



Best Practices in Assessment Group

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Agenda

- Meeting Moderator – Instructions/
Attendance (Malinda Hughes)
- Introductions & Announcements (Greg
Spengler)
- Meeting Objectives
- Pilot Group Review – Assessment
Planning Process



Announcements

- MSCHE
 - Annual Institutional Update (AIU)
 - Distance Education approval process
 - Mid-point Peer-Review (2021)



MSCHE Feedback from 2016 Site Visit

The MSCHE Site Visit Team made two suggestions relating to assessment, one of which is below (as of May 2016):

Standard 7: *Institutional Assessment*. The team suggests that **UMB** periodically evaluate the effectiveness and comprehensiveness of its institutional assessment processes.

What this guidance means (MSCHE, 2007):

- Define and articulate institutional and unit goals;
- Implement strategies to achieve those goals;
- Assess achievement of those goals;
- Use results to improve programs and services, and inform planning and resource allocation.

Middle States Commission on Higher Education. (2007). *Student Learning Assessment: Options and Resources* (2nd ed., pp. 1–98). Philadelphia, Pennsylvania.



Meeting Objectives

- Review and adopt the Academic Program Assessment and Improvement Report (APAIR) template
- Review and adopt the APAIR reporting timeline
- Commence implementation period



Pilot Group Assessment Initiative

Process for Review

- **Pilot Group** – **Lynn Chen** (Nursing); **Shannan Dixon** (Genetic Counseling), and **Cara Felter** (Physical Therapy); Campus Labs Rep for technical support
- **Collaborated virtually** to discuss technical and process questions
- **Reached consensus** on the elements in the APAIR template (*one exception TBD)

Issues weighed by Pilot Group and Consensus Reached

Discussion Point	Decision
Assessment Period	Fiscal Year (July 1 – June 30)
Goal design	SMART * (with focus on measurable); avoid writing goals that are only measurable with a “Yes or No” answer
Require data input that is reported by IESPA (e.g., grad rates, exam pass rates, etc.)	Considered unnecessary, and removed from APAIR
An APAIR for each degree program individually vs. one APAIR for all programs together	Separate APAIR for each degree program
Certificate program tracking.	For now, only track externally-accredited certificate program (Open issue – Can multiple certificate programs with similar goals be reported on one template?)

***[S]**pecific; **[M]**easurable; **[A]**chievable; **[R]**elevant; **[T]**imebound

Reporting Timeline General

Activity	Due Date
Assessment Period	Fiscal Year (July 1 – June 30)
Planning Period (i.e., report on areas of improvement and up to three (3) improvement-based goals with associated metrics for each program)	July 1 – September 30 (Note: after September 30, goals are locked for future editing)
Assessment period ends	June 30
APAIR for each program due	December 31 (6 months after beginning of reporting period*)

*Allows time for data to be collected and reported to wrap up the fiscal year's report and eliminate the need to carryover goals with missing or delayed evidence.



Reporting Timeline FY 2021

Discussion Point	Dates
Assessment Period	Fiscal Year (July 1 – June 30)
Planning Period (i.e., report on areas of improvement and up to three (3) improvement-based goals with associated metrics)	Current to November 15, 2020 (Note: after November 15, goals are locked for future editing)
Performance period ends	June 30, 2021
APAIR due	December 31, 2021 (6 months after beginning of reporting period)



Academic Program Assessment and Improvement (APAIR) Template

<https://umaryland.campuslabs.com/planning>

Sample Grid Report:

[Genetic Counseling APAIR GRID Format](#)

[Physical Therapy APAIR PDF Format](#)



IESPA Support for APAIR Process

- Assist with the development of SMART goals and metrics
- Provide feedback on the APAIR as needed.
- Send reminder as due dates approach.
- Copy redundant APAIR data to the next fiscal year.



BPAG Assessment Initiative Summary

UMB Program Assessment Process Step	Status
Map program assessment activities across the (academic) enterprise	✓
Determine the evidence to periodically collect and assess to demonstrate compliance with MSCHE and establish an institutional continuous improvement process for Academic Programming	✓
Identify and establish KPIs and benchmarks	Pending
Document annual assessment plans centrally to facilitate internal and external reporting	✓
Assess progress of implementation	Pending
Adjust assessment process as needed	Pending
Create process for administrative units assessment	Planning



Final Steps

- Questions?
- Adopt template?
- Adopt timeline?
- Confirm date of first update
- Next meeting date – December 15, 2020
@ 10:00AM



For More Information

Assessment reporting will be available on the
Institutional Effectiveness, Strategic Planning, and
Assessment website:

www.umaryland.edu/iespa

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