

Understanding Formal Review of Assessment: A Tool for Improvement

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What is assessment?

- ▶ Assessment is defined as the *systematic examination of curriculum and teaching practices to determine their impact on student learning.*
- ▶ The overarching goal of assessment is *reflection* and *improvement.*

What is Formal Review of Assessment?

- ▶ Formal Review of Assessment is a *meta-assessment* process that assesses the quality of assessment reporting or “story-telling” across the institution.
- ▶ Results of formal review can yield the following:
 - ▶ Indicator of the maturity of the assessment culture for the University
 - ▶ Areas of professional development for faculty and departments
 - ▶ ***Targeted feedback from reviewers on specific ways for departments to improve their assessment story***

Formal Review of Assessment at UWF

- ▶ UWF's first Formal Review of Assessment took place in 2016 with a review of undergraduate programmatic assessment reports from 2014-2015.
- ▶ The first four years of formal review alternated between undergraduate and graduate assessment reports.
- ▶ IE performed an audit of the assessment process in 2018 and made revisions to the report.
 - ▶ Qualtrics survey → spreadsheet
 - ▶ Outcomes prefilled based on CCR and ALC/ALP
 - ▶ Forms available through IE website

Formal Review Process

- ▶ Departments submit programmatic assessment reports over the summer at the end of the academic year. Departments can include additional documents:
 - ▶ Meeting minutes
 - ▶ Rubrics
 - ▶ Redacted student work samples
 - ▶ Any other documents to help them tell their assessment story

Formal Review Process (cont.)

- ▶ In the fall, a Call for Reviewers goes out to faculty.
- ▶ Four faculty are selected with the following parameters in mind:
 - ▶ Reviewers will be from separate colleges
 - ▶ Reviewers will not evaluate reports from their own college
 - ▶ Reviewers will be available for calibration meetings between January and April
 - ▶ Review all undergraduate and graduate level programmatic assessment reports
 - ▶ The review focuses on the assessment report plus any additional documentation submitted by departments
 - ▶ Provide targeted feedback through comments
 - ▶ Findings are provided to departments by the end of April to early May

How can departments use the feedback to improve?

- ▶ Recommendations:
 - ▶ Discuss the results with the department
 - ▶ Rubric and score on each rubric element are provided
 - ▶ The rubric will be available on the IE website for reference as well

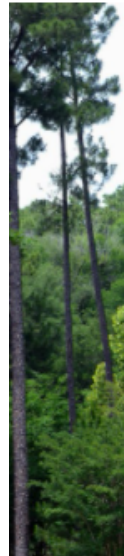
How can departments use the Feedback to improve?

- ▶ General areas of improvement:
 - ▶ Use the most current reporting template
 - ▶ Describe your program
 - ▶ Be sure your assessment methods align with the SLOs assessed
 - ▶ Wear your “Improvement goggles”
 - ▶ Broadly engage faculty in the improvement discussion
 - ▶ Actionable Use of Results to Improve Student Learning - be specific
 - ▶ Close the loop: Make comparisons across multiple assessment cycles
 - ▶ Remember that Assessment Plan?

So where do I find my things?

Go to the IE Website:

- ▶ <https://uwf.edu/academic-affairs/departments/institutional-effectiveness/>
- ▶ Right hand navigation



In this section

[Annual Planning and Reporting](#) +

[SLO/Assessment Forms](#) +

[Assessment Awards and Recognition](#) +

[Faculty Resources](#) +

[Accreditation](#) +

[Fifth Year Report to SACSCOC](#) +

[College/Department Resources](#) +

[About Us](#) +



Where to find things (cont.)

Find your college

- ▶ Click the link

[SLO/Assessment Forms](#) —

[Assessment Overview](#)

[Assessment Reporting during COVID-19](#)

[General Education Assessment](#)

[College of Arts, Social Sciences, and Humanities](#) ←

[College of Business](#)

[College of Education and Professional Studies](#)

[Usha Kundu, MD College of Health](#)

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Keep going....

- ▶ Instructions for submitting are at the top of the page.
- ▶ Scroll down to your department and click the + to expand

| COMMUNICATION | | | | |
|--|--------------------------|-------------------------------------|----------------------------------|---------------------------------|
| UNDERGRADUATE PROGRAMS | | | | |
| Communication, B.A. | ALC 📄 | Curriculum Map 📄 | 5 year-plan 📄 | Assessment Form |
| GRADUATE PROGRAMS | | | | |
| Strategic Communication and Leadership, M.A. | ALP 📄 | Curriculum Map 📄 | 5 Year Plan 📄 | Assessment Form |
| CERTIFICATES | | | | |
| Health Communications, Graduate | SLO 📄 | Curriculum Map 📄 | 5 year plan | Assessment Form |

When are assessment reports due?

- ▶ Target date for submission is June 30, 2021.
- ▶ However, we give extensions to the fall.
- ▶ Contact IE for more information

Resources

- ▶ IE is available for the following:
 - ▶ One-on-one consultations with new chairs
 - ▶ Department meetings to discuss assessment in general terms or specific situations for your departments
 - ▶ Contact Angela Bryan at abryan@uwf.edu
 - ▶ Or Carolyn Beamer at cbeamer@uwf.edu