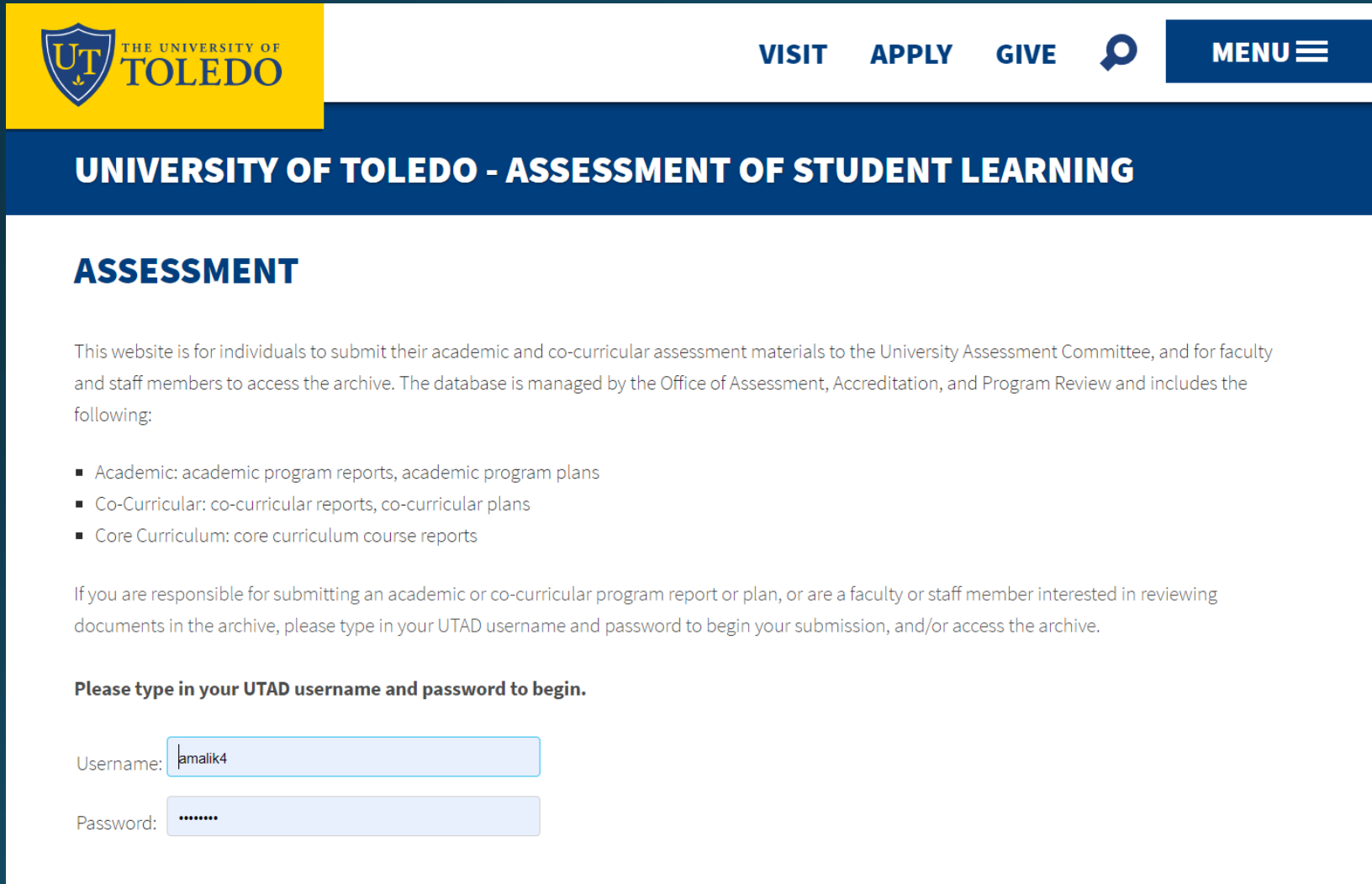


Submission Guide

Assessment Plan

Step One: Go to <http://www.utoledo.edu/offices/provost/assessment/tool/login.aspx>
Enter your UTAD and password to log in.



The screenshot shows the top navigation bar of the University of Toledo website. On the left is the UT Toledo logo. To the right are links for 'VISIT', 'APPLY', 'GIVE', a search icon, and a 'MENU' button with a hamburger icon. Below this is a dark blue header with the text 'UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING'. The main content area has a white background with a blue heading 'ASSESSMENT'. Below the heading is a paragraph explaining the website's purpose. A bulleted list follows, detailing the types of materials submitted. Another paragraph explains the login process. At the bottom, there is a login form with two input fields: 'Username' containing 'lamalik4' and 'Password' containing seven dots.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

ASSESSMENT

This website is for individuals to submit their academic and co-curricular assessment materials to the University Assessment Committee, and for faculty and staff members to access the archive. The database is managed by the Office of Assessment, Accreditation, and Program Review and includes the following:

- Academic: academic program reports, academic program plans
- Co-Curricular: co-curricular reports, co-curricular plans
- Core Curriculum: core curriculum course reports

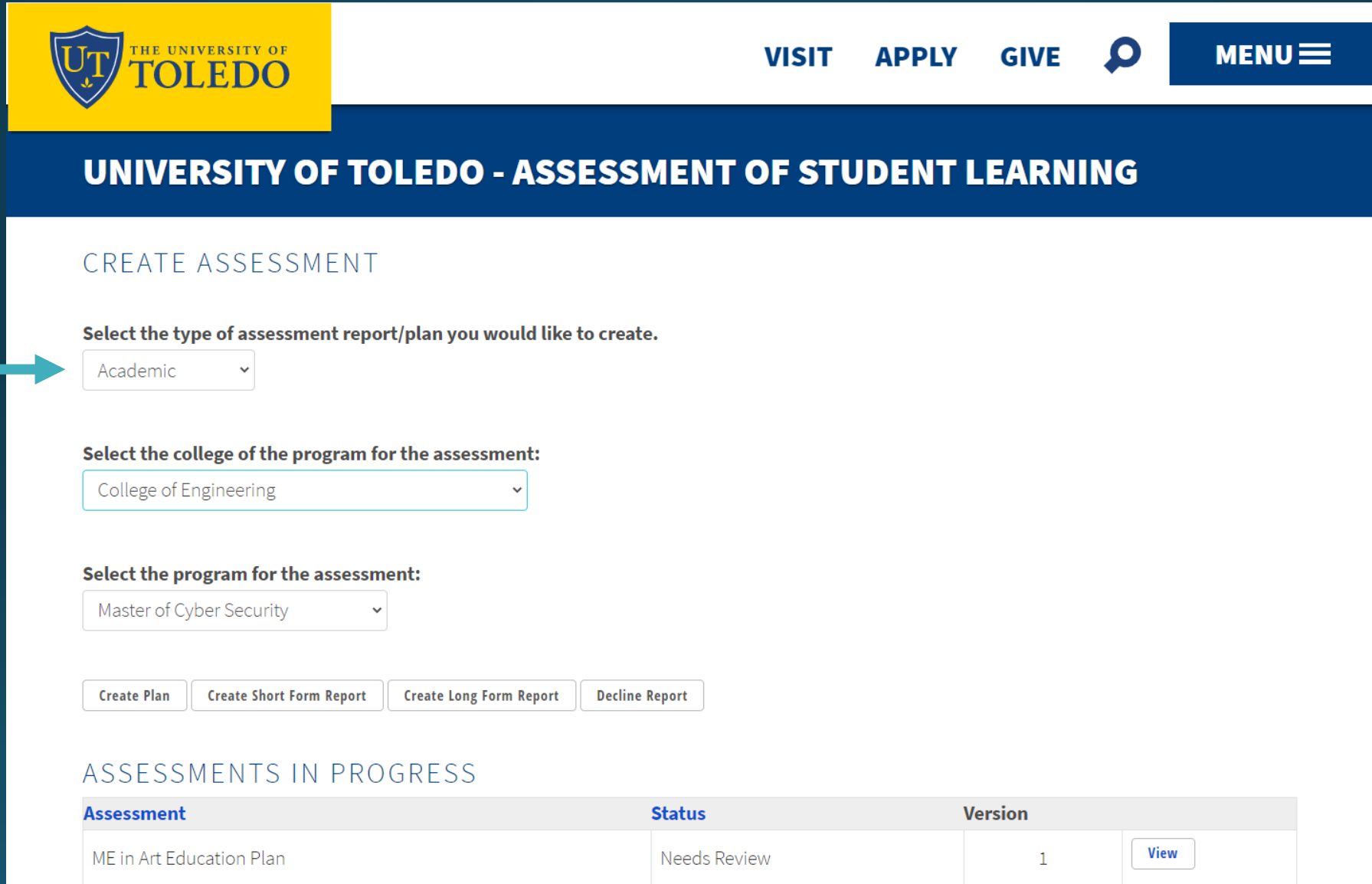
If you are responsible for submitting an academic or co-curricular program report or plan, or are a faculty or staff member interested in reviewing documents in the archive, please type in your UTAD username and password to begin your submission, and/or access the archive.

Please type in your UTAD username and password to begin.

Username:

Password:

Step Two: Select the "Academic" from the drop down menu as the type of assessment plan you intend to create.



The screenshot shows the 'UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING' website. The header includes the university logo and navigation links: VISIT, APPLY, GIVE, and a MENU icon. The main heading is 'UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING'. Below this is the 'CREATE ASSESSMENT' section. A teal arrow points to the 'Academic' dropdown menu. The form includes three dropdown menus: 'Select the type of assessment report/plan you would like to create.' (Academic), 'Select the college of the program for the assessment:' (College of Engineering), and 'Select the program for the assessment:' (Master of Cyber Security). Below these are four buttons: 'Create Plan', 'Create Short Form Report', 'Create Long Form Report', and 'Decline Report'. The 'ASSESSMENTS IN PROGRESS' section contains a table with one row.

Assessment	Status	Version	
ME in Art Education Plan	Needs Review	1	View

Step 3: Select your college and individual academic program from the drop down menus.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

CREATE ASSESSMENT

Select the type of assessment report/plan you would like to create.

Academic

Select the college of the program for the assessment:

College of Engineering

Select the program for the assessment:

Master of Cyber Security

Create Plan Create Short Form Report Create Long Form Report Decline Report

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
ME in Art Education Plan	Needs Review	1	View

Step 4: Click **Create Plan**.

Once you click the **Create Plan** button, you will be directed to the page for you to work on the plan. Please complete all the sections as requested.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

CREATE ASSESSMENT

Select the type of assessment report/plan you would like to create.

Academic

Select the college of the program for the assessment:

College of Engineering

Select the program for the assessment:

Master of Cyber Security

[Create Plan](#) [Create Short Form Report](#) [Create Long Form Report](#) [Decline Report](#)

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
ME in Art Education Plan	Needs Review	1	View

Step Five: Provide the name of the program director(s). You may also add co-contributors. They will be able to view and edit the document.

The name of the program should appear at the top of the document.

The system is linked to Banner-you may need to wait a few seconds for the names to populate. Select the correct name from the dropdown menu to add it to the box. Click the add button.

The screenshot shows the University of Toledo logo and navigation links (VISIT, APPLY, GIVE, MENU) at the top. Below is a blue header with the text "UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING". The main content area is titled "MASTER OF CYBER SECURITY - ASSESSMENT PLAN".

The "Director(s)" section has a "Name" field with "malik" entered. A dropdown menu is open, showing a list of names: "Malik, Alana (Dir of Assessment) - amalik4", "Malik, Laura () - lfrost", "Malik, Sehrish (Resident) - smalik4", and "Malik, Tracey (Medical Payment Processor - Customer Service Team Leader) - tmalik". A red circle highlights the "Add" button next to the dropdown.

The "Submitted by:" section has a "Name" field with "Malik, Alana" entered. A dropdown menu is open, showing a list of names: "Last Name, First Name (Title) - username". A purple circle highlights the "Delete" button next to the dropdown.

Annotations with arrows point to the program name, the dropdown menu, the "Add" button, and the "Delete" button.

Don't forget to click the add button!

You may also remove someone by clicking "delete."

Step Six: Review your program learning outcome statements. You may edit the text, adjust the alignment to the Institutional Student Learning Outcomes, indicate if the statement is observable and measurable, and if it is required by an external accreditor. You may also add or delete a statement.

Click here to see short definitions of each Institutional Student Learning Outcome.

Program Learning Outcome Statements are prepopulated from your previous assessment plan.

UT THE UNIVERSITY OF TOLEDO VISIT APPLY GIVE MENU

I. Program Learning Outcomes

A. Program Learning Outcomes (Curricular - to be completed by all major and certificate degree programs)

[*Institutional student learning outcomes \(ISLO\)](#)

Program Learning Outcome	*ISLO Alignment	Observable/ Measureable	Required by external accreditation	
<p>B I U ¶ ☰ ☰ ☰ ☰</p> <p>Understand the cyber security challenges in contemporary networks and software systems.</p>	<p><input checked="" type="checkbox"/> Broad integrative knowledge</p> <p><input checked="" type="checkbox"/> Specialized knowledge</p> <p><input type="checkbox"/> Intellectual skills</p> <p><input type="checkbox"/> Civic and global learning</p> <p><input type="checkbox"/> Applied and collaborative learning</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Delete</p>
<p>B I U ¶ ☰ ☰ ☰ ☰</p> <p>Demonstrate the proficiency in various tools and utilities used in cyber security.</p>	<p><input type="checkbox"/> Broad integrative knowledge</p> <p><input checked="" type="checkbox"/> Specialized knowledge</p> <p><input type="checkbox"/> Intellectual skills</p> <p><input type="checkbox"/> Civic and global learning</p> <p><input checked="" type="checkbox"/> Applied and collaborative learning</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Delete</p>

This column is new!

Notes on adding a new PLO statement...

The screenshot shows the University of Toledo website header with navigation links: VISIT, APPLY, GIVE, and a MENU button. Below the header is a table with two rows. The first row contains a text area with the text "Apply appropriate security methods and mechanisms to protect enterprise network systems." and a list of checkboxes for PLO categories: Broad integrative knowledge, Specialized knowledge (checked), Intellectual skills, Civic and global learning, and Applied and collaborative learning (checked). The second row contains a text area with the text "Type text of new outcome statement here." and a list of checkboxes for the same PLO categories, all of which are unchecked. The 'Add' button in the last column of the second row is circled in red, and a blue arrow points to it from below. A text label "Don't forget to click 'Add.'" is positioned below the arrow.

	Broad integrative knowledge	Specialized knowledge	Intellectual skills	Civic and global learning	Applied and collaborative learning	
Apply appropriate security methods and mechanisms to protect enterprise network systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Type text of new outcome statement here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add

Don't forget to click "Add."

1. The system will always include a blank row at the end of the table. Ignore the last row if/when you have no more statements to add.
2. You may need to use the horizontal scroll bar to see the last column of the table depending on the size of your screen.

Note: If you to add or edit an existing PLO statement, the system will prompt you to also update your PLO statement in the University's Curriculum Tracking System.

CERT IN NURSE PARALEGAL - ASSESSMENT PLAN

Please ensure that your program learning outcome statements (PLOs) listed here match your PLOs in the Curriculum Tracking System (CIM). Updates to PLOs include: changing the wording of an individual statement; adding statement(s), deleting statement(s). Click on the link to access your information in CIM - [Curriculum Tracking System](#)

Director(s):

Name	
<input type="text" value="Last Name, First Name (Title) - username"/>	<input type="button" value="Add"/>

Submitted by:

Name	
Henneman, Jamie	<input type="button" value="Delete"/>
<input type="text" value="Last Name, First Name (Title) - username"/>	<input type="button" value="Add"/>

Help Writing Observable and Measurable Outcome Statements

- <https://www.utoledo.edu/aapr/assessment/resources.html#SLOs>

Step Seven: Complete the Co-Curricular Program Learning Outcomes table, if applicable. *If your program does not offer co-curricular learning, please skip this step.*

B. Program Learning Outcomes (Co-Curricular - to be completed by all service units and academic major and certificate degree programs with co-curricular experiences outside the scope of a credit-bearing course)

[*Institutional student learning outcomes \(ISLO\)](#)

Program learning outcome	*ISLO Alignment	Observable/ Measurable	Required by external accreditation	Aligned with CAS or Professional Standard Guidelines	
<div data-bbox="242 714 624 763"> B <i>I</i> <u>U</u> ☰ ☰ ☰ ☰ </div> <div data-bbox="242 763 624 1106"> <p> </p> </div>	<input type="checkbox"/> Broad integrative knowledge <input type="checkbox"/> Specialized knowledge <input type="checkbox"/> Intellectual skills <input type="checkbox"/> Civic and global learning <input type="checkbox"/> Applied and collaborative learning	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<div data-bbox="1796 714 1872 749" style="border: 1px solid #ccc; padding: 2px; text-align: center;">Add</div>

Co-Curricular Definition

Co-curricular programs are intentionally designed learning opportunities sponsored by the University of Toledo that fall outside of the scope of a credit-bearing course.

They are purposefully aligned to, and support student development in, one or more of the institutional student learning outcomes (ISLO)

- <https://www.utoledo.edu/aapr/assessment/CoCurricularAssessment.html>

Step Eight: Answer the following prompts.

UT THE UNIVERSITY OF TOLEDO

VISIT APPLY GIVE MENU

C. Please provide information about the internal process you use to periodically review your Program Learning Outcomes.

B I U | | | | |

D. Please describe the process you used to communicate your Program Learning Outcomes to students, faculty, and the community. How are they publicized?

B I U | | | | |

Some academic program learning outcomes are published in the current academic catalog.

Step Nine: Complete the table indicating in which year(s) you intend to report data related to each outcome. Please also identify the source of the data.

II. Multi-Year Learning Outcome Assessment Plan – Please assess each Program Learning Outcome as frequently as necessary to provide a robust analysis over the assessment cycle timeframe.

A. Identify which sources would best assess the PLO. Please note that you may gather assessment data on these sources outside of the years identified. The years identified will be when departments report data from the particular sources.

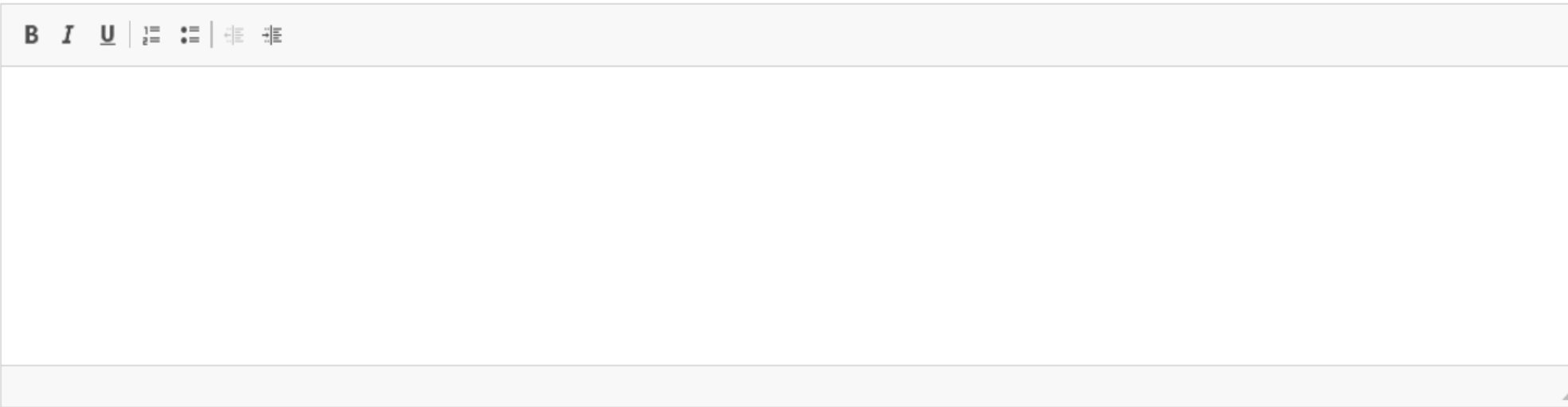
PLO	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027
Understand the cyber security challenges in contemporary networks and software systems.	Report: <input checked="" type="radio"/> Yes <input type="radio"/> No Source(s): <input type="text" value="EECS 5790 student project"/>	Report: <input checked="" type="radio"/> Yes <input type="radio"/> No Source(s): <input type="text" value="EECS 5790"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>
Demonstrate the proficiency in various tools and utilities used in cyber security.	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>	Report: <input type="radio"/> Yes <input checked="" type="radio"/> No Source(s): <input type="text"/>

Check your curriculum map to identify the courses in your program with key assessments aligned with each PLO.

Comprehensive exams and thesis/doctoral defense are examples of potential key assessment sources.

Step Ten: Answer the following question:

B. Please provide a rationale for selection of the timeframe and sources for your assessment plan.



The image shows a rich text editor interface. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and outdent. Below the toolbar is a large, empty text area for entering the response. The entire editor is contained within a light gray border.

Reminder:

Assessment plans and reports are included as evidence in the institutional program review process.

Step 11: Propose the assessment reporting cycle that best meets the needs of your program to develop evidence to support program review and/or external accreditation needs (if applicable).

III. Learning Outcome Assessment Reporting Cycle

	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027
Reporting Requirements	Short Form	Short Form	Long Form	Short Form	Short Form	Long Form	None
Review	None	None	None	None	None	None	Program Review

Upload Curriculum Map: No file chosen

The attached curriculum map:

Optional: If you have other supporting documentation that you would like to share with the University Assessment Committee, you may upload up to two additional files here.

Upload File: No file chosen




Upload File: No file chosen

Short Form = report on data from the previous academic year

Long Form = longitudinal report that includes data from the previous academic year and other previous years' short form report data

Indicate the year in which your program is scheduled for program review, and external accreditation (if applicable).

Step Twelve: Upload your current curriculum map, and select type.

VISIT APPLY GIVE  MENU 

III. Learning Outcome Assessment Reporting Cycle

	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027
Reporting Requirements	Short Form <input type="button" value="v"/>	Short Form <input type="button" value="v"/>	Long Form <input type="button" value="v"/>	Short Form <input type="button" value="v"/>	Short Form <input type="button" value="v"/>	Long Form <input type="button" value="v"/>	None <input type="button" value="v"/>
Review	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	Program Review <input type="button" value="v"/>

Upload Curriculum Map: No file chosen

The attached curriculum map:

Optional: If you have other supporting documentation that you would like to share with the University Assessment Committee, you may upload up to two additional files here.




Upload File: No file chosen

Upload File: No file chosen

Curriculum Map Resources

- <https://www.utoledo.edu/aapr/assessment/CurriculumMapping.html>

Step Thirteen: Optional-If you have additional supporting materials that you would like to share with the University Assessment Committee, you may upload up to two additional files.

VISIT APPLY GIVE  MENU 

III. Learning Outcome Assessment Reporting Cycle

	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027
Reporting Requirements	Short Form <input type="button" value="v"/>	Short Form <input type="button" value="v"/>	Long Form <input type="button" value="v"/>	Short Form <input type="button" value="v"/>	Short Form <input type="button" value="v"/>	Long Form <input type="button" value="v"/>	None <input type="button" value="v"/>
Review	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	None <input type="button" value="v"/>	Program Review <input type="button" value="v"/>

Upload Curriculum Map: No file chosen

The attached curriculum map:

Optional: If you have other supporting documentation that you would like to share with the University Assessment Committee, you may upload up to two additional files here.

Upload File: No file chosen

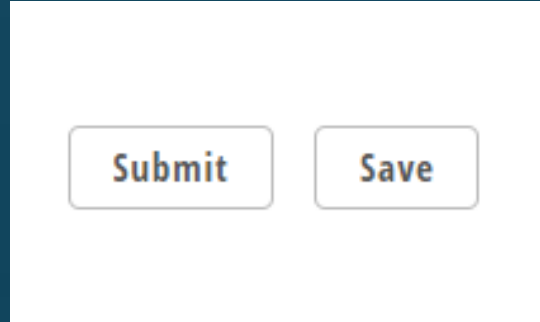
Upload File: No file chosen

Step Fourteen: Save or submit the plan.

Click **Submit** once you complete all of the required fields listed above.

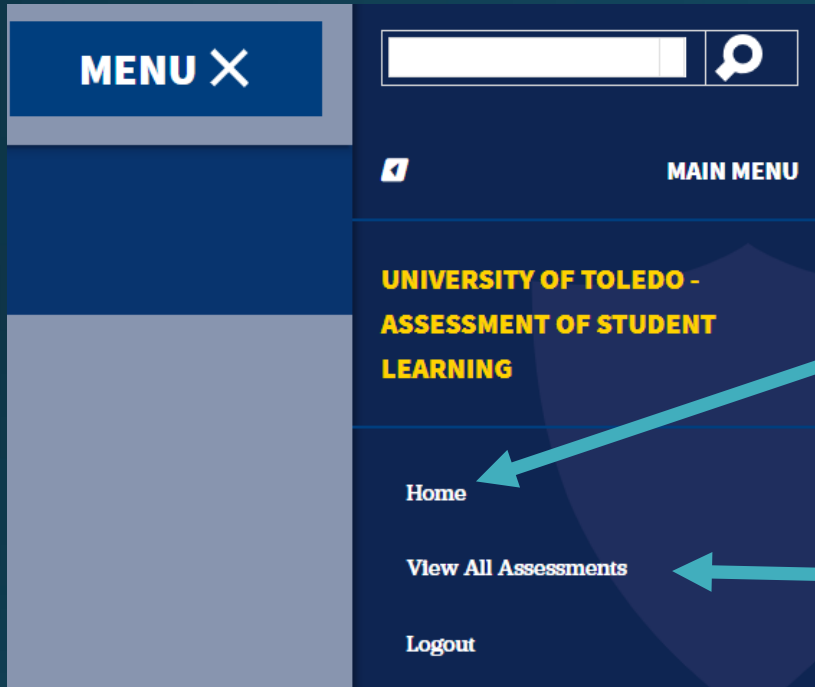
When you click submit, your University Assessment Committee Liaison will be notified that the plan is ready for his/her review.

Your liaison will notify you if further revisions are requested.



If you would like to continue to work on your plan prior to submission, please click **Save**. This enables you to return to your draft plan at a later time.

Note: If you have more than one report to submit to the UAC, or you would like to know the status of your current report(s), please click on the menu button on the top, right side of the page to open up the following list of options.



“Home” returns you to the initial page, providing the option to create a new assessment. It will also show a list of any current assessment reports or plans noting their status in the system.

“View All Assessments” allows you to search the archive of all reports submitted to the UAC via the online tracking tool.

The home screen lists all of your assessment plans and reports.

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
Master of Cyber Security Plan	In Progress	1	Edit Delete
ME in Art Education Plan	Needs Review	1	View
MS in Exercise Science Plan	Needs Review	1	View
PhD in Psychology Plan	Needs Review	1	View

Issues? Questions?

Please contact Alana Malik, University Assessment Director

Alana.malik@utoledo.edu