

ACE Assessment Digest

OFFICE OF ASSESSMENT FOR CURRICULAR EFFECTIVENESS

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Thank You: 2021 Undergraduate Degree Program Assessment Reporting

We'd like to extend our appreciation to all faculty and chairs/directors who invested time in undergraduate program assessment activities, as well as into annual degree program assessment reporting for 2021. In April, assessment coordinators and chairs/directors will receive a PDF copy of their final report via email for their continued use and archive.

As we do each year, we will compile the data from the 2021 undergraduate program assessment reports and produce summaries for WSU, college, and campus leadership, as well as for our university-wide archives that provide evidence of assessment activities in support of university accreditation. The annual WSU-wide summary of undergraduate program assessment reports is also published on the ACE website each fall—keep an eye out for an announcement in a future issue of the ACE Assessment Digest.

As faculty and leadership engage in program assessment over time, and work to improve the quality and utility of their assessment elements, we are collectively developing mature, meaningful systems that meet the evolving needs of WSU students, faculty, and disciplines. For more information about undergraduate program assessment reporting, including past summaries, see our [Annual Program Assessment Reporting](#) webpages.

Transitions in the Faculty Assessment Coordinator Role in Your Department, School, or Program for AY 2022-23

If you will not be serving in the Faculty Assessment Coordinator role for an undergraduate degree for AY 2022-23, or are aware of personnel changes in the Faculty Assessment Coordinator role for AY 2022-23 for your department, school, or program, please let us know at ace.office@wsu.edu.

New Resource: Quick Guide to Internships and Other Field/Professional Experiences for Program-level Assessment

Our [Quick Guide to Internships and Other Field/Professional Experiences for Program-level Assessment](#) is intended to help WSU programs and faculty consider good practices for using internships and other field/professional experiences to assess student learning as part of program-level assessment. We are also available to collaborate with WSU undergraduate degree programs on internship and other field/professional experience evaluations as measures for program assessment; [contact us](#) for additional information.

Assessment Archives Toolkit: Resources for Developing and Maintaining Program Assessment Archives

As we near the end of the academic year, programs may find it useful to consider their program assessment archive. An assessment archive contains documentation of a program's assessment activities, providing a record of the components of a program's assessment work over time.

Assessment materials are program assets and valuable resources for supporting effective curriculum and instruction. Our [Assessment Archives Toolkit](#) includes resources intended to help WSU programs and faculty as they develop or maintain their program assessment archive, including our:

- [Quick Guide to Program Assessment Archives](#)
- [Quick Guide to Assessment Data Stewardship for Academic Programs](#)

We are also available to collaborate with undergraduate degree programs to develop archives for program-level assessment; [contact us](#) for additional information.

Resource: Quick Guide to Sampling, Sample Sizes, and Representation for Undergraduate Program Assessment

Our [Quick Guide to Sampling, Sample Sizes, and Representation for Undergraduate Program Assessment](#) is intended to help WSU programs and faculty consider good practices for considering sample sizes and strategies for program-level assessment. ACE is also available to collaborate with WSU undergraduate degree programs to design assessment measures; [contact us](#) for additional information.

Program Assessment Mini-grants Available

To help support undergraduate academic programs working to improve program-level assessment of student learning, and university priorities for quality curriculum and instruction, we are offering [Program Assessment Mini-grants](#)! WSU faculty who are involved with the development, implementation, or use of undergraduate program-level student learning outcomes assessment are welcome to apply. Applications are accepted on a rolling-basis; see the [Request for Proposals](#) for more information.

FYI – Calendar of Spring 2022 Dates Related to Program Assessment

Month	Date	Activity
Dec	Mid Dec	Program assessment coordinators receive an email from ACE with a unique link to their 2021 Undergraduate Program Assessment Reporting form in Qualtrics. Assessment coordinators can submit their report during the open reporting window — anytime from mid-Dec 2021 through Feb 2022 . ACE is also available to help assessment coordinators complete the report; contact us for additional information.
Jan	7 th	Fall 2021 [CAPS] Assessment Reports for UCORE are due (i.e., reporting closes).
	10 th	First day of instruction for the spring term.
Feb	1 st	Spring submission deadline for major Curricular Change Requests for new and revised courses.
	Early Feb	Fall 2021 [CAPS] instructors receive a pdf copy of their [CAPS] Assessment Report for UCORE from UCORE via email. <i>Note: Typically, assessment in a [CAPS] course for majors can contribute toward degree program level assessment of student learning – see our resource related to [CAPS] Assessment Reporting for UCORE as part of degree program assessment.</i>
	8 th	Deadline for undergraduate students to drop a course without record.
	Late Feb	Spring 2022 [CAPS] instructors receive an email from UCORE with initial information about [CAPS] Assessment Reporting for UCORE for the spring term.
	28 th	2021 Undergraduate Program Assessment Reports are due (i.e., reporting closes). Assessment coordinators (or another knowledgeable assessment contact) need to be available to answer questions until March 31 .
April	15 th	Deadline for undergraduate students to withdraw from a course.
	Mid to Late April	Each program will receive a PDF copy of their final 2021 Undergraduate Program Assessment Report from ACE for their continued use and archive.
	Late April	Spring 2022 [CAPS] instructors receive their link to the [CAPS] Assessment Reporting for UCORE form in Qualtrics via email (i.e., reporting opens).
	29 th	Last day of instruction for the term.
May	10 th	Final grade submission ends.
	13 th	Spring 2022 [CAPS] Assessment Reports for UCORE are due (i.e., reporting closes).

ACE Support for Program Assessment Efforts

We work with colleges and programs to assess student learning towards the improvement of undergraduate degree programs. ACE also provides assessment support for university-wide undergraduate education, serving all colleges, campuses, and UCORE general education. See [What We Do](#) for more information, including our mission.

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ACE Assessment Digest is a bite-sized email, sent twice a semester, communicating timely information about undergraduate program assessment at WSU ([ACE Assessment Digest Archive](#)). To send feedback, tips, or to opt out, email ace.office@wsu.edu.