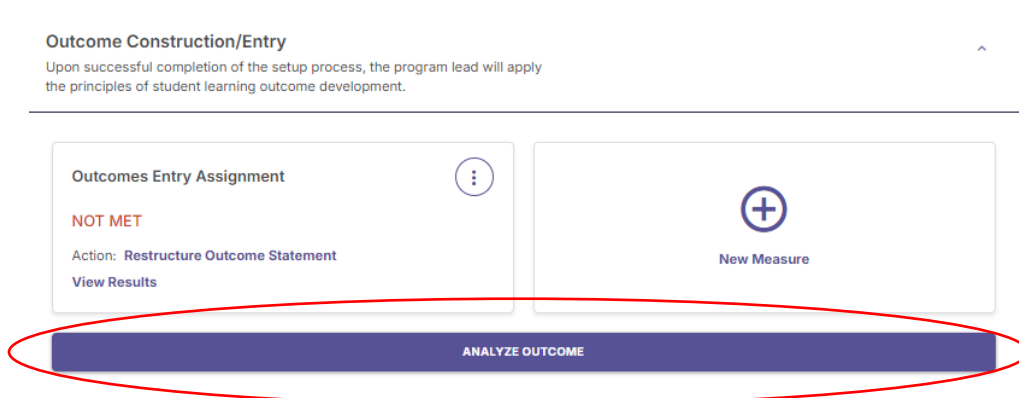
Action Description*
Describe your recommended Action

Recommended Due Date
mm/dd/yyyy

CANCEL CREATE ACTION

Step 6: Provide an Analysis of the Outcome

- Once an outcome has at least one assessment measure with results and analysis added, an analysis at the outcome level can be provided. This is helpful in cases where multiple measures are used with conflicting results.



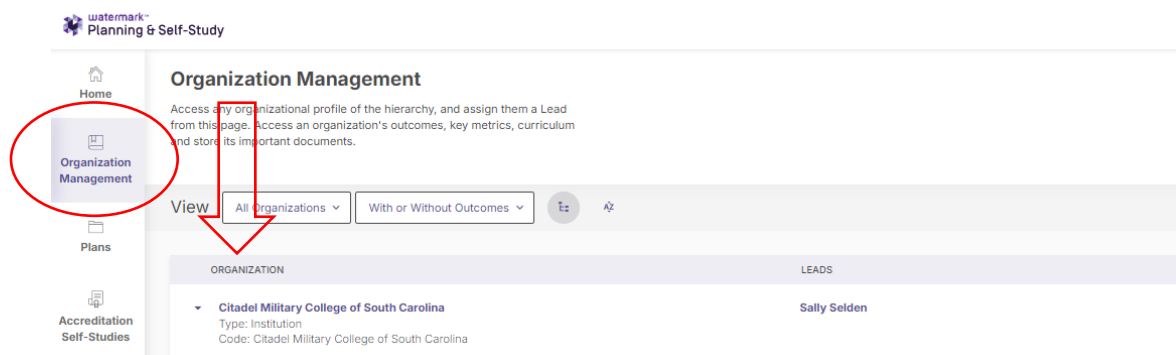
- A narrative can be added for the outcome, the overall status of the outcome (met or not met), and actions can be added here as well.

Step 7: Submitting the Final Report

- Once the assessment report is complete, use the submit button in the upper right-hand corner
- For 2023-2024, reports will be reviewed by the Director of Assessment. Discussions will occur regarding a broad-based review process for future years.

Step 8: Building a curriculum map

- Once the assessment outcomes and measures have been entered, a curriculum map can be developed.
- Using the Organization Management module on the left-hand menu and scroll through the Organization structure to find your program.



- Once you have selected your program, use the Curriculum link on the left-hand menu and then Create New Map

Organization Management > BS in Aardvark Biology

BS in Aardvark Biology

Doug Wymer

- Insights
- In Progress
- Program Information
- Curriculum
- Actions
- Docs & Reports

Curriculum

Access and edit the curriculum map and all courses affiliated with this organization. You can mark courses as required, view course sections, and assign leads.

Statistics

7 Courses	0 Sections	0 Instructors	0 Students enrolled
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Curriculum Map

CREATE NEW MAP

No curriculum map created yet.

Course List

COURSE	REQUIRED	COURSE SECTIONS	ASSESSMENT LEAD
AABI101 Introduction to Aardvark Biology	YES	0 Course Sections	Assign Lead
AABI202 Aardvark Anatomy	YES	0 Course Sections	Assign Lead

- A template for the curriculum map is presented with course-based assessment indicated in black. Use the plus button in indicate where in the curriculum each outcome is Introduced, Reinforced, or Mastered.

Outcomes	Courses						
BS in Aardvark Biology Learning Outcomes	AABI101	AABI202	AABI303	AABI401	AABI450	AABI490	AABI499
Outcome Construction/Entry Upon successful completion of the setup process, the program lead will apply the principles of student learning...	+	+	+	+	+	+	+
Curriculum Map and Assignment Identification Upon successful completion of the setup process, the program lead will identify the appropriate course and...	+	+	+	+	+	+	+
Rubric Construction Upon successful completion of the setup process, the program lead will construct an efficient three-level rubric...	+	+	+	+	+	+	+
Data Collection and Reporting Upon successful completion of the assessment cycle, the program lead will collect attainment data for each outco...	+	+	R	+	+	+	+
Reflection and Improvement Upon successful completion of the assessment cycle, the program lead and faculty will provide a meaningful...	+	+	+	+	+	+	+
Orientation session Upon successful..	+	+	+	+	+	+	+
Aardvark Ecosystem Upon successful completion of the program, students will describe how aardvark activities affect the physical...	+	+	+	M A	+	+	+

Key: ✓ Aligned I Introduce R Reinforce M Master A Assessment Activity