



Annual Reporting Taskstream AMS

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 - Assessment Findings
 - Action Plan (if needed)
 - Status Report (if needed)
- Steps for adding an annual assessment plan into AMS



What is the Annual Assessment Report?

Kent State University Accreditation

- Kent State University is accredited by the Higher Learning Commission (HLC)
- In alignment with HLC accreditation, all academic programs must submit a programmatic assessment report every year
 - Reports are reviewed and maintained by Kent State's Office of Accreditation, Assessment and Learning



Parts of the Assessment Report

- Mission Statement
- Student Learning Outcomes
 - Minimum of three
- Measures (i.e., method of assessment)
 - Should include a mix of direct and indirect
- Achievement Targets (i.e., minimum performance standard)
- Findings
- Recommendations/Reflections
- Action Plan
 - Required when a program does not meet its achievement target(s)
 - A Status Report is subsequently required

What is AMS?



- Taskstream is Kent State University's assessment management system
 - Two sides:
 - Accountability Management System → **AMS**
 - Learning Achievement Tools → **LAT**
-

800+

institutions worldwide

2.6 million+

all-time users

22.1
million+

rubrics scored

AMS vs. LAT

Please select your platform

New WEAVE Online

AMS

Accountability Management System

- Manage documents, data, and workflow
- Identify and align learning outcomes
- Create curriculum maps
- Build assessment plans and document findings
- Plan and track improvements

Entirely new to KSU

LAT

Learning Achievement Tools

- Collect evidence of student achievement
- Provide formative comments to students
- Score student work with rubrics and forms
- Manage clinical placements and internship data
- Analyze performance by outcome or assignment

Use AMS for...

- **Completing your program's annual assessment report**
 - Replaces WEAVE Online and the Word template
 - Previous methods used for collecting annual assessment reports
- **You may also use AMS to:**
 - Create curriculum maps
 - Maintain copies of syllabi
 - Generate reports

AMS Basics



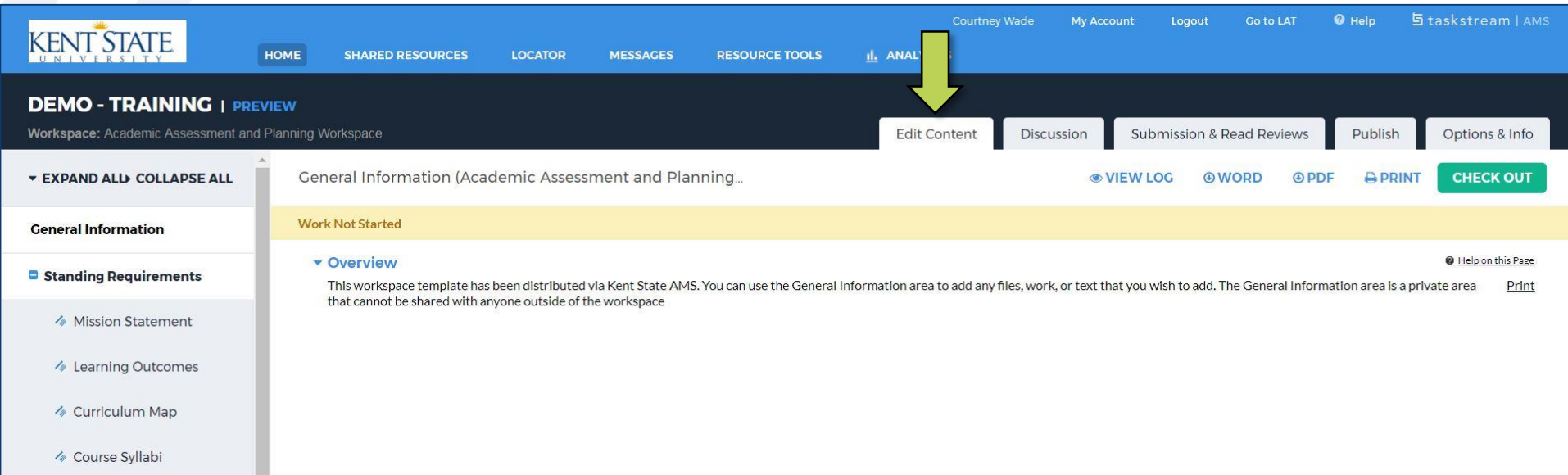
Get an AMS Account

- For programs **within** the College of EHHS:
 - Contact Courtney Marsden – cwade10@kent.edu – with the name of the program(s) you need workspace access to, including the degree level (e.g., B.S., M.Ed., Ph.D.)
- For programs **outside** of the College of EHHS:
 - Contact the Office of Accreditation, Assessment and Learning (AAL) directly: <https://www.kent.edu/aal/about-aal>

AMS Basics

Edit Content Tab





- This is where you will fill out your annual assessment report for the University
 - Open by default







The screenshot displays the Kent State AMS (Academic Assessment and Planning) interface. At the top, a blue navigation bar contains the Kent State University logo, a menu with options like HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS, and user information including Courtney Wade, My Account, Logout, Go to LAT, Help, and taskstream | AMS. Below this, a dark blue header shows the current workspace as "DEMO - TRAINING | PREVIEW" and "Workspace: Academic Assessment and Planning Workspace". A green arrow points to the "Edit Content" tab, which is the first of several tabs (Discussion, Submission & Read Reviews, Publish, Options & Info). The main content area shows the "General Information (Academic Assessment and Planning...)" section, which is currently "Work Not Started". A sidebar on the left allows expanding or collapsing sections, with "General Information" and "Standing Requirements" visible. The "Standing Requirements" section lists items like Mission Statement, Learning Outcomes, Curriculum Map, and Course Syllabi. The main content area includes an "Overview" section with a message about the workspace template and a "CHECK OUT" button.

Sidebar Navigation

[-] Standing Requirements

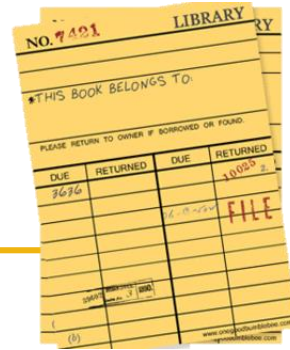
-  Mission Statement
-  Learning Outcomes
-  Curriculum Map
-  Course Syllabi

[+] 2015-2016 Assessment Cycle**[+] 2016-2017 Assessment Cycle****[-] 2017-2018 Assessment Cycle**

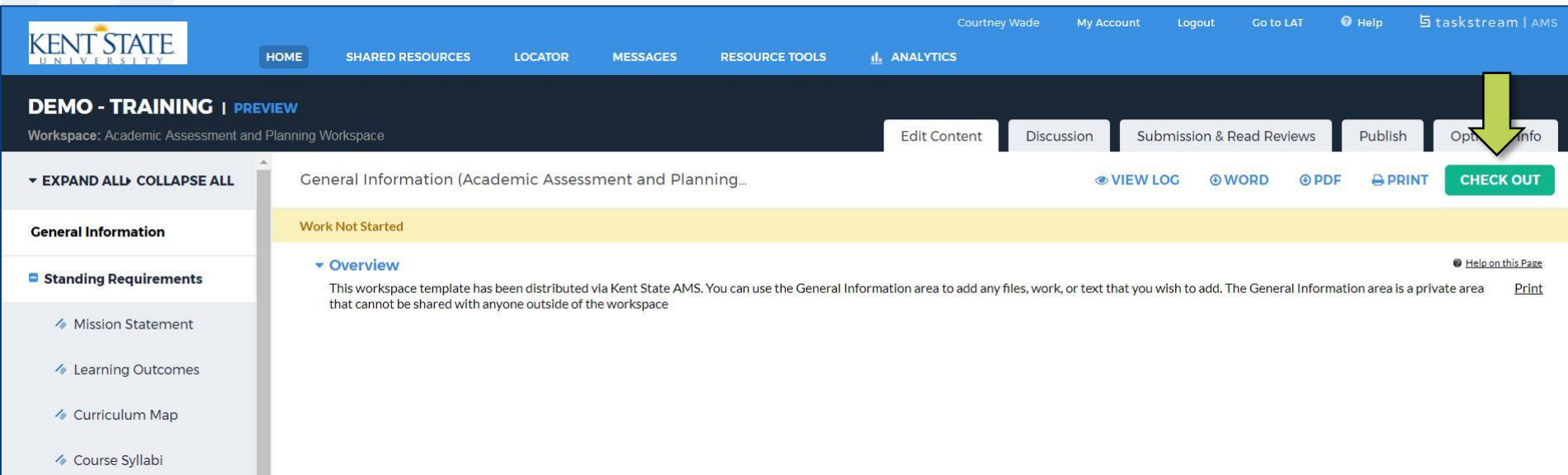
-  Assessment Plan
-  Assessment Findings
-  Action Plan
-  Status Report

- Be sure you are in the appropriate assessment cycle by using the sidebar on the left side of your screen
 - Click [+] to expand a section/cycle
 - Click [-] to collapse a section/cycle

AMS Basics “Check Out”



- Whenever you wish to add or edit a section within the Edit Content tab, you will need to select the green **“Check Out”** button
 - This helps ensure no one overwrites someone’s work



The screenshot shows the Kent State AMS interface. At the top, there is a navigation bar with the Kent State logo, user information (Courtney Wade), and links for My Account, Logout, Go to LAT, Help, and taskstream | AMS. Below this is a secondary navigation bar with links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The main content area is titled 'DEMO - TRAINING | PREVIEW' and 'Workspace: Academic Assessment and Planning Workspace'. On the right side of the main content area, there are tabs for Edit Content, Discussion, Submission & Read Reviews, Publish, and Opt Info. A green arrow points to the 'CHECK OUT' button, which is highlighted in green. On the left side, there is a sidebar with a list of items: Mission Statement, Learning Outcomes, Curriculum Map, and Course Syllabi. The main content area shows a 'General Information' section with a 'Work Not Started' status and an 'Overview' section with a description of the workspace template.

AMS Basics “Check In”



- Your work will save as you go, but you should still utilize the check in feature:
 - When you are done, click the “**Check In**” button and add a note that will be kept in the Log (notes are optional)
 - In case you forget to check something in, no worries! Check in will automatically happen when you log out of the system

DEMO - TRAINING | PREVIEW

Workspace: Academic Assessment and Planning Workspace

Edit Content

Discussion

Submission & Read Reviews

Publish

Options

EXPAND ALL COLLAPSE ALL

General Information

Standing Requirements

- ◆ Mission Statement
- ◆ Learning Outcomes
- ◆ Curriculum Map
- ◆ Course Syllabi

General Information (Academic Assessment and Planning...

VIEW LOG

WORD

PDF

PRINT

CHECK IN

Work Not Started

Checked out: 06/30/2017 03:49:23 PM (EDT)

Checked out to: Courtney Wade

Overview

This workspace template has been distributed via Kent State AMS. You can use the General Information area to add any files, work, or text that you wish to add. The General Information area is a private area that cannot be shared with anyone outside of the workspace

Help on this Page

Print



Interactive Training

Example: adding a 2016-2017 report to AMS

Open your completed 2016-2017 Assessment Report Template



The Microsoft Word document is ideal for copying/pasting in AMS

Kent State University 2016-2017 Assessment Report for Academic Programs	
Program Name: Social Media Studies (SMS)	
Standing Requirements: "Mission Statement"	
The Social Media Studies program (SMS) is committed to developing skilled professionals that can meet the challenges related to an ever-evolving field. The SMS program prepares students through diverse coursework and practical experiences, while also fostering innovation in the field through interdisciplinary research.	
Standing Requirements: "Learning Outcomes"	
Outcome (max 140 characters): SLO 1 – Application	Description (max 1,000 characters): Students will be able to create and execute a social media campaign.
Outcome (max 140 characters): SLO 2 – Foundational and Theoretical Knowledge	Description (max 1,000 characters): Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.
Outcome (max 140 characters): SLO 3 – Research Skills	Description (max 1,000 characters): Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.

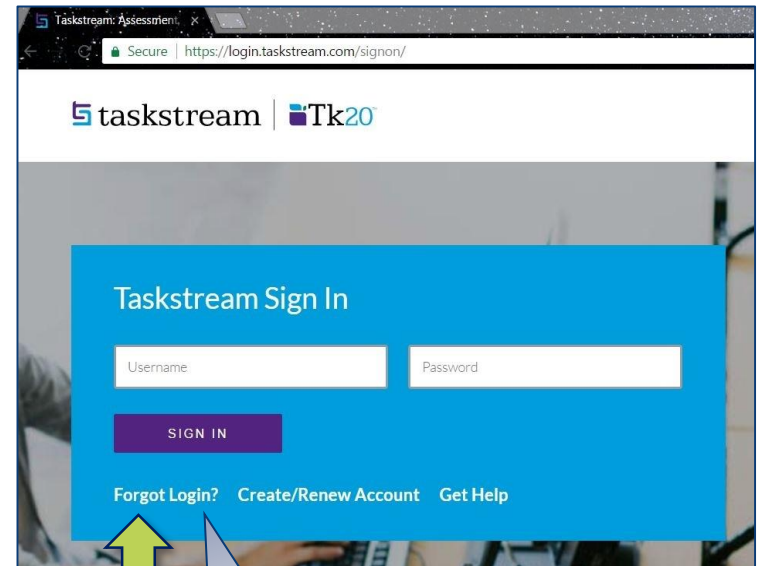
Login

- When entering the system for the first time, you will need to use the link provided in your auto-generated *Taskstream confirmation email*
 - This email should have come from notification@taskstream.com
 - Your username is your KSU email address (including “@kent.edu”)
- If you cannot locate the confirmation email, then please see the next slide for troubleshooting tips

Login: Troubleshooting

If you cannot find your confirmation email...

- Go to login.taskstream.com
- Click “Forgot Login”
- Enter your last name and KSU email address and click “Email Username & Password Reset”
- A reset password email will come from notification@taskstream.com
- Check your spam folder if the email does not come to your inbox



Login Assistance

Please enter your last name along with your Taskstream username or Student ID in the fields below to be sent a password reset link along with your username or to view your password hint.

Last name:	<input type="text"/>
And enter either...	
Student ID:	<input type="text"/>
- or -	
E-mail:	<input type="text"/>
- or -	
Username:	<input type="text"/>

Important: To make sure that you get Taskstream emails, examine your mail options and check for 'spam' blocking software.

If possible, add notification@taskstream.com to your address book.

AMS Home

- Your AMS home screen will look like this
 - If it does not, then please see the AMS Home: Troubleshooting slides
- You should see the program(s) you are coordinator for listed; click on **“Academic Assessment and Planning Workspace”** to begin
 - If you do not see the programs, then see the AMS Home: Troubleshooting slides

Welcome to your Taskstream workspace!

Kent State University has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution.

We look forward to providing you with intuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page.

For additional information about student learning outcomes assessment at Kent State University, please contact Kathy Spicer at kspicer@kent.edu or (330) 672-8745.

Workspaces

Faculty credentials



AMS Coordinator

Workspace tools

Organization goals editor

Reports:

Management reports

At-a-Glance Oversight:

College of Education,

Participating area name

Search

Clear

Academic » College of Education, Health & Human Services (Schools)

DEMO - TRAINING

- select report -

Go

Academic Assessment and Planning Workspace



Communications

Messages

Need Assistance?

Contact Taskstream:

help@taskstream.com

[Request Online Support](#)

1.800.311.5656

[Visit the Taskstream Blog](#)

Privacy | ©Taskstream 2000-2017

AMS Home: Troubleshooting

Switch between AMS & LAT

- If your AMS home screen did not look like the previous screenshot, then you are likely in LAT
- Switch between the two systems by clicking the link **“Go to AMS”** (top right corner)

Go to AMS

The screenshot displays the taskstream | LAT interface. At the top, a purple navigation bar contains the following links: Courtney Marsden, My Account, Logout, **Go to AMS**, IM, Help, and Kent State University at Kent. Below this bar, a secondary navigation bar includes taskstream | LAT, FOLIOS & WEB PAGES, STANDARDS, COMMUNICATIONS, and RESOURCES. The main content area is titled 'Evaluate a program' and features a search bar with the text 'Search for Items'. Below the search bar are two input fields: '- Enter Title Keywords -' and '- Select Item Type -', followed by a 'Go' button. To the right of the search bar is a 'Manage' link. Below the search bar, there are two tabs: 'Author' and 'Evaluator'. A 'CUSTOMIZE DISPLAY' button is located below the tabs. The main content area also includes a section for 'ALL ITEMS' with two filters: 'EVALUATION REQUIRED 0' and 'AWAITING RELEASE 0'. On the right side of the interface, there is a 'My Links' section with links for Messages, Announcements, and Add a Link, and a 'My Folders' section with a Manage link.

AMS Home: Troubleshooting Missing Workspace

If your College of EHHS program is not listed in this section, then please contact Courtney Marsden, cwade10@kent.edu

Taskstream.com

Secure | <https://www.taskstream.com/Main/homeCIP/default.asp>

KENT STATE UNIVERSITY

Courtney Wade My Account Logout Go to LAT Help taskstream

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Welcome to your Taskstream workspace!

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Workspaces Faculty credentials

Participating area name Search Clear

Academic » College of Education, Health & Human Services (Schools)

DEMO - TRAINING

- select report - Go

Academic Assessment and Planning Workspace

AMS Coordinator

Workspace tools

Organization goals editor

Reports:

Management reports

At-a-Glance Oversight:

College of Education,

Communications

Messages

Need Assistance?

Contact Taskstream:

help@taskstream.com

[Request Online Support](#)

1.800.311.5656

[Visit the Taskstream Blog](#)

Privacy | ©Taskstream 2000-2017

AMS Home Cont.

Once you have the correct AMS home screen and programs showing...

- Click directly on the link: **“Academic Assessment and Planning Workspace”**



Courtney Wade

My Account

Logout

Go to LAT

Help

taskstream

HOME

SHARED RESOURCES

LOCATOR

MESSAGES

RESOURCE TOOLS

ANALYTICS

Welcome to your Taskstream workspace!

Kent State University has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution.

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Workspaces

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AMS Coordinator

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Reports:

Management reports

At-a-Glance Oversight:

College of Education,

Participating area name

Search

Clear

Academic » College of Education, Health & Human Services (Schools)

DEMO - TRAINING

- select report -

Go

Academic Assessment and Planning Workspace



Communications

Messages

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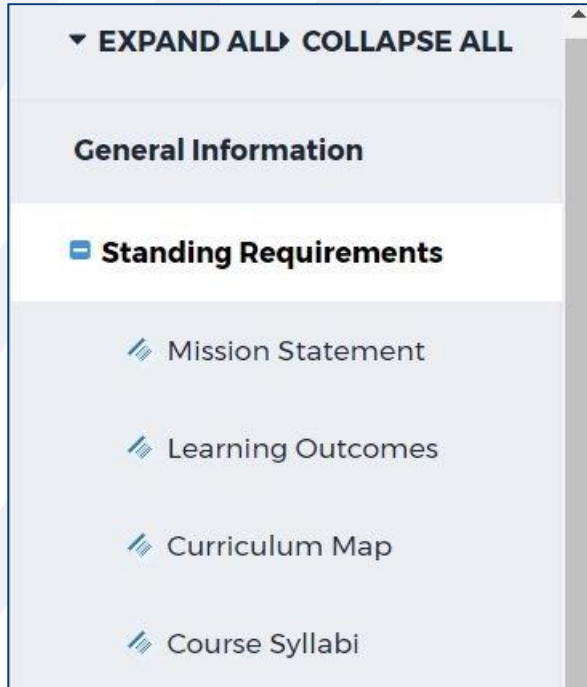
Visit the Taskstream Blog

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Standing Requirements



Standing Requirements



- **Mission Statement ***
- **Learning Outcomes ***
- Curriculum Map
- Course Syllabi

* = required in annual assessment report



MISSION STATEMENT

Standing Requirements

Mission Statement *

Location on 2016-2017 Template

Kent State University 2016-2017 Assessment Report for Academic Programs
Program Name: Social Media Studies (SMS)
Standing Requirements: "Mission Statement"
The Social Media Studies program (SMS) is committed to developing skilled professionals that can meet the challenges related to an ever-evolving field. The SMS program prepares students through diverse coursework and practical experiences, while also fostering innovation in the field through interdisciplinary research.
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Description (max 1,000 characters): Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.
Outcome (max 140 characters): SLO 3 – Research Skills
Description (max 1,000 characters): Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.



Your mission statement is located here on the 2016-2017 template

Mission Statement * Cont.

1. Click on the “Mission Statement” link (sidebar)
2. Click the “Check Out” button
3. Click the “Edit” button
4. Add in your mission statement

DEMO - TRAINING | [PREVIEW](#)

Workspace: Academic Assessment and Planning Workspace

[Edit Content](#) | [Discussion](#) | [Submission & Read Reviews](#) | [Publish](#) | [Options & Info](#)

[EXPAND ALL](#) | [COLLAPSE ALL](#)

General Information

Standing Requirements

[Mission Statement](#)

[Learning Outcomes](#)

[Curriculum Map](#)

[Course Syllabi](#)

Mission Statement (Mission Statement)

[VIEW LOG](#) | [WORD](#) | [PDF](#) | [PRINT](#) | [SHARE](#) | [CHECK IN](#)

Work In Progress

Checked out: 02/12/2018 11:09:50 AM (EST)
Checked out to: Courtney Marsden

[Directions](#)

[Review Method](#)

[Edit](#)

The Social Media Studies program (SMS) is committed to developing skilled professionals that can meet the challenges related to an ever-evolving field. The SMS program prepares students through diverse coursework and practical experiences, while also fostering innovation in the field through interdisciplinary research.



LEARNING OUTCOMES

Standing Requirements

Learning Outcomes *

Location on 2016-2017 Template

Kent State University 2016-2017 Assessment Report for Academic Programs
<u>Program Name:</u> Social Media Studies (SMS)
Standing Requirements: "Mission Statement"
The Social Media Studies program (SMS) is committed to developing skilled professionals that can meet the challenges related to an ever-evolving field. The SMS program prepares students through diverse coursework and practical experiences, while also fostering innovation in the field through interdisciplinary research.
Standing Requirements: "Learning Outcomes"
<u>Outcome (max 140 characters):</u> SLO 1 – Application
<u>Description (max 1,000 characters):</u> Students will be able to create and execute a social media campaign.
<u>Outcome (max 140 characters):</u> SLO 2 – Foundational and Theoretical Knowledge
<u>Description (max 1,000 characters):</u> Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.
<u>Outcome (max 140 characters):</u> SLO 3 – Research Skills
<u>Description (max 1,000 characters):</u> Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.



Your outcomes are located here on the 2016-2017 template

Learning Outcomes * Cont.

1. Click on the “Learning Outcomes” link (sidebar)
2. Click the “Check Out” button
3. Click on the “Create New Set” link (top right)

The screenshot shows the Taskstream web application interface. At the top, there's a blue navigation bar with the Kent State University logo on the left and user account information (Courtney Wade, My Account, Logout, Go to LAT, Help) on the right. Below this is a secondary blue bar with navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The main content area has a green header for 'Learning Outcomes' with buttons for VIEW LOG, WORD, PDF, PRINT, SHARE, and CHECK IN. A yellow arrow points to the 'Create New Set' link in the top right of this green header. Below the header, there's a yellow box for 'Directions' with a 'Review Method' link. At the bottom, there's a section for 'Outcome Sets' with the text 'No outcome sets attached.' On the left side, there's a sidebar with a 'General Information' section containing links for Mission Statement, Learning Outcomes (which is highlighted), and Curriculum Map. Above the sidebar, there's a 'Workspace: Academic Assessment and Planning Workspace' section with buttons for Edit Content, Discussion, Submission & Read Reviews, Publish, and Options & Info.

Taskstream.com

Secure | https://www.taskstream.com/Main/homeCIP/default.asp

KENT STATE UNIVERSITY

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Courtney Wade My Account Logout Go to LAT Help taskstream | AMS

PREVIEW

Workspace: Academic Assessment and Planning Workspace

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL

General Information

Standing Requirements

Mission Statement

Learning Outcomes

Curriculum Map

Learning Outcomes

VIEW LOG WORD PDF PRINT SHARE ? CHECK IN

Create New Set Select Existing Set

Directions

No directions specified.

Review Method

Print

Outcome Sets

No outcome sets attached.

Learning Outcomes * Cont.

4. Name your outcome set
5. It is recommended that you check the box for “Designate Alignment/Mapping Preferences” before hitting continue
 - This will allow you to map the outcomes within this set to those in other sets

Create New Outcome Set

Set Name:	Demo Outcome Set (updated June 2016)
Designate Alignment/Mapping Preference:	<input checked="" type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<div>CancelContinue</div>	

Learning Outcomes * Cont.

6. Click the “Create New Outcome” button
7. Add your outcome in the 2-part format and hit continue

See the next slide for more on the 2-part format

The screenshot shows a web interface for managing learning outcomes. At the top, there's a section titled "Demo Outcome Set (updated June 2016) (Outcomes)". Below this title are two buttons: "Reorder" and "Edit Set Name/Properties". Underneath these is the heading "Outcome". A green arrow points to a button labeled "Create New Outcome". To the right of this button is a form for creating a new outcome. The form has two main sections: "Outcome:" and "Description:". The "Outcome:" section has a text input field containing "SLO 1 – Application" and a label "Max 140 characters". Below this is a note: "Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility)". The "Description:" section has a larger text area containing "Students will be able to create and execute a social media campaign." and a label "Max 1000 characters". At the bottom of the form are two buttons: "Check Spelling" and "Character Count". At the very bottom are two buttons: "Cancel" and "Continue".

Outcome: SLO 1 – Application
Max 140 characters
Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).


Description: Students will be able to create and execute a social media campaign.
Max 1000 characters

Check Spelling Character Count

Cancel Continue

Recommended Format

- Example of Recommended Format -

- 
- **Set Name:** Social Media Studies Outcome Set (updated June 2016)
 - Adding the month/year will help you keep track of which sets are the most up-to-date
 - **Outcome:** SLO 1 – Application
 - For consistency, you should have “**SLO #**” at the start of each outcome
 - Adding a key word or phrase will help you quickly identify what the outcome is about
 - **Description:** Students will be able to create and execute a social media campaign.
 - The description should be the full outcome



Assessment Cycle

Example: adding your 2016-2017 report

Assessment Cycle

2016-2017 Assessment Cycle

- /// Assessment Plan
- /// Assessment Findings
- /// Action Plan
- /// Status Report

- **Assessment Plan ***
- **Assessment Findings ***
- **Action Plan ~**
- **Status Report ~**

* = required in annual assessment report

~ = might be required depending on findings



ASSESSMENT PLAN

Assessment Cycle

Assessment Plan *

- Within this section, you will...
 - Select your mission statement (Part I)
 - Select your learning outcome set (Part II)
 - Add your measures (Part III)
- **TIP:** Add your Standing Requirements **before** you begin inputting your Assessment Plan

Assessment Plan * Cont.

1. Click on the “Assessment Plan” link (sidebar)
2. Click the “Check Out” button
3. Either select “Create New Assessment Plan” OR “Copy Existing Plan as Starting Point”
 - This step will depend on whether or not you have added the previous year’s assessment plan into AMS [see next slide]

Assessment Plan

VIEW LOGWORD

Work Not Started

▼ Directions

No directions specified.

▶ Review Method

CREATE NEW ASSESSMENT PLAN

COPY EXISTING PLAN AS STARTING POINT

Assessment Plan * Cont.

<u>If this is the...</u>	<u>Then...</u>
1 st assessment plan in AMS for your program	<ul style="list-style-type: none"> Click “<u>Create New Assessment Plan</u>” Continue to the very next slide
2 nd + assessment plan in AMS and your assessment plan has not changed from the last assessment cycle	<ul style="list-style-type: none"> Click “<u>Copy Existing Plan as a Starting Point</u>” Skip ahead to the Assessment Findings slides
2 nd + assessment plan in AMS and you have made minor edits from the last assessment cycle (e.g., added a measure, adjusted an achievement target, etc.)	<ul style="list-style-type: none"> Click “<u>Copy Existing Plan as a Starting Point</u>” Make your minor edits within the Assessment Plan section of the new cycle Skip ahead to the Assessment Findings slides
2 nd + assessment plan in AMS and you have made major edits from the last assessment cycle (e.g., redesigned the entire assessment plan)	<ul style="list-style-type: none"> You can select either, but it is recommended that you start fresh by clicking “<u>Create New Assessment Plan</u>” Continue to the very next slide

CREATE NEW ASSESSMENT PLAN







COPY EXISTING PLAN AS STARTING POINT

Part I: Mission Statement

If you already added your mission statement to the Standing Requirements section, then it should automatically appear

1. If you did not do so, or if you need to make edits for this specific assessment cycle, then click on the “**Edit**” button within the Mission Statement section of the workspace
2. Add your mission statement, and hit “**Submit**”

Assessment Plan

 VIEW LOG  WORD  PDF  PRINT  SHARE  ?

CHECK IN

Work Not Started

Checked out: 06/29/2017 10:25:59 AM (EDT)
Checked out to: Courtney Wade


▼ Directions

No directions specified.

▶ Review Method

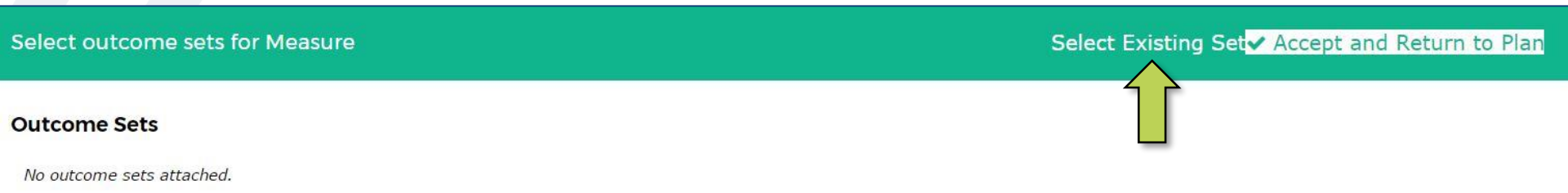
Print

▼ Mission Statement

 Edit

Part II: Learning Outcomes

1. Click the “**Select Set**” button within the Measures section of your workspace
2. Click “**Select Existing Set**”



3. Choose the set you would like in your plan
4. Use the checkboxes to include/exclude specific outcomes from the set, and then click “**Accept and Return to Plan**” (top right)

Part III: Measures

- At minimum, fill in the following for each measure:
 - Measure Title
 - Proper noun name
 - Measure Type/Method
 - Measure Level
 - Details/Description
 - Acceptable Target
- If you are able to, please also fill in:
 - Ideal Target
 - Implementation Plan (Timeline)
 - Key/Responsible Personnel

If you are not sure how to respond to these sections, then you can always come back and add the information later by editing the measure

Assessment Plan * Part III: Measures Location on 2016-2017 Template


2016-2017 Assessment Cycle: "Assessment Plan" Method of Assessment for Outcome #1	
Measure Title: Social Media Campaign Project	
Measure Type/Method: Select one <input type="checkbox"/> Direct – Student Artifact <input type="checkbox"/> Direct – Exam <input type="checkbox"/> Direct – Portfolio <input type="checkbox"/> Direct – Other <input type="checkbox"/> Indirect – Survey <input type="checkbox"/> Indirect – Focus Group <input type="checkbox"/> Indirect – Interview <input type="checkbox"/> Indirect – Other	Measure Level: Select one <input type="checkbox"/> Course <input type="checkbox"/> Program <input type="checkbox"/> Institution <input type="checkbox"/> Other
Details/Description: Students must create and fully implement their social media campaign by the end of the semester. Final projects are graded by the SMS 45000 faculty on the same detailed rubric.	
Acceptable Target: Cohort average of 95% or higher on the social media campaign project in SMS 45000.	
Ideal Target (if applicable): Cohort average of 98% or higher on the social media campaign project in SMS 45000.	
Implementation Plan (timeline): Already implemented: Students will complete a social media campaign project in SMS 45000 (offered every spring). Students will be assigned a campaign supervisor during the second week of the semester. Together, the student and supervisor will identify a project, and the supervisor will act as a mentor throughout the remaining 13-weeks.	
Key/Responsible Personnel: Campaign supervisors and faculty member(s) teaching SMS 45000	



Your measures are located here on the 2016-2017 template

Part III: Measures Cont.

1. Click “**Add New Measures**”
2. Fill out the information on your measure

* Measure Title:	<input type="text" value="Social Media Campaign Project"/>
Measure Type/Method:	<input type="text" value="Direct - Student Artifact"/> ▼ 
Measure Level:	<input type="text" value="Course"/> ▼
Details/Description:	<div><p>Students will complete a social media campaign project in SMS 45000. Students will be assigned a campaign supervisor during the second week of the semester. Together, the student and supervisor will identify a project, and the supervisor will act as a mentor throughout the remaining 13-weeks. Students must create and fully implement their social media campaign by the</p></div>
Acceptable Target:	<input type="text" value="Cohort average of 95% or higher on the social media campaign project in SMS 45000."/>

Part III: Measures Cont.

- Recommended: Once you have added a measure, you can go back and add attachments by clicking the **“Add/Edit Attachments and Links”** button
 - This is a useful feature that can help you keep track of documents related to the measure (e.g., uniform rubrics, survey questions, internship evaluation forms, etc.)

Details/Description:

Students will complete a social media campaign project in SMS 45000. Students will be assigned a campaign supervisor during the second week of the semester. Together, the student and supervisor will identify a project, and the supervisor will act as a mentor throughout the remaining 13-weeks. Students must create and fully implement their social media campaign by the end of the semester. Final projects are graded by the SMS 45000 faculty on the same detailed rubric.

Acceptable Target:

Cohort average of 95% or higher on the social media campaign project in SMS 45000.

Ideal Target:

Cohort average of 98% or higher on the social media campaign project in SMS 45000.

**Implementation Plan
(timeline):**

Key/Responsible Personnel: Instructors of SMS 45000 and the SMS Program Coordinator

Supporting Attachments:

Add/Edit Attachments and Links



TIP: Import Measures

- **TIP:** If you use the same measure for multiple outcomes, then utilize the import measure feature

1. Click “**Add New Measures**”
2. Click “**Import Measure**” (top right corner)
 - If you do not see any measures listed, then check the “**Show measures for all outcomes**” box
3. Select the measure that you would like to copy
4. Click the “**Copy Selected**” button
 - Once copied, you can edit aspects of the measure without affecting the original



ASSESSMENT FINDINGS

Assessment Cycle

Assessment Findings *

- At minimum, you must fill in:
 - Summary of Findings
 - Recommendations and/or Reflections/Notes
 - Recommendations - how these findings may be used for program improvement
 - Reflections/Notes - any unusual or extenuating issues that may have affected findings for this measure
 - Acceptable Target Achievement: Select ☐ Not Met ☐ Met ☐ Exceeded
- If you added an ideal target, then you should fill in:
 - Ideal Target Achievement: Select ☐ Moving Away ☐ Approaching ☐ Exceeded
 - Note: If you met the ideal target exactly, then please select “Exceeded”

Assessment Findings * Cont.

Location on 2016-2017 Template

2016-2017 Assessment Cycle: "Assessment Findings"

Summary of Findings: Cohort average of 86.51% (N=98 students).

Recommendations (how these findings may be used for program improvement):

Although the campaign supervisor evaluation measure was met (see second method of assessment for outcome #1), the social media campaign project grade measure was not. There may be a discrepancy between the two project rubrics. Recommendations include:

- 1) Compare the rubric used by faculty and the rubric used by campaign supervisors to see if there are any discrepancies in the way students are being evaluated.
- 2) Have students complete the project in two parts. This may prevent students from completing the project incorrectly.

Reflections/Notes (any unusual or extenuating issues that may have affected findings for this measure):
n/a

Acceptable Target Achievement: Select one

- ☐ Not Met
- ☐ Met
- ☐ Exceeded

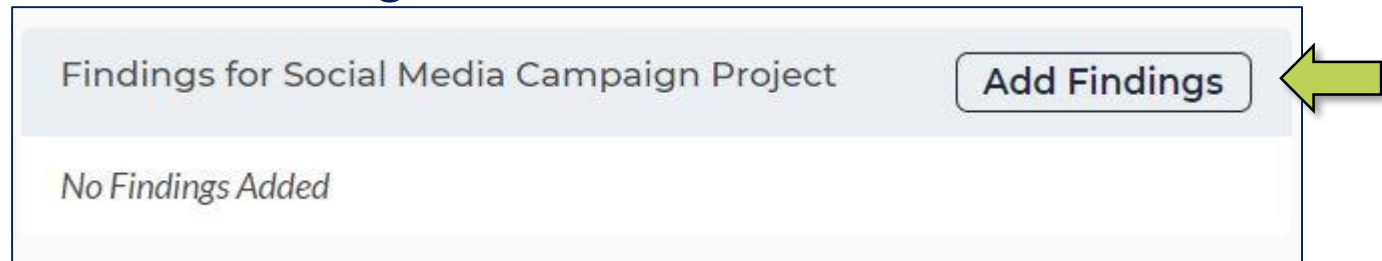
Ideal Target Achievement: Select one

- ☐ Moving Away
- ☐ Approaching
- ☐ Exceeded

Your findings are located here on the 2016-2017 template

Assessment Findings * Cont.

1. Click on the “**Assessment Findings**” link (sidebar)
2. Click the “**Check Out**” button
3. Add findings for each of your measures by clicking the “**Add Findings**” button next within the measure that you wish to add findings to



Findings for Social Media Campaign Project

Add Findings

No Findings Added

- Again, you need to fill in the following for each finding that you add:
 - Summary of Findings
 - Recommendations and/or Reflections/Notes
 - Acceptable Target Achievement
 - Ideal Target Achievement (if applicable)

Assessment Findings * Cont.

- Recommended: Once you have added the findings, you can go back and add attachments by clicking the **“Add/Edit Attachments and Links”** button
 - This is a useful feature that can help you document supporting evidence (e.g., detailed survey results)

Findings for Social Media Campaign Project

 Edit

 Remove

Summary of Findings: Cohort average of 86.51% (N=98 students).

Results: Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away

Recommendations : 1) Compare the rubric used by faculty and the rubric used by campaign supervisors to see if there are any discrepancies in the way students are being evaluated. 2) Have students complete the project in two parts. This may prevent students from completing the project incorrectly.

Reflections/Notes : Although the campaign supervisor evaluation measure was met, the social media campaign project grade measure was not. There may be a discrepancy between the two project rubrics.

Substantiating Evidence:

Add/Edit Attachments and Links





ACTION PLAN

Assessment Cycle

**Example: adding an Action Plan for a
measure that was “Not Met” in 2016-2017**

Action Plan~

When do I need to create an Action Plan?

- If the **Acceptable Target Achievement is Not Met**, then you are required to complete an Action Plan

Findings for Social Media Campaign Project

Summary of Findings: Cohort average of 86.51% (N=98 students).

Results: Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away



Action Plan ~

Location on 2016-2017 Template

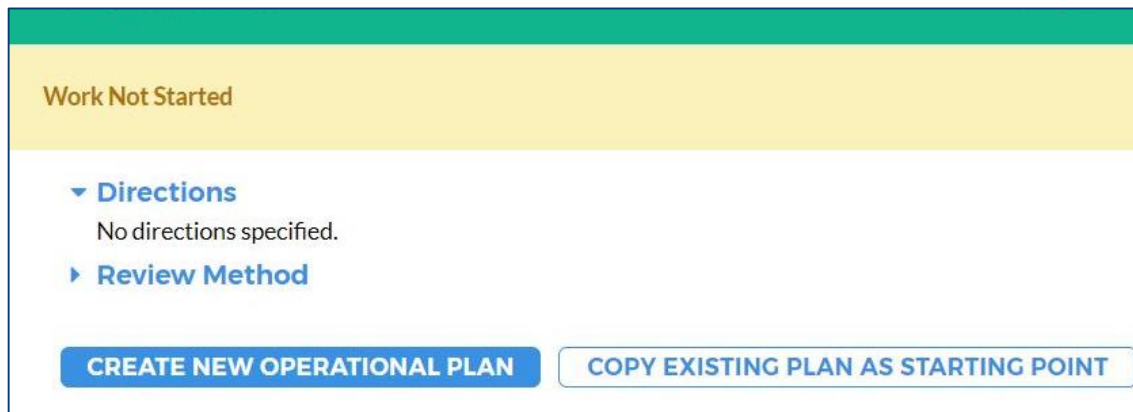
2016-2017 Assessment Cycle: "Action Plan" ONLY complete for measures not met
<u>Measure Title/Outcome Listed as Not Met:</u> Social Media Campaign Project/Outcome #1
<u>Action Details:</u> The SMS Program Coordinator will sit down with a committee of SMS 45000 instructors and social media campaign supervisors to review the current rubrics and project structure. If discrepancies exist with the rubrics, then the committee will reconvene to rewrite them. If the committee decides the project timeline needs to be altered, it will reconvene to determine a more appropriate structure. The committee will also be asked to brainstorm additional recommendations.
<u>Implementation Plan (timeline):</u> -June 20, 2017: Committee meets and offers recommendations and an action plan -July 10, 2017: Committee provides completed action plan to the coordinator -August 1, 2017: If any of the changes that need to be made need approval, the SMS Program Coordinator will apply for any changes by the August 1 deadline *Any redesigns must be completed before the start of the fall 2017 semester
<u>Key/Responsible Personnel:</u> SMS Program Coordinator; SMS 45000 instructors; Personnel: SMS 45000 social media campaign supervisors
<u>Measures:</u> Rubric Review Committee Meeting Notes: Used to show that the committee met and determined appropriate actions
<u>Budget Approval Required? (Describe):</u> Funding for lunch at the working session for five committee members (two instructors, two campaign supervisors, and the coordinator). The instructors and supervisors have volunteered their time in the summer to be on the committee. We estimate \$20 per person.
<u>Budget Request Amount:</u> \$100
<u>Priority:</u> Select one <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High



Your action plan is located here on the 2016-2017 template

Action Plan ~ Cont.

1. Click the “**Action Plan**” link (sidebar)
2. Click the “**Check Out**” button
 - You may create a new plan or copy an existing one



The screenshot shows a web interface with a green header bar. Below it is a yellow banner with the text "Work Not Started". Underneath the banner, there are two expandable sections: "Directions" (collapsed) with the text "No directions specified." and "Review Method" (expanded). At the bottom, there are two buttons: "CREATE NEW OPERATIONAL PLAN" (blue) and "COPY EXISTING PLAN AS STARTING POINT" (light blue).

Create New Action Plan

3. Under Actions, click “**Select Set**,” “**Select Existing Set**,” choose your set, and then identify the outcomes you want included in your Action Plan

Action Plan ~ Cont.

4. Click the **Add New Action** button
5. Select the findings that support this action (i.e., the findings that show you did not meet the target)

▼ Actions

☒ Show Descriptions ☐ Show Full Findings Details **Select Set**

▼ DEMO - TRAINING Outcome Set

Outcome

Outcome: SLO 1 - Application
Students will be able to create and execute a social media campaign.s

 **Add New Action**

All Findings for Outcome: SLO 1 – Application

2015-2016 Assessment Cycle: Assessment Plan & Assessment Findings

☐ **Select All**

☐ **Findings for Measure: Campaign Supervisor Evaluation**
Summary of Findings: Cohort average of 5.1 out of 6 (N=98 students).

☐ **Findings for Measure: Social Media Campaign Project**
Summary of Findings: Cohort average of 86.51% (N=98 students).

Action Plan ~ Cont.

6. Fill out the information on the action, and apply the changes

▼ Action: Review of Rubrics and Structure of the Social Media Campaign Project

Add/Edit Findings

Edit

Remove

► This Action is associated with the following Findings @

Action details:

Summer 2017: the SMS Program Coordinator will sit down with a committee of SMS 45000 instructors and social media campaign supervisors to review the current rubrics and project structure. If discrepancies exist with the rubrics, then the committee will reconvene to rewrite them. If the committee decides the project timeline needs to be altered, it will reconvene to determine a more appropriate structure. The committee will also be asked to brainstorm additional recommendations.

Implementation Plan (timeline):

-June 20, 2017: Committee meets and offers recommendations and an action plan
 -July 10, 2017: Committee provides completed action plan to the coordinator
 -August 1, 2017: If any of the changes that need to be made need approval, the SMS Program Coordinator will apply for any changes by the August 1 deadline
 *Any redesigns must be completed before the start of the fall 2017 semester

Key/Responsible Personnel: SMS Program Coordinator; SMS 45000 instructors; SMS 45000 social media campaign supervisors

Measures: Rubric Review Committee Meeting Notes: Used to show that the committee met and determined appropriate actions

Budget approval required? (describe): Funding for lunch at the working session for five committee members (two instructors, two campaign supervisors, and the coordinator). The instructors and supervisors have volunteered their time in the summer to be on the committee. We estimate \$20 per person.

Budget request amount: \$100.00

Priority: Medium

Supporting Attachments:

Add/Edit Attachments and Links



STATUS REPORT

Assessment Cycle

Example: adding a Status Report for the measure that was “Not Met” in 2016-2017

Status Report~

When do I need to create a Status Report?

- This is the supplement to your Action Plan
 - So, if you have an Action Plan, then you will also need to create a Status Report

When do I need to update my Status Report?

- The Status Report should be updated on an ongoing basis

Status Report~ Cont.

1. Click the “**Status Report**” link (sidebar)
2. Click the “**Check Out**” button
3. Click the “**Add Status**” button for an action item
4. Fill out the information on the status

* Current Status:	<input type="text" value="In Progress"/>
Budget Status:	<input type="text" value="Pending Approval"/>
Additional information:	<input type="text"/>
Next Steps:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="SUBMIT"/>	

Status Report ~ Cont.

- The Status Report should be updated on an ongoing basis (as the action is being carried out)

Status for Review of Rubrics and Structure of the Social Media Campaign Project

Edit

Remove

Current Status:

In Progress

Budget Status:

Pending Approval

Additional information:

Next Steps:

Substantiating Evidence:

Add/Edit Attachments and Links

- Recommended: Once you have added the status, you can go back and add attachments by clicking the **“Add/Edit Attachments and Links”** button
 - This is a useful feature that can be used to provide supporting evidence (e.g., meeting minutes)

Contact Information

★ Taskstream – Help Desk

> Phone: 1-800-311-5656

> Email: support@watermarkinsights.com

★ Taskstream Support Hours

Monday – Thursday:	8am – 8pm ET
Friday:	8am – 7pm ET
Saturday:	12pm – 5pm ET (email support only)
Sunday:	6pm – 11pm ET

★ College of EHHS

Courtney Marsden, College of EHHS

Assessment & Accreditation Coordinator

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