

Lock Haven University Outcome Assessment Processes and Procedures

Information on Outcomes Assessment for Faculty

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Summary

i The Outcome Assessment Committee (OAC) is composed of faculty who establish processes and procedures for assessing general education outcomes at Lock Haven University. Broadly, the committee is responsible for establishing a “rotation” for collecting general education assessment data, for creating data reporting templates (rubric templates) for general education outcomes, and for analyses of general education data.

This document is authored by the OAC in an effort to make the work of the OAC transparent and to support faculty efforts related to outcome assessment. Included is an outline of the procedures OAC uses to collect outcome assessment data and information on the location of documents used by the OAC to support general education assessment at Lock Haven University.

CURRENT CHARGE OF THE OAC

- 1) Develop and recommend a comprehensive outcomes assessment plan to incorporate into the University's strategic plan
- 2) Assist disciplines and departments who request help in developing outcomes assessment plans including learning goals and objectives and developing methods to measure attainment of those outcomes
- 3) Assist in developing or selecting surveys for University-wide projects which assess academic and co-curricular aspects of the college experience as preparation for professional careers and graduate school
- 4) Be available to coordinate academic programs/disciplines/departments assessment activities to maximize cooperation and collaboration among units and minimize duplication of efforts
- 5) Act as an informational and educational resource for the faculty to increase knowledge and skills in conducting assessment of student learning. This may include inviting speakers to campus, purchasing relevant materials, holding workshops and providing financial support for attendance at professional meetings related to assessment.
- 6) Evaluate the effectiveness of academic outcome assessment efforts at least once every five (5) years
- 7) Support and coordinate assessment of general education by providing faculty and Deans with an annual sampling distribution, providing yearly summaries and periodic trend analyses of assessment data to the UCC and administration, and conducting periodic reviews and revisions of rubrics when needed (at least every five years or as requested by the provost or UCC).periodic reviews and revisions of rubrics when needed (at least every five years or as requested by the provost or UCC).system.

How It Works: General Education Outcomes Assessment

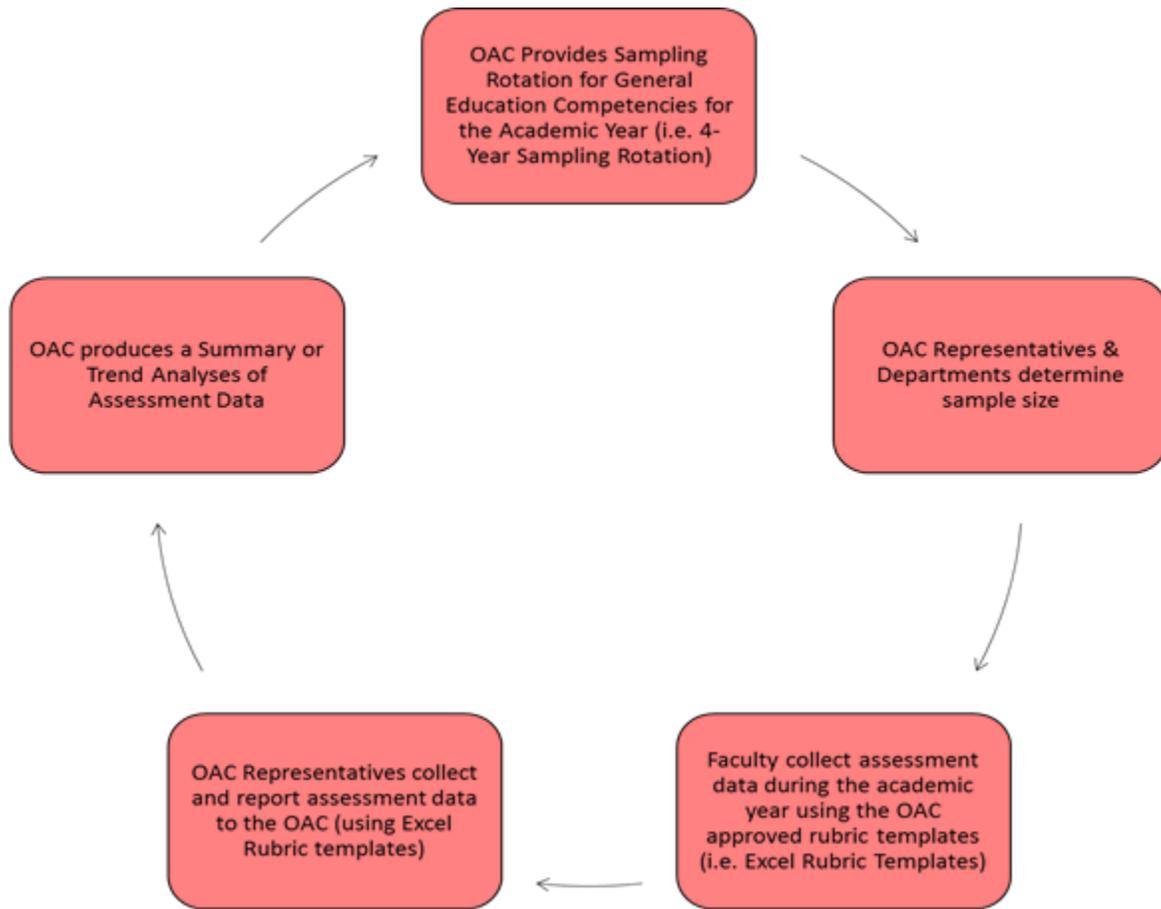


The overarching goal of the OAC is to develop a sustainable process for collecting, reporting, and analyzing general education learning outcomes at Lock Haven University. To that end, the OAC created specific documents related to each step in the process of assessing general education outcomes; data collection, data reporting, and data analyses.

- **Data Collection:** Beginning in AY15-16, the OAC developed a four-year sampling rotation for general education outcomes. The objective of the general education sampling rotation is to focus on a limited number of general education outcomes during each academic year, to use assessment data from those outcomes in a three year trend analyses, and to distribute the responsibility for general education assessment at Lock Haven University in a fair and equitable manner.
- **Data Reporting:** In addition to creating a sustainable sampling rotation, the OAC created rubrics for each of the general education outcomes. The rubrics are standardize excel templates and should be used by faculty to enter and report data from classroom assessments to the OAC. The OAC strongly encourages the use of rubric templates to record and report data to the OAC. The use of rubric templates facilitates analyses of data by the OAC.
- **Data Analyses:** The OAC is also responsible for data analyses in which general education assessment data collected during the academic year is summarized and reported to the University Curriculum Committee and General Education Sub-Committee. The OAC developed a standardized template for summarizing data on general education outcomes. General Education Summary reports or Trends Analyses includes the following sections:
 - Outcome
 - Method
 - Results
 - Department Actions
 - Observation on Methods
 - Observations on Results

Collectively, the processes and procedures used by the OAC assure consistent and sustainable sampling, collection, reporting, and analyses of general education learning outcomes at Lock Haven University. The work flow of the OAC is found in figure one.

Figure One: OAC Work Flow



Locating General Education Assessment Documents & Reports

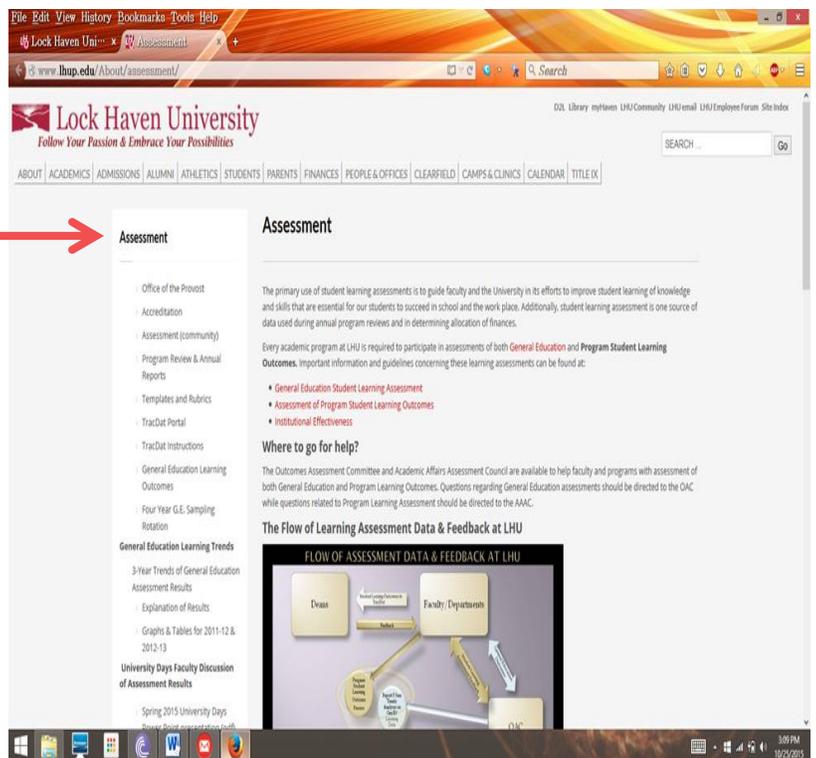


One of the challenges for the OAC is to assure faculty have full disclosure and access to the documents, templates, and reports related to OAC processes, procedures, and analyses. Department representatives to the OAC are available to assist faculty locating and using the documents and templates developed by the OAC for purposes of general education assessment. The following information will help faculty locate documents on the Lock Haven University website. Information is included for:

- Access to the Four-Year Sampling Rotation
- Access to OAC approved General Education Rubric Templates
- Access to OAC General Education Summary Reports and Trends Analyses

LOCATING OAC RELATED DOCUMENTS ON THE LOCK HAVEN UNIVERSITY WEBSITE

- The portal for locating documents and reports on general education assessment can be found under the ACADEMICS tab on the LHUP website. From the dropdown menu select ASSESSMENT to view the LHUP assessment page.
- From the main Assessment page, faculty can access:
 - The most recent Trends Analyses of General Education Outcomes
 - The Four Year Sampling Rotation
 - Summaries and other information from University Days Presentations on outcomes assessment



LOCATING OAC RELATED DOCUMENTS ON THE LOCK HAVEN UNIVERSITY WEBSITE

- The rubric templates used for collecting and reporting data from classroom assessments are linked to the Lock Haven University Community web page.
 - Clicking the link for Rubrics and Templates from the LHUP (main) assessment page will take you to the LHUP community page (authentication required) where the currently approved rubric templates are available for download.
- To locate previous and current General Education Summary Reports and Trends Analyses, simply click on Assessment Home and then the link for Assessment of General Education Student Learning Outcomes.

Assessment Home

General Education Reporting Templates and Instructions

Competency	Rubric (Excel Template)	Pen & Paper Copy	Directions	FAQ
Written Communications	Download Template	Download Copy		
Oral Communications	Download Template	Download Copy		Download FAQ
Critical Thinking	Download Template	Download Copy		
Mathematical and Computational Thinking	Download Template	Download Copy		
Natural Science Inquiry	Download Template	Download Copy		
Historical, Behavioral, and Social Sciences	Download Template	Download Copy	Download Questions	
Philosophical, Literary, and Aesthetic Inquiry	Download Template	Download Copy		
Global Awareness and Citizenship				
Wellness	Download Template	Download Copy		
Experiential Learning	Download Template	Download Copy		

Institutional Research

Middle States 2010

Outcomes Assessment Committee (OAC)

Program Review

University Curriculum Committee (UCC)

University Mission

Quick Links

Assessment of General Education Student Learning Outcomes

General Education Reporting Templates

TracDat User Guide

TracDat Web Portal

General Education Assessment Reports

General Education Summary Reports	
AY2010-2011	Download Summary Report
AY2011-2012	Download Summary Report
AY2012-2013	Download Summary Report
AY2013-2014	Download Summary Report

General Education Trend Analyses

AY2010-2011, 2011-2012, & 2013-2014 Trend Analyses	Download Trend Analyses
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OAC's Commitment to Support Assessment of Student Learning

i The OAC is committed to supporting faculty efforts to assess general education student learning outcomes at Lock Haven University. Department representatives to the OAC are a good source of information about OAC policies and procedures AND are a source of feedback for continuous improvement of general education assessment. The documents, rubrics and reports created by the OAC are intended to facilitate the collection, recording, and reporting of general education outcomes at Lock Haven University and we welcome feedback to improve processes or communication with faculty.

Closing the Loop

i “Closing the loop” involves feedback on general education student learning outcomes from faculty, the General Education Sub-Committee, and the University Curriculum Committee. Faculty discussion of general education learning outcomes generates feedback on sampling, data collection, and the meaning of assessments. Feedback from faculty is reported to the OAC by department representatives and during University Days presentations. In addition to feedback from faculty, the General Education Sub-Committee is procedurally required to review General Education Summary Reports or Trends Analyses and make specific recommendations to the University Curriculum Committee. Following a process of continuous improvement, the OAC will receive recommendations from the UCC (through the General Education Sub-Committee) and implement changes, recommendations, and/or feedback into general education assessment of student learning.

In the event that feedback on general education assessment of student learning outcomes indicates a deficiency or need for improvement within a specific academic program, the UCC can inform the Academic Affairs Assessment Council (AAAC), which includes representatives from administration (Deans and Provost) to communicate with the affected academic program(s) that an improvement plan needs to be implemented. Corrective actions should then be communicated to the Special Assistant to the Provost for Assessment and Accreditation and the narrative of departmental actions (i.e. the improvement plan) will be entered into TracDat under “General Education Actions”.

Together, faculty, the OAC and the committees responsible for general education, curriculum review, and evaluation engage in a continuous process of reviewing, communicating, and acting on general education learning outcomes that is data driven and sustainable.