Best Practices in Assessment Group

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Office of Institutional Effectiveness, Strategic Planning, & Assessment (IESPA)

July 11, 2023
Meeting Objectives

- **Update**: General Update
- **Discuss**: APAIR Implementation & Live Demo
- **Review**: Timeline, Unit Requirements & Next Steps
Information Sharing

- Welcome
- MSCHE updates
- Announcements/Other - ALL
Office of Institutional Effectiveness, Strategic Planning, and Assessment (IESPA)

Who We Are?

Greg Spengler, Assoc Vice President & Accreditation Liaison Officer (ALO)
Karen Matthews, Director, Strategic Planning & Assessment
Brian Scruggs, Senior Research Analyst

What We Do?

IESPA is “concerned with bringing together assessments of all components of [UMB] to provide evidence of accomplishing its mission” (Volkwein, 2010)
Focus: Internal Improvement and External accountability

We support the following activities driven by questions at the institutional and programmatic levels within UMB:

• Are we aligning/meeting our institutional goals?
• Are we meeting and exceeding our professional/academics standards?
• Do we have the processes in place to track, measure, assess, and report progress?
• Are we continuously improving?
Academic Program Assessment and Improvement Report (APAIR)

Institutional Purpose

• MSCHE alignment for continuing accreditation
• Document assessment activities at School/Programmatic unit
• Continuous improvement

History / Background

• BPAG initiates review of Unit Assessment Practices in February 2020
• 30 APAIRs tracked by YE 2020
APAIR Requirements

• Two Reporting cycles per year
  – Annual Program Review and Goal-setting
  – Year-End Assessment Report
APAIR

Modules

• Program Details
• Annual Program Assessment Plan
• Institutional Learning Outcomes (ILOs) Evaluation
• External Program Review Management
APAIR Access

• Levels of Access Rights
  – Approver, Contributor, Viewer
    • Approver (1, required)
    • Contributor (1+, not required)
    • Viewer (1+, not required)
  – Date restrictions (IESPA-managed)
  – Office of the Provost/IESPA & CITS
PROGRAM DETAILS
APAIR Access Screen

Programs visible to user by assigned access rights: Approver, Contributor, or Viewer

Add Program Details

Select the Program that you want to provide details for:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Degree Type</th>
<th>Degree Level</th>
<th>Self-Supported</th>
<th>Primary School</th>
<th>Secondary School</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Science</td>
<td>MS</td>
<td>Masters</td>
<td>Y</td>
<td>Graduate School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Program Details

- Allows program to link related certificate programs under one APAIR.
ANNUAL PROGRAM ASSESSMENT PLAN
Annual Program Plan

- Define Program Goals

### Define Program Goals

**Goals:**

Click on the Year Range to see goal details and update goal. Select the Goal Title to provide Goal Development & Updates.

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Recent Progress</th>
<th>Weaknesses being Addressed</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-2024</td>
<td>Goals Goals Goals</td>
<td>Weakness test</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Milestone/Metric to evaluate success</th>
</tr>
</thead>
<tbody>
<tr>
<td>test goal 1 test goals 2 test 3 test test test test test test test test test test</td>
<td>Student learning Outcome</td>
<td>Exam scores</td>
</tr>
<tr>
<td>test 45 test 46 test 47</td>
<td>Institutional Learning Outcome</td>
<td>ILO metric 1</td>
</tr>
</tbody>
</table>
Annual Program Plan

• Define Area(s) of Improvement and Goals by Fiscal Year

Year Range

Please describe your progress on the goals from the last academic program review

Required

What areas of weakness are you trying to address?

Required

Goal

Goal Type

Milestone/Metric to evaluate success

Required - 250 characters limit

Required

Required - 250 characters limit
Goal Types

- **Institutional Learning Outcome**: Provost-approved learning outcome applicable to all students (7 Themes)
- **Student Learning Outcome**: Learning outcome specific to students in an academic program
- **Program Performance Indicator**: Quantitative measure of program outcomes (e.g., retention rates, graduation rates)
- **Program Operations**: Activities related to program marketing, recruitment, fundraising, etc.
- **Other**: (Not defined above)
INSTITUTIONAL LEARNING OUTCOMES (ILOs)
Institutional Learning Outcomes (ILOs)

• History
  – Provost authorizes the development of ILOs across six themes, and assigns to the BPAG to draft recommendations – February 2021
  – BPAG members form and staff workgroups, review literature, and propose ILOs by theme;
  – Provost reviews, and approves ILOs with limited changes
  – ILOs approved for FY2024 Implementation into the APAIR
ILO Themes

• Community Engagement
• Cultural Competence/DEI
• Ethics
• Global Learning & Engagement
• Integrity
• Interprofessional Education
• Leadership
# Tracking ILO Status in the APAIR

<table>
<thead>
<tr>
<th>ILO Theme</th>
<th>Definition</th>
<th>Outcome</th>
<th>Objective 1</th>
<th>Objective 2</th>
<th>Objective 3</th>
<th>Objective 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Engagement and Learning</td>
<td>Global Engagement and Learning defines students who are committed to navigating the world and connecting with its people in a wide array of professional and social settings.</td>
<td>UMB graduates will demonstrate Global Engagement and Learning outcomes at the end of their degree programs. Graduates will be assessed on long-term outcomes. Each program will assess outcomes for its students. Broad ILOs will be inclusive of the variety and types of programs in the UMB portfolio.</td>
<td>UMB students will have exposure to the interrelationships among the self, local, and global communities.</td>
<td>UMB students will demonstrate reflection of self-perspective and an awareness and appreciation of cultural diversity.</td>
<td>UMB students will have opportunities to integrate awareness of world perspectives to aid in solving real-life problems.</td>
<td>UMB students will have the ability to recognize and understand complex global systems and identify personal, ethical, moral, relationships, and obligations within those systems.</td>
</tr>
</tbody>
</table>
Institutional Learning Outcomes (ILOs)

Pre-loaded Data

- IESPA-preloaded data
  - Theme, outcome, and objectives for each theme
  - Required response for each theme
  - Highest objective achieved
  - Select proposed status in FY (e.g., maintain, advance)
# Institutional Learning Outcomes (ILOs)

## Current Status of ILOs

### Achieve by Theme

<table>
<thead>
<tr>
<th>ILO Theme Number One: Community Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome</td>
</tr>
<tr>
<td>Choose Highest Objective Achieved</td>
</tr>
<tr>
<td>- UMB students will understand the historical and current structural oppression and inequalities experienced by diverse communities</td>
</tr>
<tr>
<td>- UMB students will increase the awareness of their personal biases and their impact when working across difference to achieve a civic aim</td>
</tr>
<tr>
<td>- UMB students will apply relevant knowledge and skills from their academic and clinical training to effectively make inclusive decisions as community-based scholars, researchers, practitioners, and leaders</td>
</tr>
</tbody>
</table>

### ILO Status this Fiscal Year

- Maintain
- Advance

### Comments

Optional

### Goals linked/associated with this program for the same year range

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>test 45 test 46 test 47</td>
</tr>
</tbody>
</table>

### Number of Supporting documents

1

Required - one document is minimum, but you can increase to more

Submit
Institutional Learning Outcomes (ILOs)

Summarizes Highest Outcome Achieved by Theme

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**ILO Tracking:**

Click on the Year Range to view details and update ILO Tracking information.

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Theme 1</th>
<th>Level</th>
<th>Theme 2</th>
<th>Level</th>
<th>Theme 3</th>
<th>Level</th>
<th>Theme 4</th>
<th>Level</th>
<th>Theme 5</th>
<th>Level</th>
<th>Theme 6</th>
<th>Level</th>
<th>Theme 7</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-2024</td>
<td>Community Engagement</td>
<td>1</td>
<td>Cultural Competence/Diversity, Equity, and Inclusion</td>
<td>1</td>
<td>Ethics</td>
<td>1</td>
<td>Integrity</td>
<td>1</td>
<td>Global Engagement and Learning</td>
<td>1</td>
<td>Interprofessional Institutional Learning</td>
<td>1</td>
<td>Leadership</td>
<td>1</td>
</tr>
</tbody>
</table>
External Program Review

Facilitates Institutional Compliance with Program Accreditation Standards

External Program Review Details:

What type of external entity reviews the program?
- [ ] USM
- [x] External Reviewer

External Reviewing Organization

[ ] Required

[ ] Required (100 character limit)

When was the last external program review or accreditation?

[ ] Required

Review Outcome

[ ] Required (100 character limit)

Documentation to prove status

Choose File

No file chosen

[ ] Required - must be word, excel, pdf, jpg, or gif

Next anticipated Review Year

[ ] Required
External Program Review

• **Value to Program**
  – Reminders as the review date approaches
  – Repository for evidence

• **Value to Institution**
  – Facilitates review, as needed
  – Institutional improvement
Institutional Evaluation and Assessment Tracking

IESPA-Produced Reports
- AP AIR Completion by School/Program
- ILO Status by School/Program
- Evaluation/Assessment History
- Programs Reviews status
- Goal Status / Type
- PPI(s) monitored
FY Academic Planning
(July 1, 20xx- June 30, 20xx)

• Program review and goal-setting: July 1 - September 30; (cannot create new goals)
• YE Progress reporting closes September 30* in the following fiscal year
• PPI Data due – December 31, 20xx

*Exception – PPI Data due December 31, 2023
Next Steps

Final System Check – Week of July 10, 2023

Users notified via email when system opens and provided access information

This presentation updated with additional guidance uploaded to IESPA website
For More Information

BPAG meeting information is available for review on the Institutional Effectiveness, Strategic Planning, and Assessment website:

www.umaryland.edu/iespa

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