

ACE Assessment Digest

OFFICE OF ASSESSMENT FOR CURRICULAR EFFECTIVENESS

ACE Assessment Digest | March 2023

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Thank You: 2022 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 2022. 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 2022 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-level 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, visit our [Annual Program Assessment Reporting](#) webpages.

Reminder: Please Help Promote NSSE 2023 in March and into April

In March, eligible seniors and first-year students on all WSU campuses are receiving emails on behalf of WSU President Kirk Schulz asking that they respond to the [National Survey of Student Engagement \(NSSE\)](#), with up to four weekly reminder emails. This survey collects input from seniors and first-year students about their academic experience at WSU and in their major, and asks seniors about future plans.

NSSE opened on March 1 and remains open through the end of the semester; however, students must complete the survey by April 15th to be eligible for the drawings for the \$100 Visa gift cards. Regular reminders to students in March and into April about NSSE would be greatly appreciated. The [nsse.wsu.edu](#) website has additional information about key dates and materials to help faculty and staff promote the NSSE 2023 survey at WSU, including:

- [In-Class Promotion](#)
- [Digital Displays, Posters, and Social Media](#)
- [Newsletters and Other Mass Messaging](#)

After each administration, our office collaborates with WSU's Office of Institutional Research to disaggregate results for undergraduate degree programs and colleges, focusing on responses from seniors. These disaggregated NSSE reports are distributed to WSU programs in which 10 or more seniors respond to survey. See our webpage focused on [NSSE for program-level assessment](#) for more information.

Transitions in the Faculty Assessment Coordinator Role in Your Department, School, or Program for AY 2023-24

If you will no longer be serving in the Faculty Assessment Coordinator role for an undergraduate degree for AY 2023-24, or are aware of personnel changes in the Faculty Assessment Coordinator role for AY 2023-24 for your department, school, or program, please let us know at ace.office@wsu.edu.

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.

Program 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.

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 2023 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 2022 Undergraduate Program Assessment Reporting form in Qualtrics. Assessment coordinators can submit their report during the open reporting window — anytime from mid-Dec 2022 through Feb 2023 .
Jan	6 th , 13 th , 20 th , 27 th	Drop-in hours in Zoom (2-4 pm) to help assessment coordinators complete their 2022 Undergraduate Program Assessment Report .
	9 th	Fall 2022 [CAPS] Assessment Reports for UCORE are due (i.e., reporting closes).
	9 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.
	3 rd , 10 th , 17 th , 24 th	Drop-in hours in Zoom (2-4 pm) to help assessment coordinators complete their 2022 Undergraduate Program Assessment Report .
	Early Feb	Fall 2022 [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>
	7 th	Deadline for undergraduate students to drop a course without record.
	Late Feb	Spring 2023 [CAPS] instructors receive an email from UCORE with initial information about [CAPS] Assessment Reporting for UCORE for the spring term.
28 th	2022 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 31st .	
March	1 st – 31 st	Main window for NSSE 2023 promotion . <i>Note: NSSE remains open through the end of the semester; however, students must complete the survey by April 15th to be eligible for the drawings for the \$100 Visa gift cards.</i>
April	14 th	Deadline for undergraduate students to withdraw from a course.
	Mid to Late April	Each program will receive a PDF copy of their final 2022 Undergraduate Program Assessment Report from ACE for their continued use and archive.
	Late April	Spring 2023 [CAPS] instructors receive their link to the [CAPS] Assessment Reporting for UCORE form in Qualtrics via email (i.e., reporting opens).
	28 th	Last day of instruction for the term.
May	9 th	Final grade submission ends.
	12 th	Spring 2023 [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.