ACE Assessment Digest | March 2024

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Thank You: 2023 Undergraduate Degree Program Assessment Reporting

We'd like to extend our appreciation to all faculty and chairs/department heads who invested time in undergraduate program assessment activities, as well as into annual degree program assessment reporting for 2023. In April, assessment coordinators and chair/directors will receive a PDF copy of their final reports via email for their continued use and archive.

As we do each year, we will compile the data from the 2023 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, maturing, meaningful systems that meet the evolving needs of WSU students, faculty, and budgets. For more information about undergraduate program assessment reporting, including past summaries, visit our Annual Program Assessment Reporting webpages.

Smith Teaching and Learning Grant Applications Due March 13

WSU’s Inter-vice President for Provost for Academic Engagement and Student Achievement is soliciting Smith Teaching and Learning Grant proposals around innovative ideas that advance teaching and learning at WSU. The focus here is 2023-23 is in envisioning a broader range of teaching and learning transformations, including those connected to program-level assessment.

Starting this year, successful proposals must address one or more of the Eight Principles of Effective Teaching that have been outlined by the Center for Teaching, Learning, and Leadership at the University of Texas. For example, projects may address designing program learning outcomes, assessments, and activities, scaffolding program learning outcomes across the curriculum, developing a variety of methods to assess program learning outcomes, and/or using program assessment data to support student learning and inform instruction.

Proposals, including a signed endorsement by the applicant’s chair, can be submitted through an online application form by March 15th, 2024. Smith grants will be awarded in amounts up to $5,000 and announced in early April. See the Request for Proposals for more information.

Assessment Plans Toolkit: Resources for Developing and Updating Program Assessment Plans

An assessment plan articulates a program’s process and timeline for conducting program assessment activities, and for collecting, analyzing, and using program assessment data. Assessment plans also help communicate the various roles and responsibilities of program leadership and faculty in the assessment process.

Our Assessment Plans toolkit includes resources intended to help programs and faculty as they develop or update their program assessment plan, including:
- Quick Guide to Program Assessment Plans
- Program Assessment Plan Templates
- WSU Examples of Assessment Plans

We are also available to collaborate with undergraduate degree programs to develop or update assessment plans for program assessment; contact us for additional information.

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

As we approach the end of the academic year, programs may find it useful to consider their program assessment archive. An assessment archive includes 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:
- 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 programs for program-level assessment archives; contact us for additional information.

FYI – Calendar of Spring 2024 Dates Related to Program Assessment

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1st</td>
<td>Fall 2023 to UCORE, due (i.e., reporting closes).</td>
<td></td>
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<tr>
<td></td>
<td>Feb 1st</td>
<td>First day of the spring term.</td>
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<td></td>
<td>May 1st</td>
<td>Deadline for undergraduate students to drop a course without record.</td>
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<tr>
<td>Late Feb</td>
<td>Spring 2024 [CAPS] instructors receive an email from UCORE with initial information about [CAPS] Assessment Reporting for UCORE for the spring term.</td>
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<tr>
<td></td>
<td>March 15th</td>
<td>2023 Undergraduate Degree Program Assessment Form is released. Assessment coordinators and chair/directors need to be available to answer questions until March 21st.</td>
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<tr>
<td></td>
<td>April 15th</td>
<td>Deadline for undergraduate students to withdraw from a course.</td>
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<tr>
<td>Mid to Late</td>
<td>Each April</td>
<td>Each program will receive a PDF copy of this report.</td>
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<tr>
<td></td>
<td>Late April</td>
<td>All undergraduate program assessment report forms are due from ACE for their continued use and archive.</td>
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<tr>
<td></td>
<td>May 15th</td>
<td>Final grade submission ends.</td>
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ACE Support for Program Assessment Efforts

We work with colleges and programs to assist students learning towards the improvement of undergraduate degree programs. ACE also provides assessment support for undergraduate-wide student engagement, 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 bi-monthly email, sent once a semester, communicating timely information about undergraduate program assessment at WSU/ ACE Assessment Digest. To send feedback, tips, or to opt out, email ace.office@wsu.edu.