Best Practices in Assessment Group

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

March 5, 2024
Meeting Objectives

- **Update**: General Update
- **Discuss**: APAIR Update, AD-PAIR Assessment Process
- **Review**: Unit Requirements, Timeline & Next Steps
Information Sharing

- MSCHE updates
- Other
Academic Program Assessment & Improvement Report

(APAIR)
APAIR Status

FY24 APAIRs

- 108 Programs (Degree/Certificates)
- 54 FY24 APAIRs (IESPA-Reviewed)
- 8 FY24 APAIRs (Other Status)

# of Improvements planned by Category: Total Goals = 164

<table>
<thead>
<tr>
<th>Goal Type/School</th>
<th>SOD</th>
<th>GS</th>
<th>CSL</th>
<th>SOM</th>
<th>SON</th>
<th>SOP</th>
<th>SSW</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Learning Outcome (ILO)</td>
<td>17</td>
<td>5</td>
<td>3</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Program Operations (PO)</td>
<td>28</td>
<td>8</td>
<td>3</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>46</td>
</tr>
<tr>
<td>Program Performance Indicator (PPI)</td>
<td>27</td>
<td>24</td>
<td>3</td>
<td>10</td>
<td>4</td>
<td>2</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Student Learning Outcome (SLO)</td>
<td>11</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Other (O) – Not defined</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
<td><strong>83</strong></td>
<td><strong>16</strong></td>
<td><strong>21</strong></td>
<td><strong>13</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
<td><strong>164</strong></td>
</tr>
</tbody>
</table>
Year-End Progress Report
FY Academic Planning
(July 1, 20xx- June 30, 20xx)

• Program goal-setting : April 15 - July 31, 2024 for FY2025

• FY24 YE progress reporting on previous fiscal year [e.g., FY24] April 15 - July 31 each Fiscal Year

• Status “In Progress” goals carry to the next fiscal year (including PPIs). Note: Will be counted as completed in the next fiscal year

• FY25 Goal-Setting/FY24 YE Progress Reporting Ends (July 31, 2024)
Provide Progress Summary Updates

Year Range
2023-2024 (FY 24)

General summary statement of program performance for the reporting period:

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?

Status

Submit for IESRA Review?

- Yes
- No

Save
Administrative Program Assessment & Improvement Report (ADPAIR)
AdPAIR

• **Purpose**
  Align with MSCHE standards, UMB accountability, and continuous improvement priorities
  • Records Improvement plans and progress reporting on what units are doing;
  • Provides advance notice of unit deficit(s)
Central Administration Units with a Director or Above and a Direct Student Services Provider

Pilot: July 1, 2024 – August 15, 2024
• Pilot – Academic Affairs Units; Registrar Office

Phase I: TBD
• Central Admin Units (Other)

Phase II: July 1, 2025
• All Central Admin Units (Director-led or Above)
AdPAIR Modules Under Consideration

- Administrative Unit Details
- Annual Improvement Plan and Progress Reporting
- Unit Periodic Self-Review Cycle (e.g., 5 years)
## Unit Demographics (Leader, Location Website, Reporting to, Mission Statement)

<table>
<thead>
<tr>
<th>Example:</th>
<th>100CAS</th>
<th>100CASU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Number</strong></td>
<td>100CAS</td>
<td>100CASU</td>
</tr>
<tr>
<td><strong>Unit Vice President</strong></td>
<td>Patty Alvarez, PhD</td>
<td>Patty Alvarez, PhD</td>
</tr>
<tr>
<td><strong>Unit Vice President Email</strong></td>
<td><a href="mailto:PAlvarez@umaryland.edu">PAlvarez@umaryland.edu</a></td>
<td><a href="mailto:PAlvarez@umaryland.edu">PAlvarez@umaryland.edu</a></td>
</tr>
<tr>
<td><strong>Unit Location</strong></td>
<td>Student Union</td>
<td>Student Union</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="https://www.umaryland.edu/umb-student-affairs/">https://www.umaryland.edu/umb-student-affairs/</a></td>
<td><a href="https://www.umaryland.edu/writing/">https://www.umaryland.edu/writing/</a></td>
</tr>
<tr>
<td><strong>Unit Lead Name</strong></td>
<td>Patty Alvarez</td>
<td>Isabel May, PhD</td>
</tr>
<tr>
<td><strong>Unit Lead Title</strong></td>
<td>VP, Chief Academic Officer</td>
<td>Director</td>
</tr>
<tr>
<td><strong>Unit Lead Email</strong></td>
<td><a href="mailto:PAlvarez@umaryland.edu">PAlvarez@umaryland.edu</a></td>
<td><a href="mailto:PAlvarez@umaryland.edu">PAlvarez@umaryland.edu</a></td>
</tr>
<tr>
<td><strong>Annual Plan Start Date</strong></td>
<td>FY2025 (Drop-down)</td>
<td>FY2025</td>
</tr>
<tr>
<td><strong>Metrics reviewed Annual (see Table below)</strong></td>
<td># of Students in Student Organizations</td>
<td># of Students in Student Organizations</td>
</tr>
<tr>
<td></td>
<td>% participation in student elections</td>
<td>% participation in student elections</td>
</tr>
<tr>
<td></td>
<td>$ to student organizations</td>
<td>$ to student organizations</td>
</tr>
<tr>
<td><strong>Metric Table</strong></td>
<td>Metric Description (In Metrics reviewed annually)</td>
<td>Metric Description (In Metrics reviewed annually)</td>
</tr>
<tr>
<td></td>
<td>Benchmark</td>
<td>Benchmark</td>
</tr>
<tr>
<td></td>
<td>Primary Data Source</td>
<td>Primary Data Source</td>
</tr>
<tr>
<td></td>
<td>Secondary Data Source</td>
<td>Secondary Data Source</td>
</tr>
<tr>
<td><strong>Mission Statement</strong></td>
<td>To provide academic and professional support to all students that emphasize the UMB core values.</td>
<td>To assist students, faculty and staff with the editorial review.</td>
</tr>
<tr>
<td><strong>Date of Review</strong></td>
<td>June 2024</td>
<td>June 24</td>
</tr>
<tr>
<td><strong>How/what is the assessment data shared/communicated internally to staff and, if appropriate, externally to University Leadership?</strong></td>
<td>We publish on the AA website # of student organizations and current membership; Any leading/lagging indicators impacting student satisfaction.</td>
<td>Student satisfaction survey, if administered; unexpected decrease/increase in PPI.</td>
</tr>
</tbody>
</table>
### Annual Improvement Plan

**Year Range:** e.g., 2023-2024; FY 24 - July 2023-June 2024

Please describe your progress on the Unit improvements identified from the last fiscal year (FY24).

<table>
<thead>
<tr>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>What areas of improvement is the unit addressing this (FY25) academic year? (Your below goals should reflect the identified improvements)</td>
</tr>
</tbody>
</table>

| Required 500 characters text |

| Were the AD-PAIR adverse outcomes for this reporting period reviewed with leadership before developing this improvement plan? | No, no major adverse event to report (EXAMPLE RESPONSE FOR STUDENT AFFAIRS) | Yes, reported to CAO in June 2024 meeting (SAMPLE RESPONSE FOR THE WRITING CENTER) |
### Annual Improvement Plan

<table>
<thead>
<tr>
<th>Example/Unit Response</th>
<th>Student Affairs</th>
<th>Student Affairs – Writing Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Improvement Title</td>
<td>Student representation in SGA</td>
<td>Faculty-assisted curriculum review</td>
</tr>
<tr>
<td>Improvement Type</td>
<td>PPI (Dropdown with 7 choices)</td>
<td>ILO</td>
</tr>
<tr>
<td>Milestone/Metric to evaluate success</td>
<td>Change in student representation in SGA</td>
<td>Change in requests for curriculum review related to adding cultural competency across SOL programs</td>
</tr>
<tr>
<td>Does this improvement support a strategic plan activity/priority? If yes, What is the SPIMS Goal # or Theme/Outcome?</td>
<td>Yes, (drop down will appear) Theme 3, Outcome 2</td>
<td>Yes SPIMS Goal #227</td>
</tr>
<tr>
<td>Achievement Target Type (e.g. customers served)</td>
<td># of new student participation</td>
<td># of curriculum reviews</td>
</tr>
<tr>
<td>Target Number</td>
<td>25</td>
<td>7</td>
</tr>
<tr>
<td>Previous Year Value</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>Target Direction</td>
<td>Increase</td>
<td>Increase</td>
</tr>
<tr>
<td>Instrument Used to measure success</td>
<td>SGA Voting Membership</td>
<td># curriculum reviews conducted</td>
</tr>
<tr>
<td>What ILO does this support (link to reference chart of ILO definitions)</td>
<td>None</td>
<td>Drop Down (Cultural Competency)</td>
</tr>
</tbody>
</table>

**Updated by:** Dr. Patt Alvarez

**Updated date:** June 25, 2024

**Evidence Document?** Agenda

**Is this goal related to a Specific Budget Request?** No.

Yes, budget request #FY25SOL3
Annual Improvement Plan

Goal Types - Explained

Improvement #1:

Improvement Type-Required (choose one only)

- ILO: Institutional Learning Outcomes Provost-approved ILOs applicable to all students (7 Themes)
- SLO: Student Learning outcome - Other
- PPI: Program Performance Indicator (quantitative measures of program outcomes, e.g., Students counseled, Scholarships processed, Students tutored, etc.)
- FS: Financial Sustainability (e.g., scholarships, grants, contracts)
- SYS: Systems/Process Improvements
- PO: Program Operations (tasks related to program marketing, recruitment, space)
- O: Other (Not defined above)
**External Review**

*(Can include USM, MHEC, Self-Study w/External Reviewers)*

Is your unit externally reviewed by an accrediting agency, government entity, or other external entity? Yes/No

What external review organization(s) audit your activities? (Leave blank, if not relevant)

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Review Type</th>
<th>Frequency</th>
<th>can this external review result in a cease of program operations (Y/N)</th>
<th>Review Outcome</th>
<th>Next Review Year</th>
</tr>
</thead>
<tbody>
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</table>

If the External Review(s) resulted in recommendations for your unit, please list them and their completion status.

Evidence: Self Study and Reviewer Letter
UMB PROGRAM REVIEW (5-7 YEAR CYCLE)

Purpose: Review and update mission/benchmarks/opportunities for long-term growth, etc. [Rubric to be determined to support self-assessment; draft rubric in process.]
Periodic Unit Self-Review
(if no, external review occurs)


Template* (Under discussion)

- Brief Description of Unit Mission, Including Goals, History and Context
  - Mission
  - Brief history of Unit
  - Approach to undertaking this self-study (i.e., involvement of staff, stakeholders, etc., process, etc.)
  - Staffing (Current)
- Characteristics of Students Involvement in Programs and Services offered.
- Description of Unit Resources
- Unit Quality and Viability (Evidence required*)
  - Unit Program and Service Structure/Mapping
  - Student Impact (e.g., Learning Outcomes)*
  - Other Experiences/Activities that Support Student Success
  - Measures of Student Academic Success
- Role of grants and contracts, Philanthropy in Program Success
- Feedback from Program Stakeholders (How attained and results)
- Forecast of Future Unit Demand
- Fiscal Health of the Program
- Adequacy of Facilities and Structural Support
- Assessment of Human Resources (e.g., is the staffing allocation sufficient to meet the needs of the unit? What are the determinants of requesting additional human resources? How effectively does the HRS Department support the Learning needs of staff? How are staff engaged to support unit improvement? What has turnover looked like in the unit over the past three years?)
  - SWOT
  - Program Strategic Priorities
    - Contributions made to the UMB Strategic Plan (FY22-26) and their impact on student achievement, engagement, development, etc.
    - Contributions to Unit’s continuous growth
  - Program Strengths and Challenges
  - Program Future Directions
- Questions for Review Teams (If this is self-review, how much time to complete, what are the requirements for selecting
ADPAIR

Requirements

• Two Reporting cycles per year
  – Annual Program Review and Goal-setting
  – Year-End Assessment Report
• Approvers/Contributors/Viewer Structure
AdPAIR
Advantages

• Integrates with the SPIMS for Strategic Planning
• Integrates with ILO tracking
• Tracks related budget requests
IESPA Next Steps

1. Schedule training session for APAIR community on YE assessment reporting requirements (Mid-March – April 14)

2. Collaborate with CITS to Create AdPAIR for July 2024 Pilot with Student Affairs/Registrar’s Departments

3. Continue to refine the Self-Study review questions, process, and schedule
Institutional Evaluation and Assessment Tracking

IESPA-Produced Reports
- APAIR/AD-PAIR Completion by School OR VP Unit/Program
- ILO Status by School/Program
- Evaluation/Assessment History
- Programs Reviews status
- Goal Status/Type
- PPI(s) monitored
- Program accreditation status
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

Contacts:
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Greg Spengler gspengler@umaryland.edu 6-1264