# Program Assessment Plan Mockup

*This mockup was prepared by the WSU Office of Assessment for Curricular Effectiveness (ACE) and is intended to help WSU programs and faculty develop or update their program assessment plan. ACE is also available to collaborate with WSU undergraduate degree programs to develop or update program assessment plans. Contact us at* *ace.office@wsu.edu* *for more information.*

*Note: This mockup is intended to represent one example of an effective and sustainable program assessment system in line with* [*WSU’s expectations for undergraduate degree program assessment*](https://ace.wsu.edu/about-program-assessment/program-assessment-at-wsu/)*, recognizing that contexts and infrastructure may vary greatly across programs.*

## Undergraduate Program Assessment Plan for the Assessment Studies, BAAcademic Year 2024-25

### Narrative/Description of Degree Program

WSU’s Department of Assessment Studies offers a major in Assessment Studies leading to the Bachelor of Arts in Assessment Studies at the Pullman, Vancouver, and Global campuses. Students completing the Assessment Studies, BA are required to complete a set of core courses that advance the program’s student learning outcomes (SLOs); see Appendices A-C for details. These core courses include two upper division writing in the major [M] courses (ASMT\_ST 370 and ASMT\_ST 444) and the culminating senior project course (ASMT\_ST 480).

### Program Assessment Purposes / Framework

Two measures serve as the basis for program-level SLO assessment for the Assessment Studies, BA on all three campuses:

* Rubric evaluation of student coursework by ASMT\_ST 444 and ASMT\_ST 480 instructors (direct measure)
* Senior exit survey (indirect measures)

Students in ASMT\_ST 444 [M] (Advanced Writing) analyze literary texts and produce a substantial writing assignment, which is assessed for SLOs 1 & 2. Additionally, in ASMT\_ST 480 (Senior Project), students complete an integrative research project that is assessed for all three program-level SLOs. This rubric evaluation of student coursework by instructors allows us to determine the extent to which our majors are meeting the program SLOs near the end of the Assessment Studies curriculum, and also provides information about how our majors could be better prepared/supported.

Additionally, students complete the dept’s senior exit survey in their last semester prior to graduation, which provides the student perspective about their experience in the major. Among others, the senior exit survey includes questions about students’ confidence in their abilities to complete tasks related to all three program SLOs.

### Program Assessment Infrastructure & Expectations

* **Faculty Assessment Coordinator:** Butch T. Cougar
* **Chair:** John Smith
* **Undergraduate Studies Director:** Jane Doe
* **Undergraduate Studies Committee:** Chaired by the Undergraduate Studies Director, the Dept’s Undergraduate Studies Committee includes the Faculty Assessment Coordinator, a faculty representative from each campus where the degree is offered (Pullman, Vancouver, and Global), and faculty representatives from both ASMT\_ST 444 and ASMT\_ST 480 (the key courses where assessment is collected). As part of its charge, the Undergraduate Studies Committee oversees the undergraduate curriculum, stewarding the program’s SLOs, curriculum map, and 4-year schedule of studies.
* **Assessment Contact on Each Campus Offering the Degree:**
	+ Butch T. Cougar (Pullman)
	+ John Doe (Vancouver)
	+ Jane Smith (Global)
* **Expectations for Faculty Participation in Assessment Activities:** ASMT\_ST 444 and ASMT\_ST 480 instructors on each campus are expected to participate in the fall and spring direct measure collection (rubric evaluation of student coursework). Additionally, assessment is discussed with faculty as outlined below.
* **Communication within the Department/School:**
	+ **Faculty Assessment Coordinator:** The Faculty Assessment Coordinator coordinates program assessment efforts and logistics to implement the program’s assessment plan with faculty participation. The Assessment Coordinator liaises with the Chair and program faculty, and serves as a member of the Undergraduate Studies Committee, to communicate assessment priorities, logistics/processes, results/takeaways, etc.
	+ **Chair:** Each August, the Chair and the Assessment Coordinator meet to confirm assessment priorities for the AY. The Chair also participates in assessment discussions at the August faculty retreat and September faculty meeting (where prior AY assessment results are discussed) to communicate expectations for faculty engagement in assessment.
	+ **Undergraduate Studies Committee:** Each September, the Undergraduate Studies Committee reviews and discusses assessment results from the prior AY, to examine SLO achievement in relation to faculty-determined performance expectations, develop takeaways, and determine and document any decisions/actions re: curriculum, instruction, faculty development, assessment, etc.
	+ **Majority of Faculty:** A basic assessment overview is provided each August at the faculty retreat to briefly share the program SLOs and curriculum map, basic framework/approach to assessment, and priorities for the AY. Additionally, at the September faculty meeting, faculty discuss the results/takeaways from the prior AY and determine and document any decisions/actions re: curriculum, instruction, faculty development, assessment, etc.
* **Program Assessment Archive:** The dept’s program assessment archive is maintained by the Faculty Assessment Coordinator in Teams.

### Program Assessment Timeline/Calendar for Academic Year 2024-25

| **Activity** | **Months/Dates** | **Steps and Notes** | **Point Person/Participants** |
| --- | --- | --- | --- |
| Meeting to discuss priorities for this AY | Aug | Confirm program assessment priorities for AY24-25  | Assessment Coordinator and Chair  |
| Review assessment plan | Aug | Update plan and timeline of activities as needed | Assessment Coordinator |
| Share basic assessment overview at faculty retreat | Aug | Share program-level SLOs and curriculum map, basic framework/approach to assessment, priorities for this AY, etc. | Assessment Coordinator and Chair; Majority of Faculty who Teach |
| Share and discuss prior AY results w/ undergrad studies committee to inform actions/ decision-making | Sept | * Email AY23-24 rubric evaluation of student coursework (direct measure) and senior exit survey (indirect measure) data to cmte
* Set up meetings/agendas, as needed, to discuss the results, examine SLO achievement in relation to faculty-determined performance expectations, develop takeaways, and determine and document any decisions/actions re: curriculum, instruction, faculty development, assessment, etc.
 | Assessment Coordinator and Undergrad Studies Cmte |
| Share and discuss prior AY results w/ majority of faculty to inform actions/ decision-making  | Sept | Set up meetings/agendas, as needed, to discuss the results/takeaways and determine and document any decisions/actions re: curriculum, instruction, faculty development, assessment, etc. | Assessment Coordinator and Chair; Majority of Faculty who Teach |
| Fall submission deadline for major curricular change requests | Oct 1st  | Fall submission deadline for major [Curricular Change Requests](https://curriculumchange.registrar.wsu.edu/) for new and revised courses & new and revised degree requirements | Undergraduate Studies Director |
| Plan for fall direct measure collection (rubric evaluation of student coursework) | Oct | * Update tool/processes/messaging as needed
* Confirm course offerings (and campuses) for fall
* Email instructors to remind them about direct measure collection for fall
* ASMT\_ST 444: assess SLOs 1 & 2
* ASMT\_ST 480: assess SLOs 1, 2, & 3
 | Assessment Coordinator |
| Plan for fall indirect measure collection (senior exit survey) | Oct | Update tool/processes/messaging as needed  | Assessment Coordinator |
| Collect fall indirect measure (senior exit survey) | Nov | Confirm with advisors (each campus) about email invitation to graduating seniors to complete the senior exit survey | Assessment Coordinator; Advisors |
| Collect fall direct measure (rubric evaluation of student coursework) | Dec | Send tool to ASMT\_ST 444 and 480 instructors – Due Dec 18th | Assessment Coordinator; ASMT\_ST 444 and ASMT\_ST 480 Instructors |
| Draft annual program assessment report to ACE/WSU | Nov – Feb | * ACE emails initial info and planning sheet to assessment coordinators by Nov 1
* ACE strongly encourages assessment coordinators to share/discuss their planning sheet draft with the chair prior to submission in Qualtrics
* Contact ACE for support as needed
 | Assessment Coordinator and Chair |
| Submit annual program assessment report to ACE/WSU | Mid-Dec – Feb | Submit report in Qualtrics during the open reporting window — anytime from mid-Dec through Feb using link emailed by ACE  | Assessment Coordinator |
| Spring submission deadline for major curricular change requests | Feb 1st  | Spring submission deadline for major [Curricular Change Requests](https://curriculumchange.registrar.wsu.edu/) for new and revised courses | Undergraduate Studies Director |
| Plan for spring direct measure collection (rubric evaluation of student coursework) | Feb/Mar | * Update tool/processes/messaging as needed
* Confirm course offerings (and campuses) for spring
* Email instructors to remind them about direct measure collection for spring
* ASMT\_ST 444: assess SLOs 1 & 2
* ASMT\_ST 480: assess SLOs 1, 2, & 3
 | Assessment Coordinator |
| Plan for spring indirect measure collection (senior exit survey) | Feb/Mar | Update tool/processes/messaging as needed  | Assessment Coordinator |
| Collect spring indirect measure (senior exit survey) | Mar | Confirm with advisors (each campus) about email invitation to graduating seniors to complete the senior exit survey | Assessment Coordinator; Advisors |
| Collect spring direct measure (rubric evaluation of student coursework) | Apr/May | Send tool to ASMT\_ST 444 and 480 instructors – Due May 7th | Assessment Coordinator; ASMT\_ST 444 and ASMT\_ST 480 Instructors |
| Analyze/summarize direct and indirect measure data for this AY | Summer | * Organize and analyze AY24-25 rubric evaluation of student coursework (direct measure) and senior exit survey (indirect measure) data
* Prepare results for presentation to undergrad studies committee in Sept 2025
* Disaggregate by campus, where possible (where appropriate, aggregate data across multiple AYs for small campuses)
 | Assessment Coordinator |
| Update program assessment archive | Summer | Include annual program assessment report submitted to ACE/WSU (ACE emails each assessment coordinator a PDF copy of their final report in April), assessment plan, assessment data/results/findings, and documentation around decision/actions informed by assessment, other assessment materials (e.g., rubrics, measures/tools, etc.) | Assessment Coordinator |

## Appendix A: Program-level Student Learning Outcomes (SLOs)

Students graduating with an Assessment Studies, BA will be able to:

1. Communicate effectively in academic, professional, or creative writing
2. Analyze literary texts using appropriate literary and critical vocabulary
3. Design a research project using the appropriate methodology

## Appendix B: Curriculum Map

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ASMT\_ST 101** | **ASMT\_ST 201** | **ASMT\_ST 330** | **ASMT\_ST 370 [M]** | **ASMT\_ST 401** | **ASMT\_ST 444 [M]** | **ASMT\_ST 480** |
| 1. Communicate effectively in academic, professional, or creative writing | I | P | P | R |  | C/A | C/A |
| 2. Analyze literary texts using appropriate literary and critical vocabulary | I | P |  | R | R | C/A | C/A |
| 3. Design a research project using the appropriate methodology |  | I | P |  | R |  | C/A |

**Key:** I = Introduce; P = Practice; R = Refine; C = Competent; A = Assessed for program-level assessment
[M] = Writing in the Major Course

## Appendix C: 4-Year Schedule of Studies

**First Year**

*First Term*

Arts [UCORE ARTS]

ENGLISH 101 [UCORE WRTG]

Humanities [UCORE HUM]

Quantitative Reasoning [UCORE QUAN]

Electives

*Second Term*

ASMT\_ST 101

Communication [UCORE COMM] or Written Communication [UCORE WRTG]

Diversity [UCORE DIVR]

HISTORY 105 [UCORE ROOT]

Social Sciences [UCORE SSCI]

**Second Year**

*First Term*

Biological Sciences [UCORE BSCI]

Equity and Justice [UCORE EQJS]

Electives

*Second Term*

ASMT\_ST 201

Physical Sciences [UCORE PSCI]

Electives

Complete Writing Portfolio

**Third Year**

*First Term*

ASMT\_ST 330

Electives

*Second Term*

ASMT\_ST 370 [M]

Electives

**Fourth Year**

*First Term*

ASMT\_ST 401

Integrative Capstone [UCORE CAPS]

Electives

*Second Term*

ASMT\_ST 444 [M]

ASMT\_ST 480

Electives

## Appendix D: Record of Direct Assessment Measures Collected

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Direct Measure(s)** | **Semester(s) Collected** | **SLOs Assessed** | **Data Collection Details** | **Data Analysis / Summary of Results** | **Shared with Faculty for Discussion** |
| Rubric evaluation of student coursework in ASMT\_ST 444 and ASMT\_ST 480 | Fall 2023Spring 2024 | ASMT\_ST 444: SLOs 1 & 2ASMT\_ST 480: SLOs 1-3 | F23 participating instructors:- ASMT\_ST 444 Pullman: 1 section- ASMT\_ST 444 Vanco: 1 section- ASMT\_ST 480 Pullman: 1 section- ASMT\_ST 480 Global/Blended: 2 sectionsSp24 participating instructors:- ASMT\_ST 444 Pullman: 2 sections- ASMT\_ST 444 Global/Blended: 1 section- ASMT\_ST 480 Pullman: 2 sections- ASMT\_ST 480 Vanco: 1 section- ASMT\_ST 480 Global/Blended: 1 section | Analyzed by Assessment Coordinator in Summer 2024 | [Will be shared Sept 2024] |
| Rubric evaluation of student coursework in ASMT\_ST 444 (pilot) and ASMT\_ST 480 | Fall 2022Spring 2023 | ASMT\_ST 444: SLOs 1 & 2ASMT\_ST 480: SLOs 1-3 | F22 participating instructors:- ASMT\_ST 444 Pullman: 1 section- ASMT\_ST 480 Pullman: 1 section- ASMT\_ST 480 Global/Blended: 1 sectionSp23 participating instructors:- ASMT\_ST 444 Pullman: 1 section- ASMT\_ST 444 Global/Blended: 1 section- ASMT\_ST 480 Pullman: 2 sections- ASMT\_ST 480 Vanco: 1 section- ASMT\_ST 480 Global/Blended: 1 section | Analyzed by Assessment Coordinator in Summer 2023 | Shared w/ Undergrad Studies Cmte on Sept 8th, 2023Shared w/ faculty at Sept 25th, 2023 faculty meeting |
| Rubric evaluation of student coursework in ASMT\_ST 480 | Fall 2021Spring 2022 | SLOs 1-3 | F21 participating instructors:- Pullman: 1 section- Vanco/Global: 1 section (blended)Sp22 participating instructors:- Pullman: 2 sections- Vanco/Global: 1 section (blended) | Analyzed by Assessment Coordinator in Summer 2022 | Shared w/ Undergrad Studies Cmte on Sept 12th, 2022Shared w/ faculty at Sept 21st, 2022 faculty meeting |

## Appendix E: Record of Indirect Assessment Measures Collected

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indirect Measure(s)** | **Semester(s) Collected** | **SLOs Assessed** | **Data Collection Details** | **Data Analysis / Summary of Results** | **Shared with Faculty for Discussion** |
| Senior exit survey | Fall 2023Spring 2024 | SLOs 1-3 | Advisors invited graduating seniors on each campus (Pullman, Vancouver, Global) to complete the surveyAY23-24 response rate was 87% | Analyzed by Assessment Coordinator in Summer 2024 | [Will be shared Sept 2024] |
| Senior exit survey | Fall 2022Spring 2023 | SLOs 1-3 | Advisors invited graduating seniors on each campus (Pullman, Vancouver, Global) to complete the surveyAY22-23 response rate was 85% | Analyzed by Assessment Coordinator in Summer 2023 | Shared w/ Undergrad Studies Cmte on Sept 8th, 2023Shared w/ faculty at Sept 25th, 2023 faculty meeting |
| Senior exit survey (pilot) | Spring 2022 | SLOs 1-3 | Pilot collection (using the version revised by faculty in F21) -- Advisors invited graduating seniors on the Pullman Campus to complete the survey Sp22 response rate was 76% | Analyzed by Assessment Coordinator in Summer 2022 | Shared w/ Undergrad Studies Cmte on Sept 12th, 2022Shared w/ faculty at Sept 21st, 2022 faculty meeting |
| Zoom exit interviews | Fall 2020 | SLOs 1-3 | In response to COVID, the chair conducted exit interviews in Zoom w/ 25 graduating seniors on the Pullman Campus | Notes complied by Chair in Jan 2021 | Shared w/ Undergrad Studies Cmte on Feb 11th, 2021Shared w/ faculty at Mar 1st, 2021 faculty meeting |