

Using Planning and Self-Study (P&SS) for Annual Program Assessment Reports

Purpose: The Plans Module within Planning and Self-Study is the institution's repository for program assessment reports; including student learning outcomes, evidence-based achievement of those outcomes, and data-informed actions to seek continuous improvement.

Entering an Assessment Plan and Resulting Data

Step 1: Accessing Planning & Self-Study

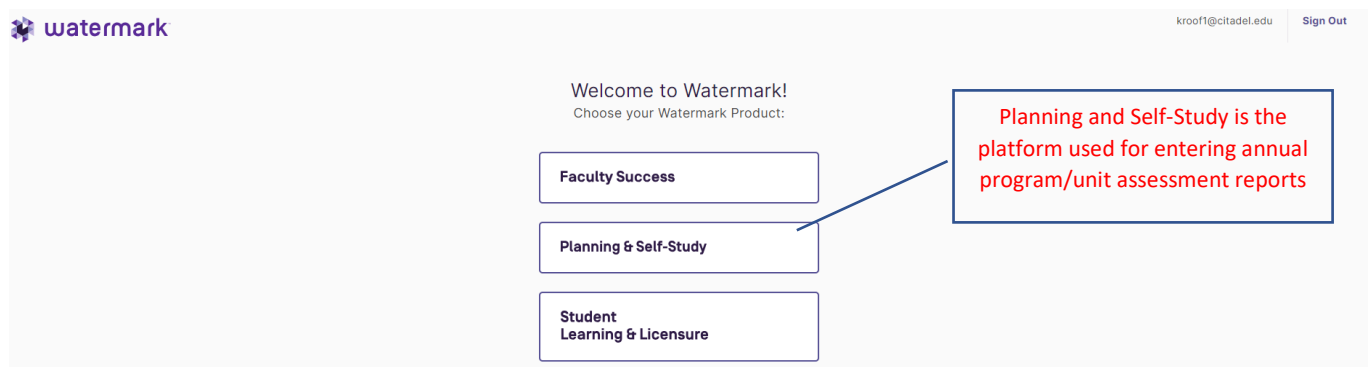
- The link for Planning & Self-Study can be found in the MyCitadel Portal:

On the Faculty Resources tile:



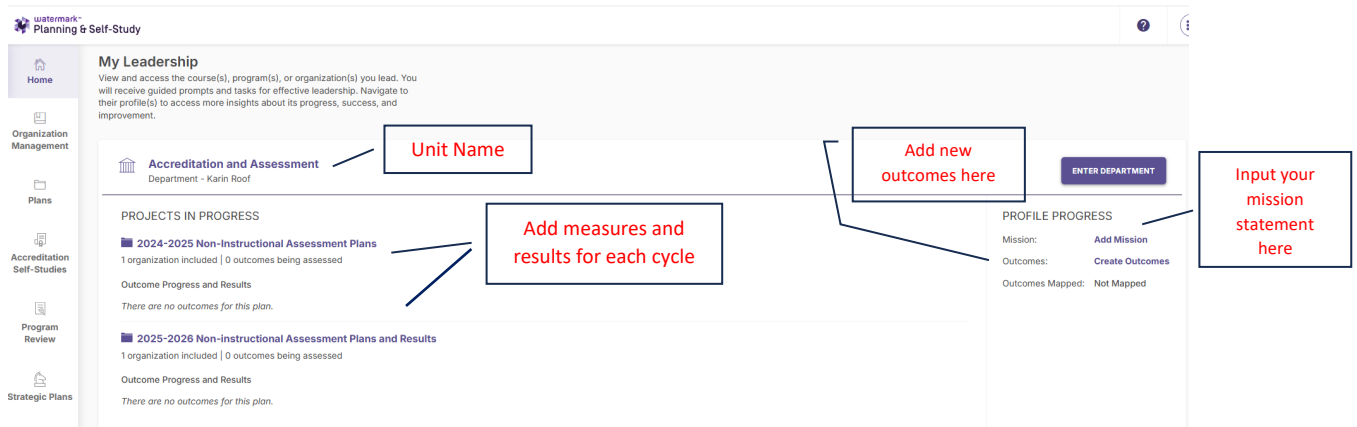
Note: Even if you are not faculty, you should be able to access the Faculty Resources tile and access has been granted to key personnel for Watermark products, such as P&SS).

- Once you have followed the link to the Watermark Platforms, you will see the following landing page:



- Follow the link for **Planning and Self-Study**
 - Note: the landing page above may look different depending on user access
 - Faculty Success is the platform used for the annual review of faculty
 - Student Learning & Licensure is a platform for capturing data for SLO attainment from course-based assessment

- On your home page, under the heading My Leadership, the programs or units are listed to which you have responsibility for assessment
- Select the Enter Department button in the upper-right corner to add/edit your mission statement or to create outcomes
- Select the appropriate academic year to enter your annual assessment plans and results

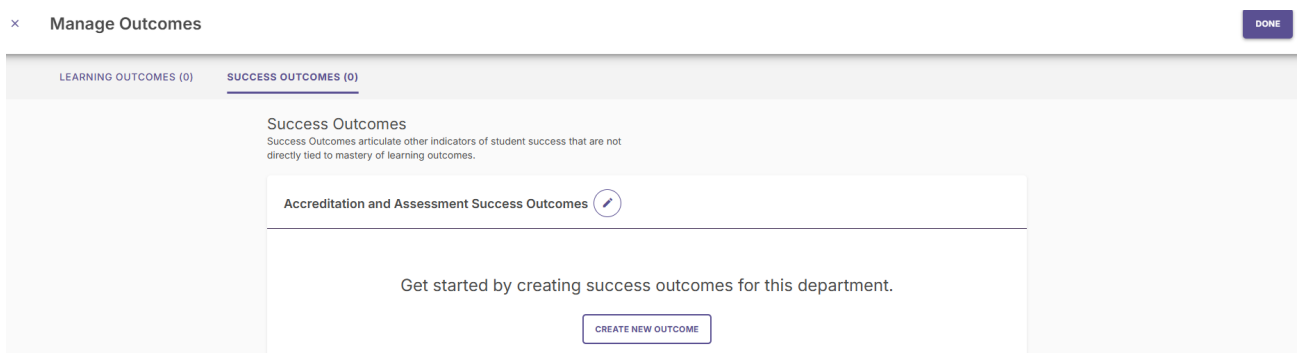
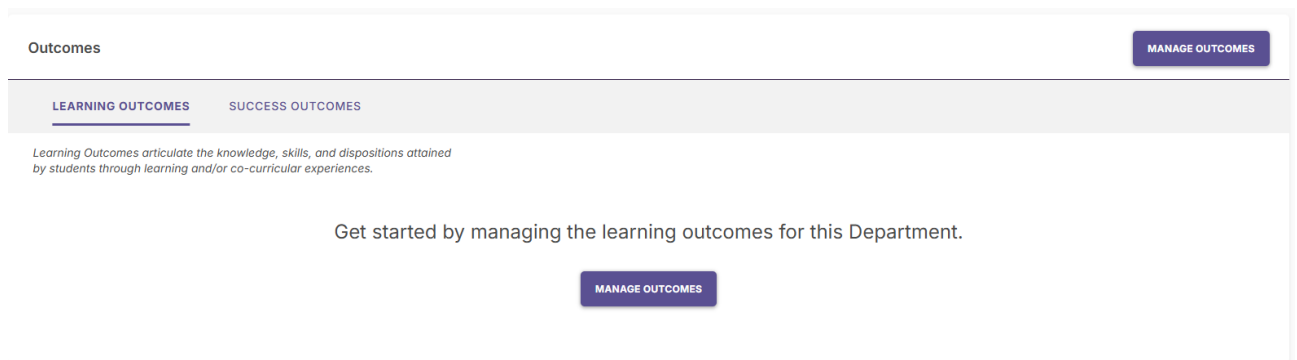


Step 2: Creating or Editing Outcomes

Adding a Mission and Outcomes

Note: Once you have created an outcome for the first time, you will be able to select it (or not) in future years.

- If starting a plan for the first time, you will see a screen like this when you enter “create outcomes”
- To make a new outcome select either **Learning Outcomes** or **Success Outcomes** and then **Manage Outcomes**



- Add a short title for the outcome in the Outcome Title box and then the full outcome in the outcome description box. Select create new outcome to add the outcome for your unit.

Fields marked with * are required.

Create New Outcome

Outcome Title*

0/70

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

Tags

Q Enter Tag 0/30

Tags added: 0/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.

CANCEL CREATE

CREATE NEW OUTCOME

- Here is a (fictional) example from my test program, BS in Aardvark Biology:

Fields marked with * are required.

Edit Outcome

Make minor changes to the existing outcome details.

Outcome Title*

Aardvark Ecosystem

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

Upon successful completion of the program, students will describe how aardvark activities affect the physical environment.

Tags

Q Describe biology aardvark Enter Tag 0/30

Tags added: 3/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.

CANCEL SAVE

Short title – will be displayed on your outcome summary page

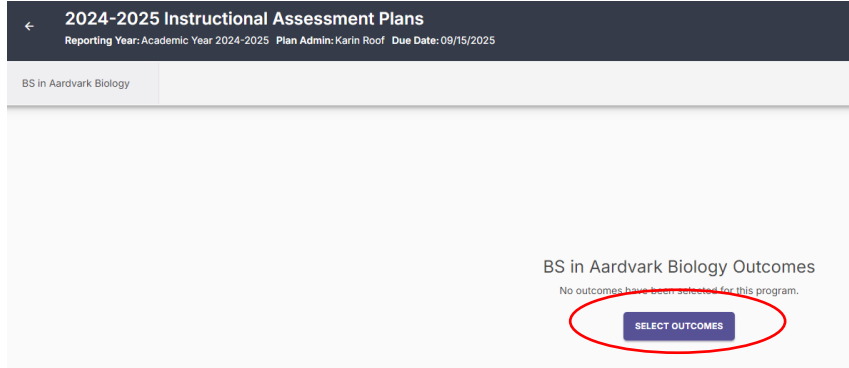
Full outcome in proper format:
Leader phrase
Bloom's verb
Not compound (no ands or lists)

Tags help to organize outcomes across the institution (optional)

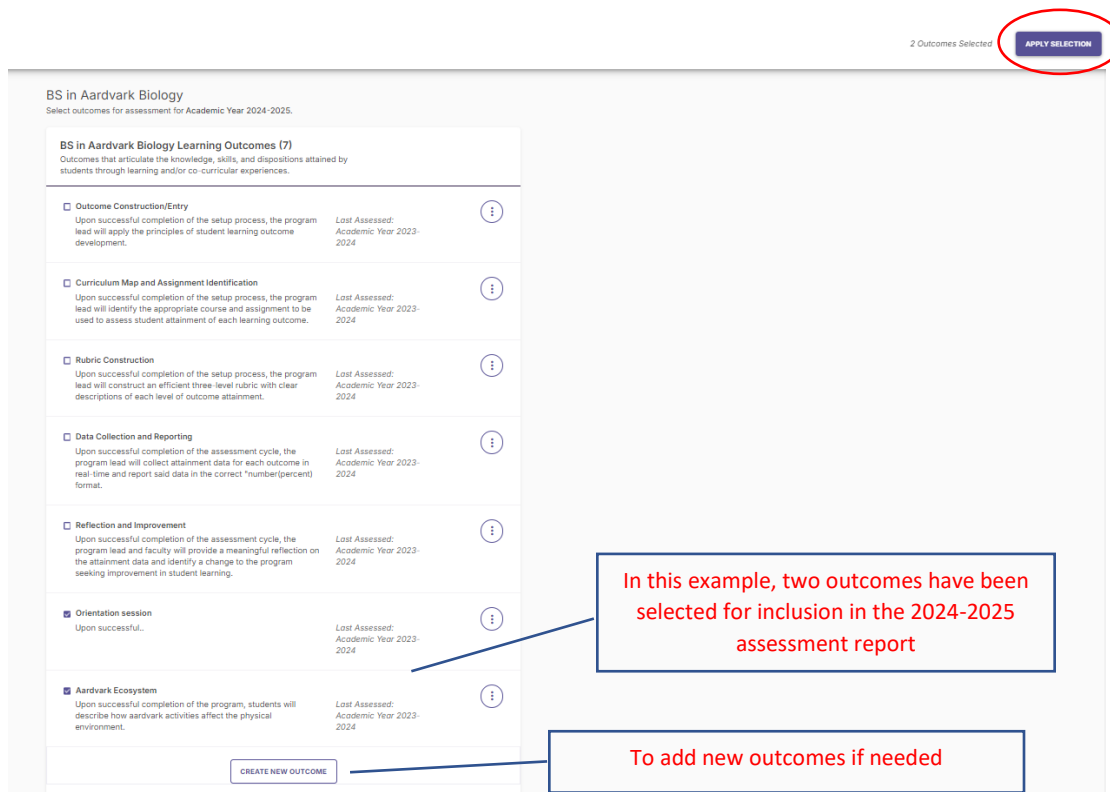
Adding or Editing Existing Outcomes

Once you have added outcomes, you can carry them over from year to year and edit them if needed.

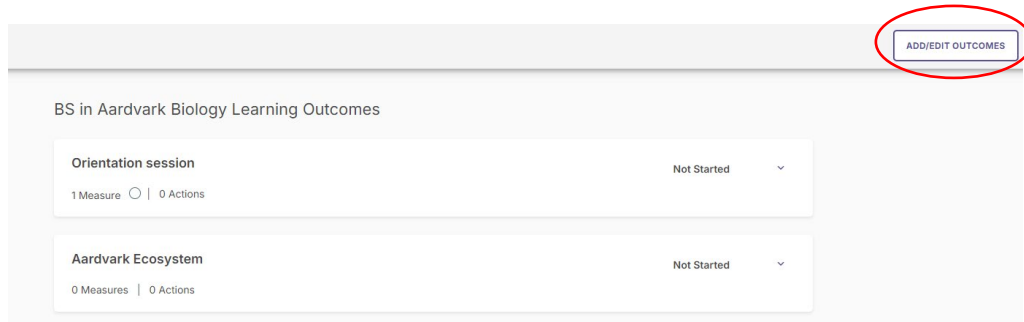
- Since outcomes were created for 2023-2024 in my test program, when I select the link for my program in 2024-2025, I can choose which outcomes I would like to include by using the Select Outcomes button



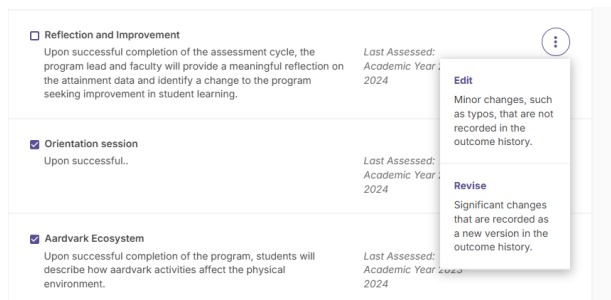
- Use the checkboxes to select the outcomes to include and use the Apply Selection button
 - Note, new outcomes can also be added, if needed



- To edit an existing outcome, use the Add/Edit Outcomes link

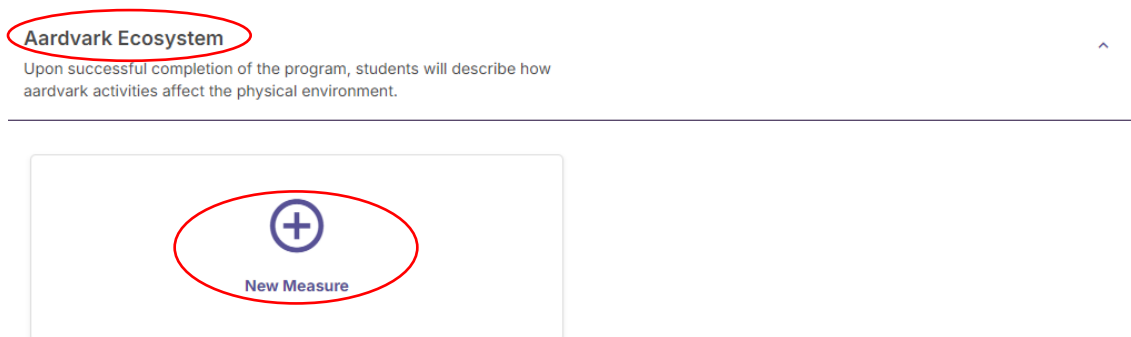


- There are two options for editing existing outcomes:



Step 3: Adding Assessment Measures to an Outcome

- To add assessment measures, click the short title of an outcome and the plus sign for New Measure



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- Begin by adding the method by which the assessment data will be gathered, adding the course (if a learning outcome) and a measure title (summary title here)

Fields marked with * are required.

Definition

Method

Select Measure Method
▼

Outcome

Aardvark Ecosystem

Program

BS in Aardvark Biology

Course*

Select a course for this measure

☐ This is a non-course based measure

Title*

Enter Measure Title

Details of the measure activity

Methods include:

Direct measures: assignment, capstone, licensure or certification exam, course-based exam, field assessment, portfolio, presentation, project or quiz

Indirect measures: completion rates, course evaluation, focus group, interview, survey

Add short title here

For academic programs, select the course in which the assessment will be administered
OR
Use the checkbox for non-course-based measure

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

Target

Enter target or criteria of success for this measure

For example, 80% of the students will achieve a score of 3 or above.

Align Results allows you to integrate course-based data collected in Student Learning & Licensure

Description

B i U FONT FAMILY

Characters : 0/2000

ATTACH DESCRIPTION DOCUMENTS

0 of 5 Files
Maximum file size 100 MB

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Assessment measures should identify strengths and weaknesses of students' achievement of the learning outcome. Describe the type of measure, where it will be administered, and how it will be evaluated.

This is a good place to attach a sample of the measurement (assignment prompt, exam, survey) and/or a sample of the rubric used to evaluate.

- Once all the fields above have been completed, use the Add button in the upper right-hand corner to include the measure in your assessment report.

Step 4: Adding Results to a Measure

- Once a measure has been created, results can be added

Outcome Construction/Entry

Upon successful completion of the setup process, the program lead will apply the principles of student learning outcome development.

Outcomes Entry Assignment

No student counts added.

ADD RESULTS

New Measure

- The example below is set up for results to be enter a count of students who did or did not meet the target. IT IS IMPORTANT TO USE A COUNT – P&SS will translate to percentages

Results
Evaluation of the measure activity

[Change Collection Method](#)

Enter overall counts for this measure
If you do not have values for some of the categories, you can leave them blank.

Exceeded	Met	Not Met	Do Not Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Met Total:		Not Met Total:	

VIEW RESULTS

Include result files and a summary of results (optional)

Findings
Analysis of the results

PAST FINDINGS

Measure Status
Select Measure Status

Analysis

Indicate if target was Met or Not Met

Actions
There are no actions for this measure

ADD NEW ACTION

Other options are:

- upload the assessment results (not recommended)
- connect to (SL&L), which will import results aligned to the rubric.

Once you have entered the counts, select view results and it will present you data in a graph.

This is a good place to include the N to reflect how many student artifacts were included or to disaggregate data by specific populations (for example: online sections as compared to face-to-face sections).

- Once the results are entered, action items seeking improvement are added using Add New Action.

- The list of Actions is as follows:

Add New Action

Select the type of action you recommend.

Revise Curriculum

Restructure Outcome Statement

Revise Measurement / Assessment

Revise Benchmark / Target

Implement New Program Or Services

Community Partnership

Modify Position / Personnel

Modify Policies / Procedures

Adopt Or Expand Technologies

Additional Training

Collaborate With Another Department / Unit / Program

Modify Physical Environment

Other

This can include changes across the curriculum for a program OR changes in the curricular form of a course. For learning outcomes, this is the most meaningful action type.

- Once the action type has been selected, a description and due date can be provided.

Add New Action

Action Type

Revise Curriculum

[Change Action Type](#)

Status

Not Started

Action Description*

Describe your recommended Action

Recommended Due Date

mm/dd/yyyy

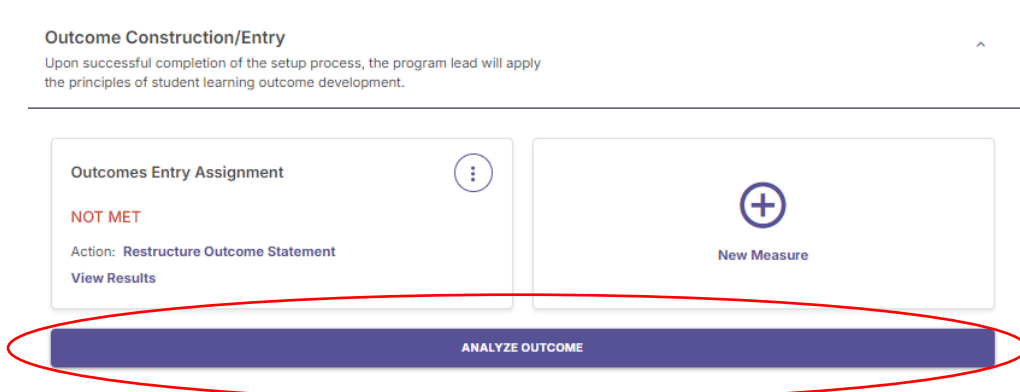


CANCEL

CREATE ACTION

Step 6: Provide an Analysis of the Outcome

- Once an outcome has at least one assessment measure with results and analysis added, an analysis at the outcome level can be provided. This is helpful in cases where multiple measures are used with conflicting results.



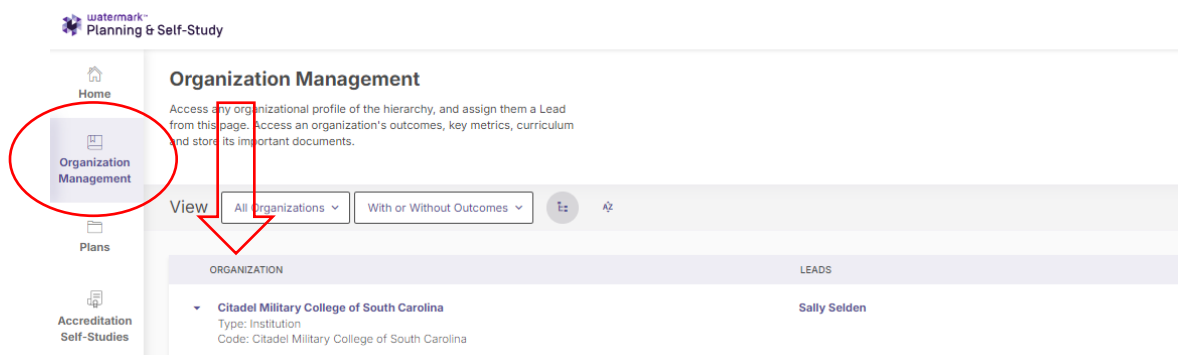
- A narrative can be added for the outcome, the overall status of the outcome (met or not met), and actions can be added here as well.

Step 7: Submitting the Final Report

- Once the assessment report is complete, use the submit button in the upper right-hand corner
- For 2023-2024, reports will be reviewed by the Director of Assessment. Discussions will occur regarding a broad-based review process for future years.

Step 8: Building a curriculum map

- Once the assessment outcomes and measures have been entered, a curriculum map can be developed.
- Using the Organization Management module on the left-hand menu and scroll through the Organization structure to find your program.



- Once you have selected your program, use the Curriculum link on the left-hand menu and then Create New Map

Organization Management > BS in Aardvark Biology

BS in Aardvark Biology

Doug Wymer

Insights

In Progress

Program Information

Curriculum

Actions

Docs & Reports

Curriculum

Access and edit the curriculum map and all courses affiliated with this organization. You can mark courses as required, view course sections, and assign leads.

Statistics

7 Courses | 0 Sections | 0 Instructors | 0 Students enrolled

Curriculum Map



No curriculum map created yet.






CREATE NEW MAP

Course List

COURSE	REQUIRED	COURSE SECTIONS	ASSESSMENT LEAD
AABI101 Introduction to Aardvark Biology	YES	0 Course Sections	Assign Lead
AABI202 Aardvark Anatomy	YES	0 Course Sections	Assign Lead
AABI303	YES	0 Course Sections	Assign Lead

- A template for the curriculum map is presented with course-based assessment indicated in black. Use the plus button in indicate where in the curriculum each outcome is Introduced, Reinforced, or Mastered.

Outcomes 	Courses 						
BS in Aardvark Biology Learning Outcomes	AABI101	AABI202	AABI303	AABI401	AABI450	AABI490	AABI499
Outcome Construction/Entry Upon successful completion of the setup process, the program lead will apply the principles of student learning...	+	+	+	+	+	+	+
Curriculum Map and Assignment Identification Upon successful completion of the setup process, the program lead will identify the appropriate course and...	+	+	+	+	+	+	+
Rubric Construction Upon successful completion of the setup process, the program lead will construct an efficient three-level rubric...	+	+	+	+	+	+	+
Data Collection and Reporting Upon successful completion of the assessment cycle, the program lead will collect attainment data for each outco...	+	+	R	+	+	+	+
Reflection and Improvement Upon successful completion of the assessment cycle, the program lead and faculty will provide a meaningful...	+	+	+	+	+	+	+
Orientation session Upon successful...	+	+	+	+	+	+	+
Aardvark Ecosystem Upon successful completion of the program, students will describe how aardvark activities affect the physical...	+	+	+	M A	+	+	+

Key:  Aligned  Introduce  Reinforce  Master  Assessment Activity