Best Practices in Assessment

Group

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Meeting Objectives

Update

General Update

Discuss

APAIR Statistics

Review

Unit Requirements, Timeline & Next Steps
Information Sharing

• MSCHE updates
• Other
The Academic Program Assessment & Improvement Report

(APAIR)
APAIR Requirements

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

Modules

• Program Details
• Annual Priorities Plan
• Institutional Learning Outcomes (ILOs) Evaluation
• External Program Review Management
109 Programs (Degree/Certificates)
- IESPA-Reviewed (25)
- APPROVED, Not submitted to IESPA (9)
- Pending (APPROVER) Review; not-submitted to IESPA (11)
- Incomplete (e.g., missing a module) (6)

Note: 5 are marked as FY23
APAIR Status

- APAIRs not started (15)
  - 9 degree/6 certificates
  - Dentistry (2)
  - Graduate School (11)
    - w/Dentistry [2]
    - w/Pharmacy [2]
  - Medicine (2)
Submitting the APAIR for IESPA-Review

- **Status:** Approver Status = “Approved” but NOT submitted for IESPA-Review
  - How to correct?
    - APPROVER changes status to “Approved”
    - Selects the Program on the details page
    - Selects the FY/time-period to be reviewed
    - Selects “Submit for IESPA Review” (Will received email confirmation)
  - See Page 10 (Resources Tab) for additional information
Submitting the APAIR for IESPA-Review

- Approver Status: = “Pending” and NOT submitted for IESPA-Review
  - How to correct?
    - APPROVER changes status to “Approved” (assumes no CONTRIBUTOR changes needed)
    - Selects the Program on the details page
    - Selects the FY/time-period to be reviewed
    - Selects “Submit for IESPA Review” (Will received email confirmation)
  - See Page 10 (Resources Tab) for additional information

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### Programs - Review Pending

Click on Program Title to update program details. Use the search to find others.
System admins can modify approved programs by clicking on the status.

<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>Approver Status</th>
<th>IESPA Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene</td>
<td>BS</td>
<td>Bachelors</td>
<td>N</td>
<td>Dentistry</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Clinical Dental Hygiene Leader</td>
<td>BS/MS</td>
<td>Masters (dual w/ BS)</td>
<td>N</td>
<td>Dentistry</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>
Year-End Assessment Report
<table>
<thead>
<tr>
<th>Year Range</th>
<th>Recent Progress</th>
<th>Weaknesses being Addressed</th>
<th>Goals</th>
</tr>
</thead>
</table>
| 2023-2024 (FY 24) | The program was instrumental in obtaining an analyst position to support evaluation... | A greater understanding of program support is needed to attract students from HB...       | Title: Create and implement a recruitment strategy that increases program access to under-represented minorities.  
Last Updated by: Karen Matthews  
Type: Program Operations  
Milestone/Metric to evaluate success: # Increase in applications from HBCUs and HLIs, and from the minorities applicants in western counties. |
Provide Updates for the following goal defined for 2023-2024:

**Goal Title**: Collaborate with no less than two schools to implement an IPE seminar on health information for non-clinical program students.

**Goal Type**: Institutional Learning Outcome

**Milestone/Metric to evaluate success**: MHEC submission of a new program request for the certification in "Population Health for Non-Clinical Professionals."

**Goal Status**: [In Progress, Completed, Abandoned]

**Results**

**Documentation**
(how many files you want to upload, if any)

0

Required

[Submit]
Progress Reporting – Goal Status Explained

• Goal Status Explained/Resulting Action
  – In Progress: The goal did not achieve stated outcome(s); will carryover to next progress report period
  – Completed: The goal is 100% complete and metrics achieved; no carryover
  – Abandon: The goal canceled with explanation; no carryover

***For PPI goals where results are not known by Progress Report Due Date (September 30, report as “In Progress”, with results to be tracked in next fiscal year.***
Provide Updates for the following goal defined for 2023-2024:

**Goal Title:** Create and implement a recruitment strategy that increases program access to under-represented minorities.

**Goal Type:** Program Operations

**Milestone/Metric to evaluate success:** Increase in applications from HBCUs and HLLs, and from the minorities applicants in western counties.

**Goal Status:**
- Required: Goals that are "In Progress" will automatically be copied over to the next fiscal year. "Abandoned" goals will require an explanation.

**Results:**

> We collaborated with Student Affairs and External Affairs to create a marketing strategy to reach potential applicants early in college. We made an articulation agreement with community colleges on the eastern shore and western Maryland to develop a pipeline for students with high academic potential to receive mentorship from UMB students. As a result of our efforts, we have paired eight students with faculty mentors and have received an increase in applications for next year's cohort.

**Add Documentation:**
- (how many files you want to upload, if any)
- Required

**Were the corrective actions successful?**
- Yes
- No
- Required

**Submit**
PROGRAM SUMMARY

Provide the following information:

✓ General summary statement of program performance for the reporting period
  – Ex: The program achieved national recognition for its faculty/student paper, published in ABC Journal and featured on CBS News! Institutional Learning Outcomes are taking hold among our students. Unit faculty are working with students to create an IPE course that teaches basic legal concepts to help dental students navigate patient rights around HIPAA laws.

✓ Answer:
  • Did the program meet all annual program metrics/program performance indicators (e.g., rates of retention, licensing pass rates, etc.)? YES/NO
  • If No, which key/program performance indicators were less than desirable? Please explain.
  • What areas of improvement will be addressed in the next reporting period?
FY Academic Planning
(July 1, 20xx- June 30, 20xx)

• Program review and goal-setting: July 1 - September 30; (cannot create new goals)

• YE Assessment reporting closes September 30* in the following fiscal year

• APAIR opens for continuous progress updating on December 1

• PPI Data – not available, report as “In Progress” and update in next reporting period
IESPA Next Steps

1. Assist Programs with obtaining “IESPA-Reviewed” status for remaining FY24 APAIRs

2. Schedule training session for APAIR community on YE assessment reporting requirements

3. Continue to improve APAIR functionality with CITS; create an APAIR dashboard

4. Expand External Review management capabilities and outcomes
Institutional Evaluation and Assessment Tracking

IESPA-Produced Reports
- APAIR Completion by School/Program
- ILO Status by School/Program
- Evaluation/Assessment History
- Programs Reviews status
- Goal Status / Type
- PPI(s) monitored
For More Information

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

www.umaryland.edu/iespa
Email: UMBAssessment@umaryland.edu

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