GUIDE TO ACADEMIC ASSESSMENT PLANNING AND REPORTING IN CAMPUS LABS PLANNING

INSTITUTIONAL ASSESSMENT, OFFICE OF THE PROVOST

UNIVERSITY OF FLORIDA

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Abbreviations Used in this document:

CLP: Campus Labs Planning

CL: Campus Labs

PG: Program Goal

SLO: Student Learning Outcome

Questions? Contact:

assessment@aa.ufl.edu

Part 1: Overview

Academic Assessment Plans are required for all UF academic programs, including undergraduate, graduate, professional, and certificate programs. All UF academic units must provide assessment data reports for the previous academic year for all academic programs annually <u>on or before the last Friday in November (Before Thanksgiving).</u> All assessment planning and reporting occurs in the Campus Labs Planning software. If you encounter any issues with CLP, you can contact the Office of Institutional Assessment at assessment@aa.ufl.edu for assistance.

Annual planning and reporting cycle: *With the exception of the last Friday in November (Before Thanksgiving) deadline, these time frames are suggestions to help guide your annual assessment activities in CLP.

Last Friday in November (Before Thanksgiving): Academic Assessment Data Reports submitted (All)

Nov. - Feb.: Reports reviewed by the UF Office of Institutional Assessment

March: Reviews returned to units.

March – May: Units may address any concerns that came up during review, editing reports as needed in CLP in the same year for which data was reported.

May – June: All Plan information (i.e., everything except SLO, PG, and Use of results data) is automatically rolled over to the next year once units have had time to address reviewer concerns. The next reporting year will be created in Campus Labs when the rollover is conducted. The previous reporting year will no longer be accessible for editing after the rollover is completed (Previous years are all "locked"). Units are notified annually of the rollover date.

July-Sept.: Following the rollover, units should make any updates to their academic assessment plan <u>in the new reporting year</u>. Updates might include changes to a PG, a new responsible user, approved changes to an SLO or SLO assessment method, updates to the academic assessment plan detail, or updates to a program's mission. For detailed information, see Part 2: Updating an Academic Assessment Plan. If you are requesting data from colleagues, it may be helpful to run a report for use as a template to share with your colleagues. For detailed information see Part 4: Running a Report.

Aug.– Nov.: Once SLO data, PG data, and Use of Results are have been compiled, data should be entered into CLP. Reports must be completed in CLP by the last Friday in November (Before Thanksgiving) of each year. For detailed information see Part 3: Entering Data.

Part 2: Updating an Academic Assessment Plan

Following the annual AAP rollover in CLP, you can login to CLP and begin making updates to the current reporting years AAP. There are four areas where you want to focus while updating an AAP:

1. Mission
2. Program Goals
3. Student Learning Outcomes
4. Academic Assessment Plan (AAP) Detail

Log into CLP (https://ufl.campuslabs.com) and enter your GatorLink username and password, then click "Planning".

1. Select the org chart symbol at the far left.
2. Select the year being edited.
3. Select "Assessment Plan".
4. Navigate to the appropriate unit and program. Each time you click, the unit category will automatically expand until you have reach an academic program.

Once you have navigated to the program being updated, click the program and a list of plan items will appear to the right. If you do not see plan items, check to make sure you are on the "Plan Items" tab (orange star).

Now you are ready to update the program plan items. To open a plan item, click the blue plan item title. Open the Program Mission.

Edits can be made to any of the fields in the plan item. Make sure to indicate the appropriate "Program Type and Level" and update any "Site Information". If there have been changes to the program mission, edits can be made directly to the mission statement. Once you have finished, click "Done" in the blue box on the lower right to save you changes and to go back to the list of plan items.

We are now going to go through how to make any updates to all PGs, SLOs, and the Academic Assessment Plan Detail.

Select the first PG to make updates.

Make any necessary updates to the PG and evaluation method. Do this for each PG.

Now Select a SLO to update. Note that changes to program SLOs and assessment methods should be approved by the Academic Assessment Committee. [Learn about the process for modifying an SLO](#).

When updating an SLO, make sure to check, and if necessary, update the SLO Area, Assessment Methods Checklist and Assessment Method Narrative. The selection made in the Assessment Methods Checklist allows for assessment data from across the university to be compared and summarized in a standardized way. The Assessment Method Narrative provides a space to include details on the assessment methods (what students produce) and procedures (how these products are assessed). Additionally, this area can be used to explain items not included in the checklist. The screen shot below shows a portion of the SLO template. Make sure to check all program SLOs.

SLO Area (select one)

Progress

Assessment Methods Checklist

What methods do you use to assess student achievement of the outcome? Check all that apply. Enter any assessment methods not listed here in the Assessment Methods Narrative.

- [ ] Faculty developed examination
- [ ] Third-party examination (e.g. ETS, etc.)
- [ ] Final paper
- [ ] Final project
- [ ] Final presentation
- [ ] Final Performance/Production
- [ ] Final Exhibit
- [ ] Consensus Moderation
- [ ] Capstone
- [ ] Non-exam Course assignment(s)
- [ ] Evaluation
- [ ] Practica/Internship
- [ ] Externship
- [ ] Student Teaching
- [ ] Survey
- [ ] Portfolio
- [ ] Review by faculty outside the department
- [ ] External review by non-UF individuals (e.g., business professionals, industry representatives,etc.)
- [ ] Exit interview
- [ ] Other - please describe in the Assessment Method Narrative.

Assessment Method Narrative
Enter any additional measures not in the list in the space provided. Leave blank if there are no additional methods to include.

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There are no attachments.

Now we are going to make any necessary updates to the Academic Assessment Plan (AAP) Detail.

The Academic Assessment Plan (AAP) Detail includes a lot of information and should be checked carefully to make sure that all fields are up to date.

After reviewing and making any necessary update to the four areas, Mission, PGs, SLOs, Academic Assessment Plan (AAP) Detail, you have completed the planning process. Once the program has data to report, you will login to CLP again and enter the data prior to the last Friday in November (Before Thanksgiving) deadline, as explained in the following section.

Part 3: Entering Data

All UF academic units must provide assessment data reports for the previous academic year for all academic programs annually on or before the last Friday in November (Before Thanksgiving).

Minimum students for data reporting: If a program has fewer than 10 students for undergraduate programs, and 5 students for graduate and professional programs, data should be reserved and reported once there is data for the minimum number of students required for reporting. If your program has not met the minimum number of students for reporting, program results should not be reported. If you are not reporting program results this year due to minimum enrollment not being met, please check the "Program Results Not Reported This Year" box in the "Use of Results for Improvement" plan item (skip ahead to view this portion of the tutorial).

Make sure to remove any student identifying information from data before entering into CLP. There are three areas where you want to focus while reporting academic assessment data:

1. Program Goals
2. Student Learning Outcomes
3. Use of Results for improvement.

Log into CLP (https://ufl.campuslabs.com) and enter your GatorLink username and password, then click "Planning".
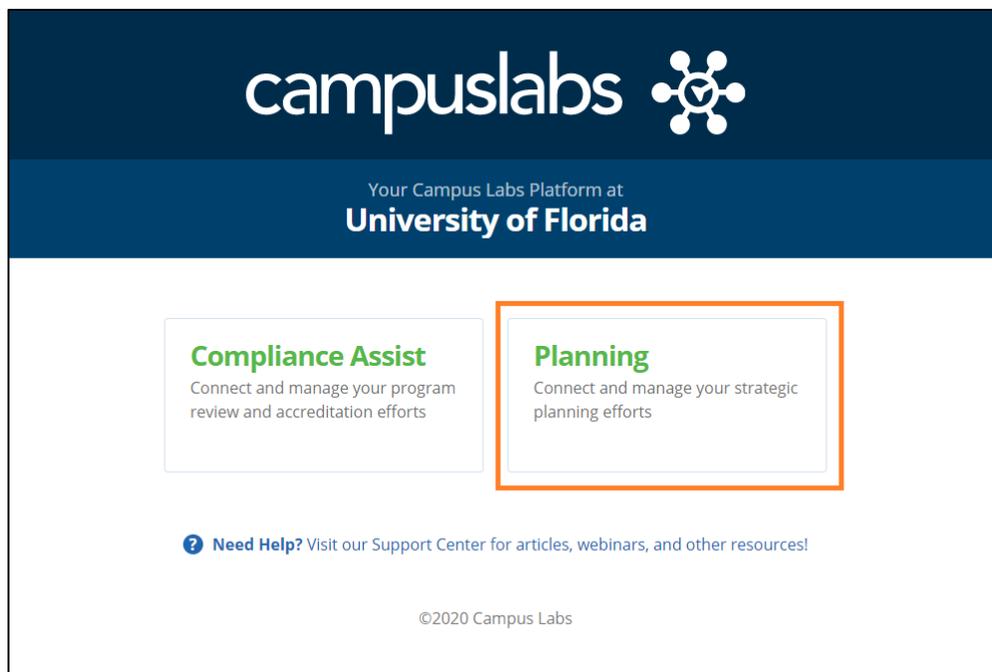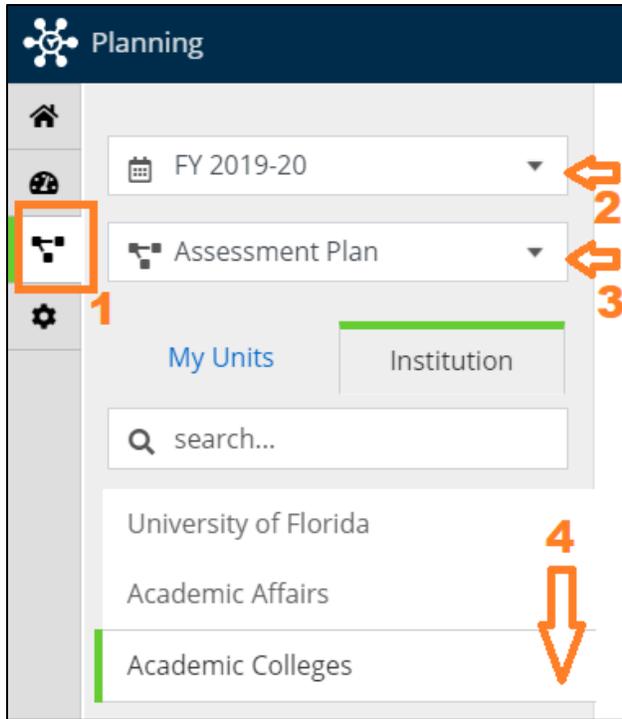
1. Select the org chart symbol at the far left.
2. Select the year being edited.
3. Select "Assessment Plan".
4. Navigate to the appropriate unit and program. Each time you click, the unit category will automatically expand until you have reach an academic program.

Once you have navigated to the program being updated, click the program and a list of plan items will appear to the right. If you do not see plan items, check to make sure you are on the "Plan Items" tab (orange star).
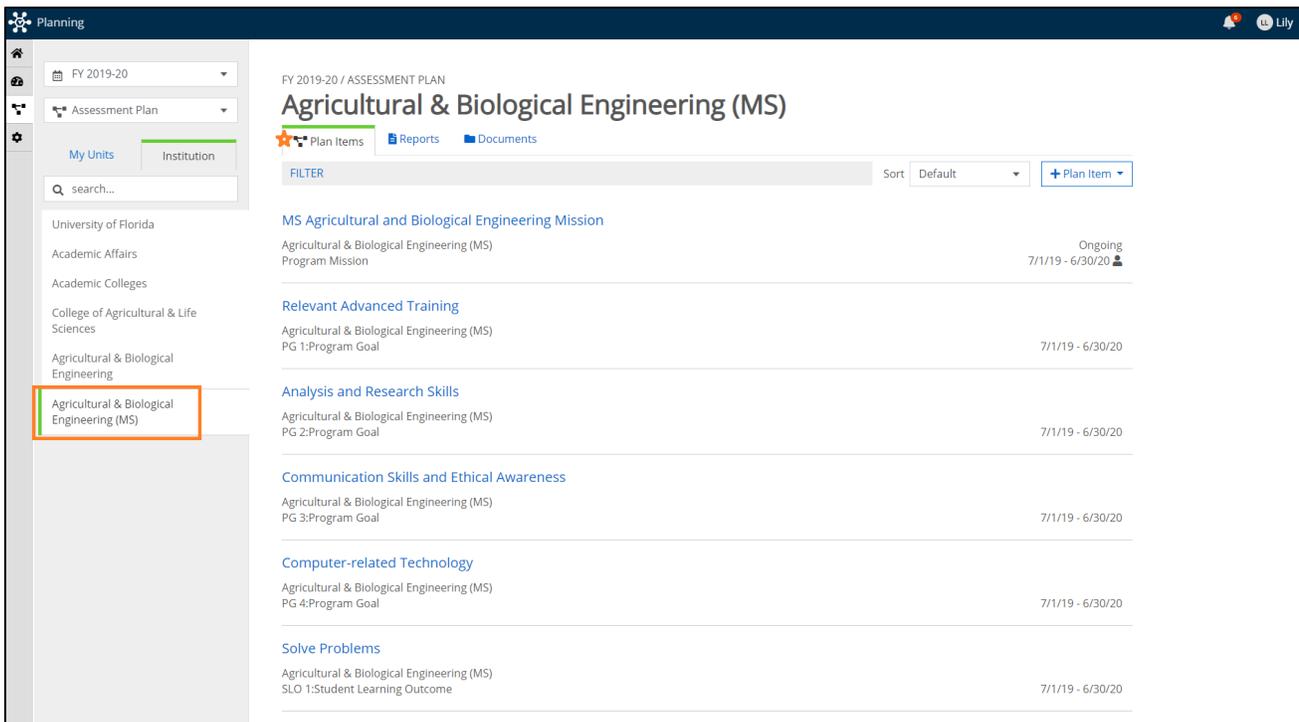
Entering data for all PGs, SLOs, and Use of Results for Improvement.

Select the first PG.

Enter the results for the PG into the "Results" textbox. Attachments may be included but only as additional evidence supporting what is stated in the "Results" narrative. The narrative should provide sufficient information for reviewers to understand the results without viewing the attachments. If data is provided as an attachment and there is no narrative, the report will receive a "needs attention" rating (Review Form) and the section will be considered incomplete. The screen shot below shows the "Results" field in the PG template.
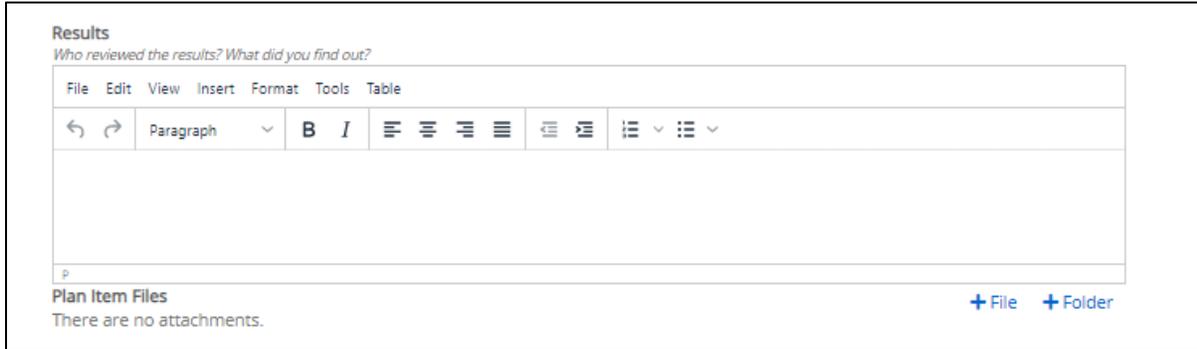
Once results have been reported for all PGs, you are ready to enter SLO data. Select the first SLO that is being assessed this year.
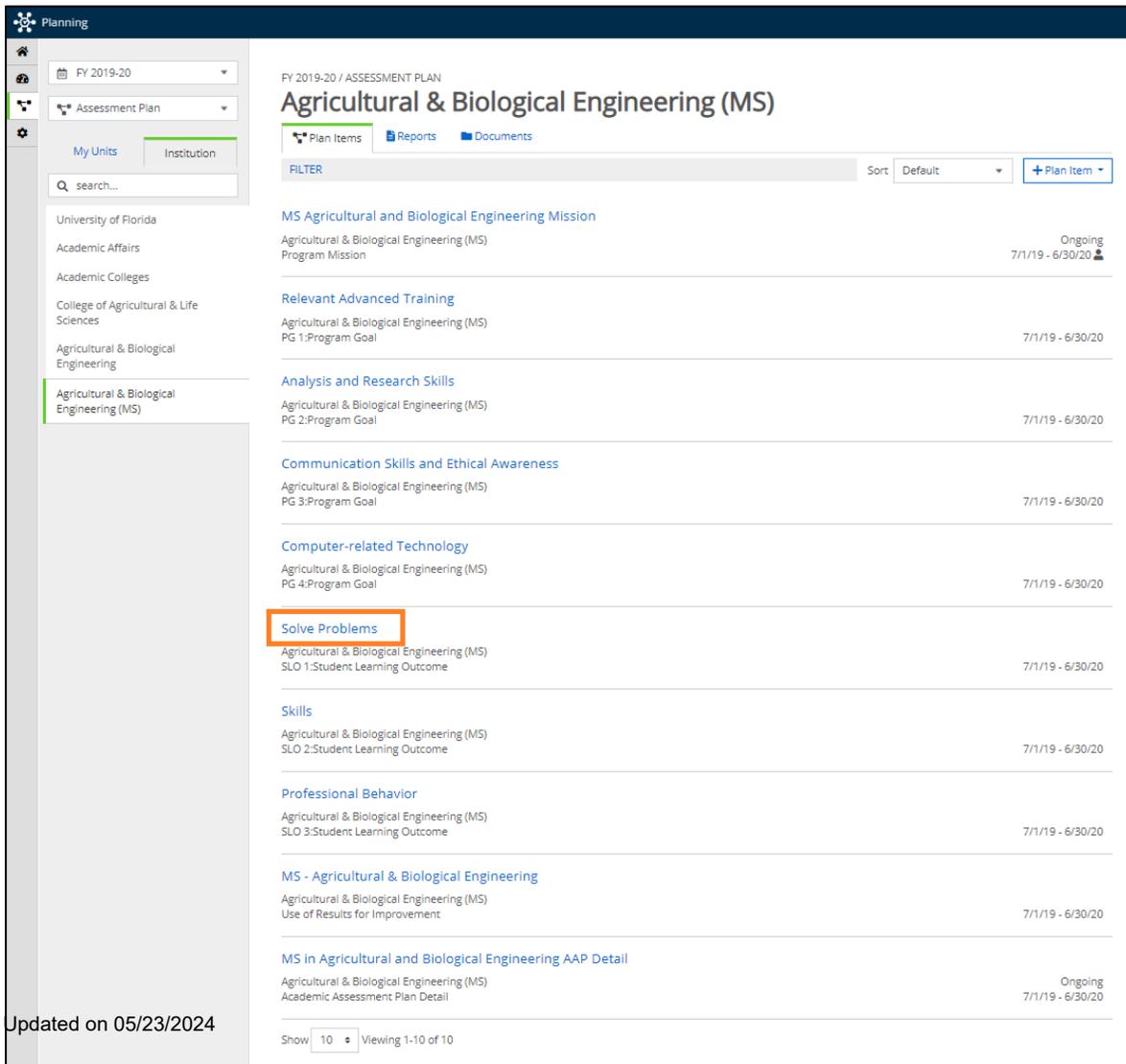
Note that the Assessment Cycle (previously found in the Academic Assessment Plan Detail. Moved to Use of Results in 2024) indicates how frequently each SLO will be assessed. SLO's must be assessed at least once every three years, and at least one SLO must be assessed each year for each program. Each program determines its own assessment cycle.

If an SLO is not being assessed this year, check the box for "SLO Not Assessed This Year". If it is being assessed, then all other fields in the screen shot below must be completed. If a program is offered both online and in-person, results should be presented separately in the Results Narrative field. Attachments may be included but only as additional evidence supporting what is stated in the "Results" narrative. The narrative should provide sufficient information for reviewers to understand the results without viewing the attachments. If data is provided as an attachment and there is no narrative, the report will receive a "needs attention" (Review Form) rating and will be considered incomplete. Data presented in the 4 numerical entry boxes should be aggregated. The screen shot below shows the "Results" fields in the SLO template. Complete the data entry process for all SLOs.

Once results have been reported for all SLOs, you are ready to complete the Use of Results for Improvement. Select the Use of Results for Improvement.

When entering Use of Results for Improvement, make sure to select all relevant improvement types from the "Improvement Types Checklist." The selection made in the Improvement Types Checklist allows for assessment data from across the university to be compared and summarized in a standardized way. The "Use of Results for Improvement Narrative" is a required field where reporters provide detail including who reviewed the results and what types of improvements were decided upon. The narrative should include improvements made to PGs and SLOs as a holistic narrative. This narrative should be written in the past tense, as it reflects what decisions have been made. The screen shot below shows the relevant portion of the Use of Results for Improvement template.

Improvement Types Checklist

Select the types of improvements you decided to make based on your review of the program assessment results. Check all that apply. NOTE: All changes to SLOs, Assessment Methods, and Curriculum/Assessment Maps require Academic Assessment Committee review and approval.

- [ ] Revised one or more existing Student Learning Outcomes (SLOs).
- [ ] Added one or more SLOs.
- [ ] Removed one or more SLOs.
- [ ] Modified one or more SLO assessment methods.
- [ ] Added one or more SLO assessment methods.
- [ ] Removed one or more SLO assessment methods.
- [ ] Revised one or more existing Program Goals.
- [ ] Added one or more Program Goals.
- [ ] Removed one or more Program Goals.
- [ ] Revised one or more existing Program Goal evaluation methods.
- [ ] Added one or more existing Program Goal evaluation methods.
- [ ] Removed one or more existing Program Goal evaluation methods.
- [ ] Revised the Undergraduate Curriculum Map.
- [ ] Revised the Graduate/Professional Assessment Map.
- [ ] Modified one or more courses.
- [ ] Modified the program curriculum or curriculum sequence.
- [ ] Other changes (please describe in your narrative)
- [ ] No changes made based on this review

Use of Results for Improvement Narrative - Required
What impact did your review of these results have on your program? What did you decide to do based on what you found out?

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- [ ] Program Results Not Reported This Year

Check this box to confirm that program faculty continue to collect and analyze data annually, but are not reporting this year because there were less than the minimum number of unique students required for reporting. The reporting minimums are: at least 5 unique students for graduate and professional programs and at least 10 unique students for undergraduate programs.

🗑 Delete   📄 Read View   **Done**

If you are not reporting program results this year due to minimum enrollment not being met, please check the "Program Results Not Reported This Year" box in the "Use of Results for Improvement" plan item

Congratulations! You have completed your Academic Assessment Data Report!

Part 4: Running a Report

CLP can output PDFs, CSV, or word formats of academic assessment plans. This may be helpful if you are coordinating data collection from multiple individuals or units and would like to provide a template to help guide your collaborators. There are a number of ready-to-go reports available for your use. If you do not find a report that meets your needs, please contact the Office of Institutional Assessment (assessment@aa.ufl.edu).

Log into CLP (https://ufl.campuslabs.com) and enter your GatorLink username and password, then click "Planning".
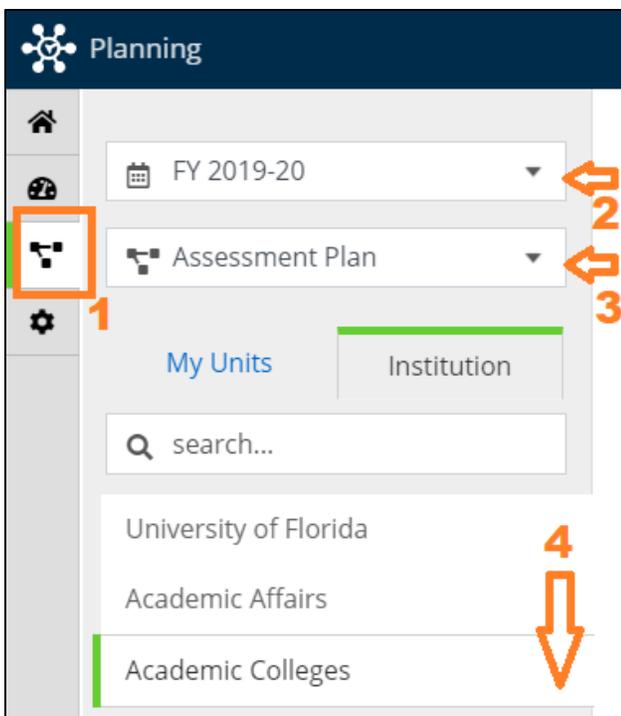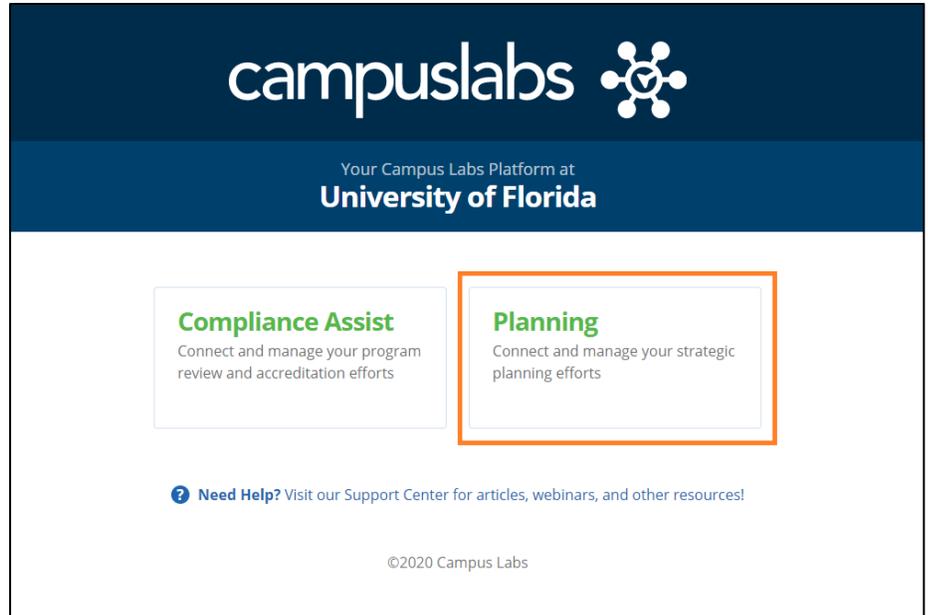
1. Select the org chart symbol at the far left.
2. Select the year being edited.
3. Select "Assessment Plan".
4. Navigate to the appropriate unit and program. Each time you click, the unit category will automatically expand until you have reach an academic program.

Once you have navigated to the program being updated, click the program and a list of plan items will appear to the right. Select the "Reports" Tab.

Once you select the "Reports" tab, you will see a list of available reports, each with a short description of what it includes. The "Reviewers Report – Academic Data" is most commonly accessed. Open the dropdown menu and select one of the following:

- **View Report or Print**: opens a new tab in your browser where the report will show up (This may take a few minutes). This is a good option if you want to preview the report before you download it. If you select this option, the new window will provide the option to download as a CSV, Word file, or you can select print, and then print to PDF.
- **Customize Dates**: allows you to change the year the report pulls information from.
- **CSV or Word Export**: Automatically downloads the report in the chosen format to your computer.

Part 5: Helpful Resources & Tips

[How to develop a new Assessment Plan.](#)

Prepare your plan and data outside of CLP, then simply copy the data into CLP. This will ensure that if there are any issues with you internet connection or the CLP software while you are working in CLP, your work will not be lost.