Annual Assessment Report
&
Taskstream AMS (Watermark) Training

Sarah Wu Ph.D.
Associate Director of Assessment
Accreditation, Assessment and Learning
Parts of the Assessment Report

Deadline:

**September 30th** every academic year

- Mission Statement
- Learning Outcomes *(Minimum of three)*
- 2018-2019 Assessment Plan
- 2018-2019 Assessment Findings
- 2019-2020 Assessment Plan
How to use Taskstream AMS?
Get an AMS Account

• For academic programs:
  • Contact Sarah Wu – ywu44@kent.edu – Name, KSU email address, full program name, degree level.
  • View only or View and Edit
Log in

FLASHline

Search FlashLine...

Additional Employee Resources

Banner INB
Authorized users access Banner's administrative services from the headline.

Recommended browser

Taskstream
Taskstream LAT authorized users: collect assignments, evaluate student work, and access student learning repository.
Receiving an error? Get help with LAT: support@watermarkinsights.com

Taskstream AMS authorized users: repository for academic degree program assessment and departmental planning.
Receiving an error? Get help with AMS: ywu44@kent.edu

CollegeNET
Authorized users only, intended use is only for graduate admissions personnel.

Banner Integrated Document Imaging Application
Log in

• Your Taskstream AMS home screen will look like this
AMS Home

Click workspace of your program

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.
AMS Basics
Edit Content Tab

• This is where you will fill out your annual assessment report for the University
• Open by default
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
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
Assessment Report
By 9/30/2019, please complete:

- Standing Requirements
  - Mission Statement
  - Learning Outcomes
  - Curriculum Map
- 2018-2019 Assessment Cycle
  - Assessment Plan
  - Assessment Findings
  - Action Plan
  - Status Report
- 2019-2020 Assessment Cycle
  - Assessment Plan
Standing Requirements
Mission Statement

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

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

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

5. Please 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
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
Learning Outcomes *
Recommended Format

- Example of Recommended Format -

• **Set Name:** Social Media Studies Outcome Set (updated June 2018)
  • 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
Map your LOs to KSU Strategic Roadmap Priorities and University-Level Initiatives

https://www.kent.edu/sites/default/files/file/priorities-ulis_0.pdf

PRIORITY 1: STUDENTS FIRST
Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact

Initiative 1.1: Enhance and expand student success programs systemwide to improve retention and graduation rates
Initiative 1.2: Adopt a student engagement strategy that enhances learning through increased participation in high-impact experiences
Initiative 1.3: Align the undergraduate educational experience to focus on purposeful and essential learning outcomes
Initiative 1.4: Strengthen diversity and the cultural competence of students, faculty and staff systemwide

PRIORITY 2: A DISTINCTIVE KENT STATE
Drive innovation, idea generation and national distinction through top-tier academic and research programs including the recruitment and support of talented faculty and staff

Initiative 2.1: Build a culture of research and innovation
Initiative 2.2: Identify, communicate and enhance support for prominent academic programs
Map your LOs to KSU Strategic Roadmap Priorities and University-Level Initiatives

1. Click the “Learning Outcomes” link (sidebar)
2. Click the “Check Out” button
3. Choose Map

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1 – Application Q</td>
<td>No Mapping</td>
</tr>
<tr>
<td>SLO 2 – Foundational and Theoretical Knowledge Q</td>
<td>No Mapping</td>
</tr>
<tr>
<td>SLO 3 – Research Skills Q</td>
<td>No Mapping</td>
</tr>
</tbody>
</table>
Outcomes Mapping

4. **CREATE NEW MAPPING**

5. Choose **Goal sets distributed to [your participating area]** from the drop-down menu. **Go**

6. Select a set you would like to map your outcome. **CONTINUE**

7. Check the box(es) next to the goals/standards/outcomes/etc. to which you would like to map your outcome. **CONTINUE**
Outcomes Mapping

8. If you need to remove a mapping, choose the Map link next to the desired outcome.

9. Select the Remove Mapping to the right of the goal/standard.
**Example-KSU Physics**

**Technical Skills ↔ ULI Initiative 1.3 & 2.1**

### Physics BA/BS Outcome Set (Outcomes)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SLO 1 - Technical Skills</strong></td>
<td>Strategic Roadmap Priorities and University-Level Initiatives: Initiative 1.3, Initiative 2.1</td>
</tr>
<tr>
<td>Graduates of the BA/BS program in Physics will have the technical and cognitive skills important in a good physicist. They will be able to think critically and analytically. They will be able to define a problem and to solve problems. Graduates will be able to understand and use advanced mathematics (e.g., calculus and differential equations). They will have the ability to use modern computer-based lab equipment.</td>
<td></td>
</tr>
<tr>
<td><strong>SLO 2 - Traits</strong></td>
<td>Strategic Roadmap Priorities and University-Level Initiatives: Initiative 2.1</td>
</tr>
<tr>
<td>Graduates of the BA/BS program in Physics will have the traits important in a good scientist, namely, being hard working, being creative, being meticulous, being persistent, being tenacious, and being self confident.</td>
<td></td>
</tr>
<tr>
<td><strong>SLO 3 - Communication Skills</strong></td>
<td>Strategic Roadmap Priorities and University-Level Initiatives: Initiative 1.2, Initiative 2.1</td>
</tr>
<tr>
<td>Graduates of the BA/BS program in Physics will have the ability to communicate results of their work to peers, to their instructors or supervisors, to various target groups within the Physics community, and to people outside their discipline.</td>
<td></td>
</tr>
</tbody>
</table>
Curriculum Map

• A curriculum map is a visual tool that allows you to see the extent to which courses/activities align to a set of outcomes

• You have three options:
  1. Curriculum Map (Advanced)
  2. Curriculum Map (Basic)
  3. Other Curriculum

(if this program has curriculum map in any other systems, you don’t need to provide information again in Taskstream. Please send the map document to assessment@kent.edu)
Curriculum Map

1. Click the “**Curriculum Map (Advanced)**” link or “**Curriculum Map (Basic)**” (sidebar)
2. Click the “**Check Out**” button
3. Choose **Create New Curriculum Map**
4. Fill Information (Map title, description)
5. Select a set that you want to align your courses/activities with. For example, **Social Media Studies Outcome Set**
6. **OK** for opening map in a new window
7. **Edit map**
Curriculum Map (Advanced)

You should see your screen like this

<table>
<thead>
<tr>
<th>Courses and Learning Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1 - Application</td>
</tr>
<tr>
<td>Students will be able to create and execute a social media campaign.</td>
</tr>
<tr>
<td>SLO 2 - Foundational and Theoretical Knowledge</td>
</tr>
<tr>
<td>Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.</td>
</tr>
<tr>
<td>SLO 3 - Research Skills</td>
</tr>
<tr>
<td>Students will be able to write a research plan that includes a literature review, review and proposed methodology.</td>
</tr>
</tbody>
</table>

8. Insert courses
9. Fill course information, **CREATE**
10. Check courses that are **Introduced**  **Practiced**  **Reinforced**
# Curriculum Map (Advanced)

Your map will look like this

## Advanced map
Courses and Activities Mapped to Social Media Studies Outcome Set (added 02/2018)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>SLO 1 – Application</th>
<th>SLO 2 – Foundational and Theoretical Knowledge</th>
<th>SLO 3 – Research Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students will be able to create and execute a social media campaign.</td>
<td>Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.</td>
<td>Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses and Learning Activities</th>
<th>DEMO 101 Introduction</th>
<th>Demo 102 practice</th>
<th>DEMO 103 Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduced</td>
<td>I</td>
<td>P</td>
<td>I</td>
</tr>
<tr>
<td>Practiced</td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Reinforced</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **I**: Introduced
- **P**: Practiced
- **R**: Reinforced
8. Add courses
9. Fill course information, **CREATE**
10. Check courses that are aligned
## MAP for demo
Courses and Activities Mapped to Social Media Studies Outcome Set (added 02/2018)

<table>
<thead>
<tr>
<th>Courses and Learning Activities</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 101 Taskstream Intro</td>
<td>SLO 1 – Application</td>
</tr>
<tr>
<td></td>
<td>Students will be able to create and execute a social media campaign.</td>
</tr>
<tr>
<td>Course 201 Practice</td>
<td>✔️</td>
</tr>
<tr>
<td>Course 301 Capstone Project</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>SLO 2 – Foundational and Theoretical Knowledge</td>
</tr>
<tr>
<td></td>
<td>Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.</td>
</tr>
</tbody>
</table>

**Legend:** ✔️ = Aligned

Last Modified: 05/13/2019 01:41:10 PM
Already Have Curriculum Map in Other System?

Click

**MAP for demo**
Courses and Activities Mapped to Social Media Studies Outcome Set (added 02/2018)

<table>
<thead>
<tr>
<th>Courses and Learning Activities</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 101 Taskstream Intro</td>
<td>SLO 1 – Application&lt;br&gt;Students will be able to create and execute a social media campaign.</td>
</tr>
<tr>
<td>Course 201 Practice</td>
<td><img src="checkmark.png" alt="Aligned" /></td>
</tr>
<tr>
<td>Course 301 Capstone Project</td>
<td><img src="checkmark.png" alt="Aligned" /></td>
</tr>
</tbody>
</table>

**Legend:**
- ![Aligned](checkmark.png) = Aligned

Last Modified: 05/13/2019 01:41:10 PM
Assessment Cycle

Example: adding your 2018-2019 report
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]
<table>
<thead>
<tr>
<th>If this is the...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; assessment plan in AMS for your program</td>
<td>• Click “Create New Assessment Plan”</td>
</tr>
<tr>
<td></td>
<td>• Continue to the very next slide</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd+&lt;/sup&gt; assessment plan in AMS and your assessment plan has <strong>not changed</strong> from the last assessment cycle</td>
<td>• Click “Copy Existing Plan as a Starting Point”</td>
</tr>
<tr>
<td></td>
<td>• Skip ahead to the Assessment Findings slides</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd+&lt;/sup&gt; assessment plan in AMS and you have made <strong>minor edits</strong> from the last assessment cycle</td>
<td>• Click “Copy Existing Plan as a Starting Point”</td>
</tr>
<tr>
<td></td>
<td>• Make your minor edits within the Assessment Plan section of the new cycle</td>
</tr>
<tr>
<td></td>
<td>• Skip ahead to the Assessment Findings slides</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd+&lt;/sup&gt; assessment plan in AMS and you have made <strong>major edits</strong> from the last assessment cycle</td>
<td>• You can select either, but it is recommended that you start fresh by clicking “Create New Assessment Plan”</td>
</tr>
<tr>
<td></td>
<td>• Continue to the very next slide</td>
</tr>
</tbody>
</table>
Assessment Plan *

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 *

Part II: Learning Outcomes

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

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

Your screen should look like this:

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1 - Technical Skills</td>
<td>Strategic Roadmap Priorities and University-Level Initiatives: Initiative 1.1, Initiative 2.1</td>
</tr>
<tr>
<td>SLO 2 - Traits</td>
<td>Strategic Roadmap Priorities and University-Level Initiatives: Initiative 2.1</td>
</tr>
<tr>
<td>SLO 3 - Communication</td>
<td>Strategic Roadmap Priorities and University-Level Initiatives: Initiative 1.2, Initiative 2.1</td>
</tr>
</tbody>
</table>
### Social Media Studies Outcome Set (added 02/2018)

<table>
<thead>
<tr>
<th>Mapping</th>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
</table>
| ✔️      | SLO 1 – Application
Students will be able to create and execute a social media campaign. | No Mapping |
|         | SLO 2 – Foundational and Theoretical Knowledge
Students will be able to demonstrate foundational and theoretical knowledge of communication and social media. | No Mapping |
|         | SLO 3 – Research Skills
Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology. | No Mapping |
Now you have LOs, then create measures

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

<table>
<thead>
<tr>
<th><em>Measure Title:</em></th>
<th>Social Media Campaign Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure Type/Method:</strong></td>
<td>Direct - Student Artifact</td>
</tr>
<tr>
<td><strong>Measure Level:</strong></td>
<td>Course</td>
</tr>
<tr>
<td><strong>Details/Description:</strong></td>
<td>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...</td>
</tr>
<tr>
<td><strong>Acceptable Target:</strong></td>
<td>Cohort average of 95% or higher on the social media campaign project in SMS 45000.</td>
</tr>
</tbody>
</table>
Measures

• **Measure type/ Method (choose one)**
  • Direct-Student Artifact (research, reflection papers…)
  • Direct-Exam
  • Direct-Portfolio
  • Direct-Other
  • Indirect-Survey
  • Indirect-Focus Group
  • Indirect-Interview
  • Indirect-Other
Measures

- **Measure level**
  - Course
  - Program *(Preferred)*
  - Institution
  - Other

*(A course-level artifact can be used to assess a program-level learning outcome)*
Measures

• **Typical assessment questions at program level assessment**
  • Do the program’s courses, individually and collectively, contribute to its outcomes as planned?
  • How well does the program fulfill its purposes in the entire curriculum?
  • How well do the program’s sub-categories (e.g., distributive requirements in general education) contribute to the overall purposes?
  • Does the program’s design resonate with its expected outcomes?
  • Are the courses organized in a coherent manner to allow for cumulative learning?
  • Does the program advance institution-wide goals as planned?
Measures

1. Evidence of student learning from many sources can contribute to program-level assessment
   - Assignments from individual courses,
   - Student portfolios built over the program’s duration,
   - Student tests or assignments, capstone projects,
   - Results of common assignments

2. Program assessment may likely involve several sources of evidence gathered at the point of entry, a midpoint, and at the end of the program.
Measures

3. End point data is particularly valuable as a summative indicator of how well the program, taken as a whole, is achieving its goals.

4. Individual student grades are not informative at this level. (However, grading process can certainly be used for program level assessment if it measures specific learning outcomes.)
Office of Accreditation, Assessment and Learning

Contact Sarah Wu (ywu44@kent.edu) for university-wide assessment customized report

- **NSSE** (National Survey of Student Engagement)

<table>
<thead>
<tr>
<th>Theme</th>
<th>Engagement Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Challenge</strong></td>
<td>Higher-Order Learning</td>
</tr>
<tr>
<td></td>
<td>Reflective &amp; Integrative Learning</td>
</tr>
<tr>
<td></td>
<td>Learning Strategies</td>
</tr>
<tr>
<td></td>
<td>Quantitative Reasoning</td>
</tr>
<tr>
<td><strong>Learning with Peers</strong></td>
<td>Collaborative Learning</td>
</tr>
<tr>
<td></td>
<td>Discussions with Diverse Others</td>
</tr>
<tr>
<td><strong>Experiences with Faculty</strong></td>
<td>Student-Faculty Interaction</td>
</tr>
<tr>
<td></td>
<td>Effective Teaching Practices</td>
</tr>
<tr>
<td><strong>Campus Environment</strong></td>
<td>Quality of Interactions</td>
</tr>
<tr>
<td></td>
<td>Supportive Environment</td>
</tr>
</tbody>
</table>
Measures

• **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.)
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 *

- 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

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

• 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

- *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

- **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 button](image)
• In findings, if the Acceptable Target Achievement is Not Met, then you are required to complete an Action Plan.
Action Plan

Assessment Cycle

Example: adding a Action Plan for the measure that was “Not Met” in 2018-2019
1. Click the “Action Plan” link (sidebar)

2. Click the “Check Out” button
   - You may create a new plan or copy an existing one

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

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

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

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:
STATUS REPORT

Assessment Cycle

Example: adding a Status Report for the measure that was “Not Met” in 2018-2019
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

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
Status Report

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

- 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).
Submit Report
Submit Report

• When all work has been completed you may submit your report for review by selecting the “Submission and Read Reviews” tab at the top of the screen.
The screen will now show you the status of each requirement. Additionally, you can view the history and results of each element. Click “Submit Work” to send your material to a reviewer.
Publish Report
Publish Report-Website

• You may also click the “Publish” tab at the top of the screen to publish your work, either to the web, as a PDF, or email. This enables you and others to see all the information from all the screens in one document.

• You can set a password along with the link you are able to share out.
Publish Report-File

- Click “Export to PDF” or “Export to Word”
Publish Report

Pick up your export
1. Go to the Resource Tools tab
2. Click the 'Exports' link
Publish Report

3. Locate your export, and click the 'Download' button
Publish Report

Your report should look like this

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Publish Report-Email

1. Select “E-mail Workspace”
2. Fill recipients email information
Publish Report

Enter external recipients:
Separate multiple addresses with a comma. Example: john@kent.edu, sarah@kent.edu, lisa@kent.edu

Subject: Shared Taskstream Work

Add a personal message (Optional):

Your email address:
ymu44@kent.edu

Details:
- The public web address (URL) for this work will be sent to external recipients.

URL: https://www.taskstream.com/ts/demo-training/Academ...
Publish Report

Their emails will look like this

---

Kent State Manager <Notification@taskstream.com>

Shared Taskstream Work

To: Wu, Yi-Chin; Wu, Yi-Chin

Tue 5/22/2018 11:12 AM

This workspace, Academic Assessment and Planning Workspace, was created using the Taskstream Accountability Management System. Click on the link to view the workspace or paste the following URL into your browser:

https://www.taskstream.com/ts/demo-training/AcademicAssessmentandPlanningWorkspace

---

About This Email

You've received this message because you are a TaskStream subscriber. TaskStream helps ensure that today's learners have the knowledge and skills they need to succeed. We provide the highest quality cloud-based software and supporting services to manage assessment and accountability processes, demonstrate learning achievement, and foster continuous improvement throughout the education network. To learn more, please visit us at www.taskstream.com.

TaskStream, 71 West 23rd Street, New York, NY, 10010, USA
Publish Report

Their links will look like this

Academic Assessment and Planning Workspace

2017-2018 Assessment Cycle

Assessment Plan

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.

Measures

- Social Media Studies Outcome Set (added 02/2018)

Outcome

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

No measures specified
Publish Report

- You can select specific components to display in your reports

1. At homepage, click the “At-a-Glance Oversight” link, and click “Kent State AMS”
2. Click the “Assessment Cycle Summary”
3. Select “Academic Assessment and Planning Workspace” and Select Assessment Plan
4. Select “Totals and Assessment Plan results for each of the participating areas with access within Kent State AMS” then Continue
5. Under the Participating Area (program) you wish to locate, click “View Assessment Cycle Detail by Outcome”
6. Click Advanced Display Options
Publish Report

General Education Outcome Set

Students will develop written communication skills that elevate their personal and professional goals.

Measure
Written Communication VALUE Rubric

PROGRAM LEVEL: DIRECT - STUDENT ARTIFACT

Details/Description:
The assignment will be evaluated against the anonymous student work during an assessment review.

We will analyze the information both in its complete aggregate, and disaggregated by strategies:

- Institutional Goals: Watermark Institution will measure Watermark Institution will be... Watermark Institution will be...
- Institutional Goals: Increase Enrollment by 20%, Increase Institutional Funds A.
- USA AAC&U VALUE Rubric Criteria: Civic Communication.

Filter Records (Optional)

Show Only Records where Measure Type/Method for the Measure is:
Review Report
Review

- Please tell Sarah who is going to be this program’s internal reviewer.
  - Dean?
  - Assistant Dean?
  - Associate Dean?
  - Program Directors?
  - Program Chairs?
- Reviewers need to have accounts, too.
Review

- After a program submits a component of their workspace for review, reviewers may receive an email message, and will see a red indicator next to the menu option **Items Requiring Review** in Taskstream.

---

**Notification@taskstream.com**

Notification of Submission (DEMO - TRAINING)

Fri 5/18/2018 11:33 AM

This is an automated notification that DEMO - TRAINING has submitted 2015-2016 Assessment Cycle - Assessment Plan to you for review. To view submission, log into [Taskstream AMS](http://taskstream.com) and look for the Review Options section.

*** This is only a notification -- Do not reply ***

About this Email

You've received this message because you are a Taskstream subscriber.

TaskStream helps ensure that today's learners have the knowledge and skills they need to succeed. We provide the highest quality cloud-based assessment and reporting tools for your institution.
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 service. 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 Sarah Wu at ywu44@kent.edu.
Review

- When Reviewers log in to Taskstream, a screen will show the Reviewers the name of the program that has submitted, the component that needs to be reviewed, and the day/time the component was completed.
Review

- Select “Review Work”
Review

• Give a score: Complete or Incomplete (AY17-18)
• You can also provide your comments

Next Steps

- **Send back for revision**
  This report will be sent back as a provisional review to help guide the participating area's revision. The participating area will have to resubmit work in order to be re-reviewed.
  - Send external email notification

- **Record as my final score**
  By marking this item as final, your review will be included as one of the required reviews (multiple are needed). When the required number of reviews are complete, a reconciler will then reconcile the reviews and release this final review to the participating area.
Review

- Select “Send back for revision” or “Record as my final score”
Thank you!
Sarah Wu
(ywu44@kent.edu)