Hope your fall semester is going well. Just wanted to provide a few updates and general information about assessment.

**Persistence Data**

Persistence Data for 2016-2017 Assessment Period is still not available. A notification will be sent as soon as it becomes available. This should be the only data missing from 2016-2017 plans.

**Academic Program Review (APR) Cohorts 2 & 3**

- Each program has an evidence folder in the Accreditation Management module. You may create as many folders as you need to organize your evidence. One folder should be named APR Action Plans. Please upload the summaries and action plans from previous APRs. Directions on how this can be found at the end of this document. **Due date: October 26, 2017.**
- All of the following are due in Accreditation Management by **December 1.**
  - You should be well on your way completing your APR report in TK20. If you haven’t started, you need to!! Reports are to be completed no later than **December 1** (really end of September – I forgot to send a reminder).
  - **Curriculum maps** need to be completed in TK20. Each program should have a curriculum map for Program Student Learning Outcomes and the Core Competencies. Once completed, you will need to use the print option and save as a PDF, then upload into the evidence room in Accreditation Management within TK20.
  - **Assessment Plans:** completed assessment plans will also need to be uploaded. To do this, you will need to run the Courses002 report in TK20. The directions to do this are located in the LibGuide on the TK20 Resources tab. Assessment plans from 2014-2015, 2015-2016, and 2016-2017 are to be included.
  - **Library and Curriculum Conversations** also need to be uploaded into the evidence room.
All Programs: Be sure to reference the APR Activity List located in the LibGuide for activities that should be completed each year of the 5-year cycle.

Review of Assessment Plans

Starting this year, a review process for all assessment plans will be implemented. A rubric has been created by the Academic Assessment Committee and has been placed on the Assessment LibGuide (APR tab) for reference. Reviews will occur during years 2 and 4 of the APR cycle. When a program is in year 2 of the cycle, the APD will need to get another APD from another division to perform a peer review. During year 4 of the APR cycle, a sub-committee of the Academic Assessment Committee will perform the review. The intent of these reviews is to simply provide feedback on program assessment plans and to determine training needs related to assessment. Directions for performing reviews will be written and uploaded to the Assessment LibGuide. Training will also be available. More to come on assessment plan reviews.

2017-2018 Assessment Plans:

- **Were due in TK20 no later than October 1, 2017.**
- **Requirements:**
  - A minimum of three (3) PSLOs with at least two (2) direct measures for each outcome.
    - If your program is a degree program, three (3) PSLOs is not sufficient. You should have at least 5 – 8.
  - All outcomes (PSLOs, PPOs, and Core Competencies) will copy over from 2016-2017.
    - When you add additional outcomes (see below), they will also be included in assessment plans from prior years. It will then appear as if you don’t have measures, data, etc. You need to disable them in previous plans. Do NOT delete them or they, along with any associated data, will be deleted from all years including the year you added them. Only DISABLE!!
    - **Revising Outcomes:** If you are revising outcomes (not adding new) from the previous year for the current assessment period, you need to DISABLE the outcomes to be revised for the current year and create a new outcome or the outcome from previous years will be revised as well.
All programs must include the following Program Process Outcomes if applicable.

<table>
<thead>
<tr>
<th>Program Process Outcome</th>
<th>Minimum Achievement Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence (fall to spring)</td>
<td>Minimum of 80%</td>
</tr>
<tr>
<td>Retention (fall to fall)</td>
<td>Minimum of 60%</td>
</tr>
<tr>
<td>Graduation Rate</td>
<td>Minimum of 30%</td>
</tr>
<tr>
<td>Certification Pass Rates (if applicable)</td>
<td>95% pass rate for first time test takers</td>
</tr>
<tr>
<td>Placement Rate</td>
<td>Minimum 85%</td>
</tr>
<tr>
<td>Graduate Satisfaction</td>
<td>Minimum of 4.0 (scale 1 - 5)</td>
</tr>
<tr>
<td>Employer Satisfaction</td>
<td>Minimum of 4.0 (scale 1 - 5)</td>
</tr>
</tbody>
</table>

*NOTE*: these are minimums only. If an accreditation body requires higher minimum rates or if your program would like to establish higher rates, that is acceptable.

All programs must include its assigned Core Competency. If you are assigned Critical Thinking, you need to select either Critical Reasoning, Problem Solving, or Quantitative Reasoning. If you are assigned Professionalism, you need to select Professionalism or Teamwork. For the description, include the outcome statement. Further details can be found on the Assessment LibGuide. You only need one measure (which is a complete description of the student learning activity used to assess the core competency). The achievement target should read: At minimum, 75% of students will meet established criteria.

Measures and Achievement Targets must be included at this point as well.

APR Action Plans: any action plans identified in previous APRs (the last one you complete) must be included in your annual assessment plan. This is the best way for you to track progress made. An action plan from APR may be related to one of your program student learning outcomes or program process outcomes – that’s fine. But remember, you will need to provide information on the status of action plans in your next APR.

What’s Coming??

**Course Success Data**: Each program will need to add an additional program process outcome related to course success. The Academic Assessment Committee is currently reviewing data to determine the achievement target for course success. Stay tuned. As soon as this is finalized, information will be sent to you.

What’s New in the LibGuide?

- Rubric for Reviewing Assessment Plans (APR Resource tab)

Additional resources available on the Assessment LibGuide. [http://libguides.gvltec.edu/aac](http://libguides.gvltec.edu/aac)
Professional Development

Be on the lookout for upcoming professional development opportunities related to assessment and/or TK20. Once scheduled, information will be available through CPE.

Important Dates

- **October 1, 2017:**
  - 2017-2018 assessment plans in TK20 to include outcomes, measures, and targets.
  - 2016-2017 assessment plans in TK20 to include data, analysis, and action plans. *Also be sure to include supporting documents for each measure as evidence.*

- **October 26, 2017:** Cohorts 2 and 3 need to upload APR summary and action plans from previous APR into the evidence room in TK20’s Accreditation Management.

- **December 1, 2017:** Cohorts 2 and 3
  - Complete APR report
  - Upload previous assessment plans, complete curriculum maps, and curriculum and library conversations.

Directions on adding a folder in the Resources/Evidence Room in TK20 and aligning evidence with a Standard

1. In the Accreditation Management module of TK20, click on the Resources/Evidence room.
2. Place your cursor on the right side of the Evidence Folder, and an arrow will appear. When you click on the arrow, a drop down menu will appear. Select “Add Folder”.

3. A folder will be created. Rename the folder to APR Action Plans.
4. To add a file to the folder, follow the same steps but select “Add File”. At that point, you will be able to browse your computer for the file.

5. Then, go to the Overview Tab at the top. Then go to Section II: Program Assessment: Part and click on the last standard in that section.

6. Then, click on the “Add Evidence” link.
7. Then, click on the white arrow. Any folders created will show. Click on the appropriate folder to search for the file needed – in this case, APR Summary and Action Plans.

8. Once added to a section, you will see the evidence in that particular section. Below is an example from the SARA application.

If assistance is needed with your APR and/or TK20, contact either your assistant deans or me. I will be glad to help!

For questions, feel free to contact any of the following:
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