Contents of Presentation

• What is the Annual Assessment Report?
• What is AMS?
• AMS Basics
• Standing Requirements
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  • Learning Outcomes
• Assessment Cycle
  • Assessment Plan
    • Part I: Mission Statement
    • Part II: Learning Outcomes
    • Part III: Measures
  • 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

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

Entirely new to KSU
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
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
AMS Basics
Sidebar Navigation

• 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
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
Interactive Training

Example: adding a 2016-2017 report to AMS
Open your completed 2016-2017 Assessment Report Template

<table>
<thead>
<tr>
<th>Kent State University</th>
<th>2016-2017 Assessment Report for Academic Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Name:</strong> Social Media Studies (SMS)</td>
<td></td>
</tr>
<tr>
<td><strong>Standing Requirements: “Mission Statement”</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Standing Requirements: “Learning Outcomes”</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcome (max 140 characters):</strong> SLO 1 – Application</td>
<td></td>
</tr>
<tr>
<td><strong>Description (max 1,000 characters):</strong> Students will be able to create and execute a social media campaign.</td>
<td></td>
</tr>
<tr>
<td><strong>Outcome (max 140 characters):</strong> SLO 2 – Foundational and Theoretical Knowledge</td>
<td></td>
</tr>
<tr>
<td><strong>Description (max 1,000 characters):</strong> Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.</td>
<td></td>
</tr>
<tr>
<td><strong>Outcome (max 140 characters):</strong> SLO 3 – Research Skills</td>
<td></td>
</tr>
<tr>
<td><strong>Description (max 1,000 characters):</strong> Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.</td>
<td></td>
</tr>
</tbody>
</table>

The Microsoft Word document is ideal for copying/pasting in AMS
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
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
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)
If your College of EHHS program is not listed in this section, then please contact Courtney Marsden, cwade10@kent.edu
Once you have the correct AMS home screen and programs showing…

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

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

* = required in annual assessment report
Mission Statement *
Location on 2016-2017 Template

Kent State University
2016-2017 Assessment Report for Academic Programs

<table>
<thead>
<tr>
<th>Program Name: Social Media Studies (SMS)</th>
</tr>
</thead>
</table>

**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”**

<table>
<thead>
<tr>
<th>Outcome (max 140 characters): SLO 1 – Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (max 1,000 characters): Students will be able to create and execute a social media campaign.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome (max 140 characters): SLO 2 – Foundational and Theoretical Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (max 1,000 characters): Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.</td>
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</table>

<table>
<thead>
<tr>
<th>Outcome (max 140 characters): SLO 3 – Research Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (max 1,000 characters): Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.</td>
</tr>
</tbody>
</table>

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

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

**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.

---

**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. |
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. 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
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 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

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

* = required in annual assessment report

~ = might be required depending on findings
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 * Cont.

<table>
<thead>
<tr>
<th>If this is the...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| 1<sup>st</sup> assessment plan in AMS for your program | • Click “Create New Assessment Plan”  
• Continue to the very next slide |
| 2<sup>nd</sup>+ assessment plan in AMS and your assessment plan has **not changed** from the last assessment cycle | • Click “Copy Existing Plan as a Starting Point”  
• Skip ahead to the Assessment Findings slides |
| 2<sup>nd</sup>+ 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.) | • Click “Copy Existing Plan as a Starting Point”  
• Make your minor edits within the Assessment Plan section of the new cycle  
• Skip ahead to the Assessment Findings slides |
| 2<sup>nd</sup>+ assessment plan in AMS and you have made **major edits** from the last assessment cycle (e.g., redesigned the entire assessment plan) | • You can select either, but it is recommended that you start fresh by clicking “Create New Assessment Plan”  
• Continue to the very next slide |
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”
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)
Assessment Plan *
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.
**2016-2017 Assessment Cycle: “Assessment Plan”**

**Method of Assessment for Outcome #1**

<table>
<thead>
<tr>
<th>Measure Title: Social Media Campaign Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure Type/Method:</strong> Select one&lt;br&gt;☐ Direct – Student Artifact&lt;br&gt;☐ Direct – Exam&lt;br&gt;☐ Direct – Portfolio&lt;br&gt;☐ Direct – Other&lt;br&gt;☐ Indirect – Survey&lt;br&gt;☐ Indirect – Focus Group&lt;br&gt;☐ Indirect – Interview&lt;br&gt;☐ Indirect - Other</td>
</tr>
<tr>
<td><strong>Measure Level:</strong> Select one&lt;br&gt;☐ Course&lt;br&gt;☐ Program&lt;br&gt;☐ Institution&lt;br&gt;☐ Other</td>
</tr>
<tr>
<td><strong>Details/Description:</strong> 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.</td>
</tr>
<tr>
<td><strong>Acceptable Target:</strong> Cohort average of 95% or higher on the social media campaign project in SMS 45000.</td>
</tr>
<tr>
<td><strong>Ideal Target (if applicable):</strong> Cohort average of 98% or higher on the social media campaign project in SMS 45000.</td>
</tr>
<tr>
<td><strong>Implementation Plan (timeline):</strong> 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.</td>
</tr>
<tr>
<td><strong>Key/Responsible Personnel:</strong> Campaign supervisors and faculty member(s) teaching SMS 45000</td>
</tr>
</tbody>
</table>
1. Click “Add New Measures”
2. Fill out the information on your measure

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

<table>
<thead>
<tr>
<th>Details/Description:</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Target:</td>
<td>Cohort average of 95% or higher on the social media campaign project in SMS 45000.</td>
</tr>
<tr>
<td>Ideal Target:</td>
<td>Cohort average of 98% or higher on the social media campaign project in SMS 45000.</td>
</tr>
<tr>
<td>Implementation Plan (timeline):</td>
<td>Instructors of SMS 45000 and the SMS Program Coordinator</td>
</tr>
<tr>
<td>Supporting Attachments:</td>
<td><strong>Add/Edit Attachments and Links</strong></td>
</tr>
</tbody>
</table>
Assessment Plan *

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
• 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”
### 2016-2017 Assessment Cycle: “Assessment Findings”

<table>
<thead>
<tr>
<th>Summary of Findings:</th>
<th>Cohort average of 86.51% (N=98 students).</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Acceptable Target Achievement: Select one</th>
<th>Ideal Target Achievement: Select one</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Not Met</td>
<td>□ Moving Away</td>
</tr>
<tr>
<td>□ Met</td>
<td>□ Approaching</td>
</tr>
<tr>
<td>□ Exceeded</td>
<td>□ Exceeded</td>
</tr>
</tbody>
</table>
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

• 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

<table>
<thead>
<tr>
<th>Summary of Findings:</th>
<th>Cohort average of 86.51% (N=98 students).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results:</td>
<td>Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away</td>
</tr>
<tr>
<td>Recommendations:</td>
<td>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.</td>
</tr>
<tr>
<td>Reflections/Notes:</td>
<td>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.</td>
</tr>
<tr>
<td>Substantiating Evidence:</td>
<td>Add/Edit Attachments and Links</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Findings for Social Media Campaign Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Findings:</strong> Cohort average of 86.51% (N=98 students).</td>
</tr>
<tr>
<td><strong>Results:</strong> Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away</td>
</tr>
</tbody>
</table>
### Measure Title/Outcome Listed as Not Met:
Social Media Campaign Project/Outcome #1

**Action Details:** 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; Personnel: 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

**Priority:** Select one
- Low
- Medium
- High
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
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)
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):**
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*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
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
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
• 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)
Contact Information

⭐ Taskstream – Help Desk
   > Phone: 1-800-311-5656
   > Email: support@watermarkinsights.com

⭐ Taskstream Support Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8am – 8pm ET</td>
</tr>
<tr>
<td>Friday</td>
<td>8am – 7pm ET</td>
</tr>
<tr>
<td>Saturday</td>
<td>12pm – 5pm ET (email support only)</td>
</tr>
<tr>
<td>Sunday</td>
<td>6pm – 11pm ET</td>
</tr>
</tbody>
</table>

⭐ College of EHHS

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Assessment & Accreditation Coordinator
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