

ACE Assessment Digest

OFFICE OF ASSESSMENT FOR CURRICULAR EFFECTIVENESS

ACE Assessment Digest | September 2023

In this issue:

- [Fall Welcome and Introduction to Our New Assessment Specialist Sara Mahuron](#)
- [Transitions in the Faculty Assessment Coordinator Role in Your Department, School, or Program](#)
- [WSU-wide Summary of 2022 Undergraduate Degree Program Assessment Reports Available](#)
- [Brief Survey of Assessment Coordinator Needs in October](#)
- [New Examples in Our Curriculum Maps Toolkit](#)
- [2022 Examples of Use of Program Assessment to Inform Decision-Making at WSU](#)
- [FYI – Calendar of Fall 2023 Dates Related to Program Assessment](#)
- [ACE Support for Program Assessment Efforts](#)

Fall Welcome and Introduction to Our New Assessment Specialist Sara Mahuron

As the fall semester moves into full swing, we look forward to opportunities to support your work on program-level assessment of student learning!

We're also pleased to announce that Sara Mahuron joined our office as an Assessment Specialist in May 2023. Previously, she worked at the University of Idaho as the Associate Director of Assessment and Accreditation for seven years in the areas of academic and cocurricular assessment, program review, surveys, course evaluations, NWCCU accreditation, and system administration. For more information about Sara and the rest of our staff, see our [ACE Staff](#) pages.

Transitions in the Faculty Assessment Coordinator Role in Your Department, School, or Program

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

WSU-wide Summary of 2022 Undergraduate Degree Program Assessment Reports Available

Each summer, we review data from the undergraduate assessment reports submitted by programs 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. In August, we provided Interim Vice Provost for Academic Engagement and Student Achievement Bill Davis with the 2022 WSU-wide Summary of Undergraduate Degree Program Assessment Reports. See the ACE website for [more information and the summary](#).

We extend our appreciation to all faculty and chairs/directors who invested time in program assessment activities, as well as into annual program assessment reporting.

Brief Survey of Assessment Coordinator Needs in October

Our office continuously strives to improve its support for undergraduate program assessment. This fall, we'd like to get a better understanding of your work and needs as an assessment coordinator through a brief survey. Emails will be sent to assessment coordinators in mid-October with more details. We look forward to your responses and thank you in advance for your input.

New Examples in Our Curriculum Maps Toolkit

A curriculum map is a matrix aligning program-level student learning outcomes (SLOs) with the courses for a degree program or major. Curriculum maps make visible the relationship between courses and program-level SLOs, enabling faculty to design and implement intentional curricula which systematically develop and deepen students' key skills and knowledge.

Our [Curriculum Maps Toolkit](#) includes resources intended to help WSU programs and faculty develop and update their curriculum maps, and also suggests ways that programs and faculty can use their maps to review and refine curricula and plan program assessment. The toolkit includes our:

- [Quick Guide to Curriculum Maps \(PDF\)](#)
- [Curriculum Map Template \(XLSX\)](#)
- [Quality Checklist for Curriculum Maps \(DOCX\)](#)
- [WSU Examples of Curriculum Maps – new examples available](#)

We extend our appreciation to these programs for their willingness to share their curriculum maps as examples at WSU.

2022 Examples of Use of Program Assessment to Inform Decision-Making at WSU

WSU expects undergraduate degree programs to regularly use assessment to support decision-making related to curriculum, instruction, assignments, and program assessment processes. Each year, we compile [selected examples of how WSU programs in various disciplines have used assessment to inform decisions](#), as reported in the annual undergraduate degree program assessment reports. The examples, like the annual program reports themselves, look at key or representative activities and uses, and are not intended to be exhaustive or show all uses of assessment results by WSU programs.

FYI – Calendar of Fall 2023 Dates Related to Program Assessment

Month	Date	Activity
Aug	Early Aug	Spring 2023 [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>
	21 st	First day of instruction for the term.
Sept	19 th	Deadline for undergraduate students to drop a course without record.
	Late Sept	Fall 2023 [CAPS] instructors receive an email from UCORE with initial information about [CAPS] Assessment Reporting for UCORE for the fall term.
Oct	1 st	Fall submission deadline for major Curricular Change Requests for new and revised courses & new and revised requirements.
	Mid Oct	Brief survey of assessment coordinator needs (details will be provided via email).
Nov	1 st	Program assessment coordinators receive an email from ACE with information about 2023 Undergraduate Program Assessment Reporting , including the report planning sheet. ACE is also available to help assessment coordinators complete the report; contact us for additional information.
	17 th	Deadline for undergraduate students to withdraw from a course.
Dec	Early Dec	Fall 2023 [CAPS] instructors receive their link to the [CAPS] Assessment Reporting for UCORE form in Qualtrics via email (i.e., reporting opens).
	8 th	Last day of instruction for the term.
	Mid Dec	Program assessment coordinators receive an email from ACE with a unique link to their 2023 Undergraduate Program Assessment Reporting form in Qualtrics. Assessment coordinators can submit their report during the open reporting window — anytime from mid-Dec 2023 through Feb 2024.
	19 th	Final grade submission ends.
Jan	5 th	Fall 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.

Copyright © WSU Office of Assessment for Curricular Effectiveness (ACE), All rights reserved.

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.