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.

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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
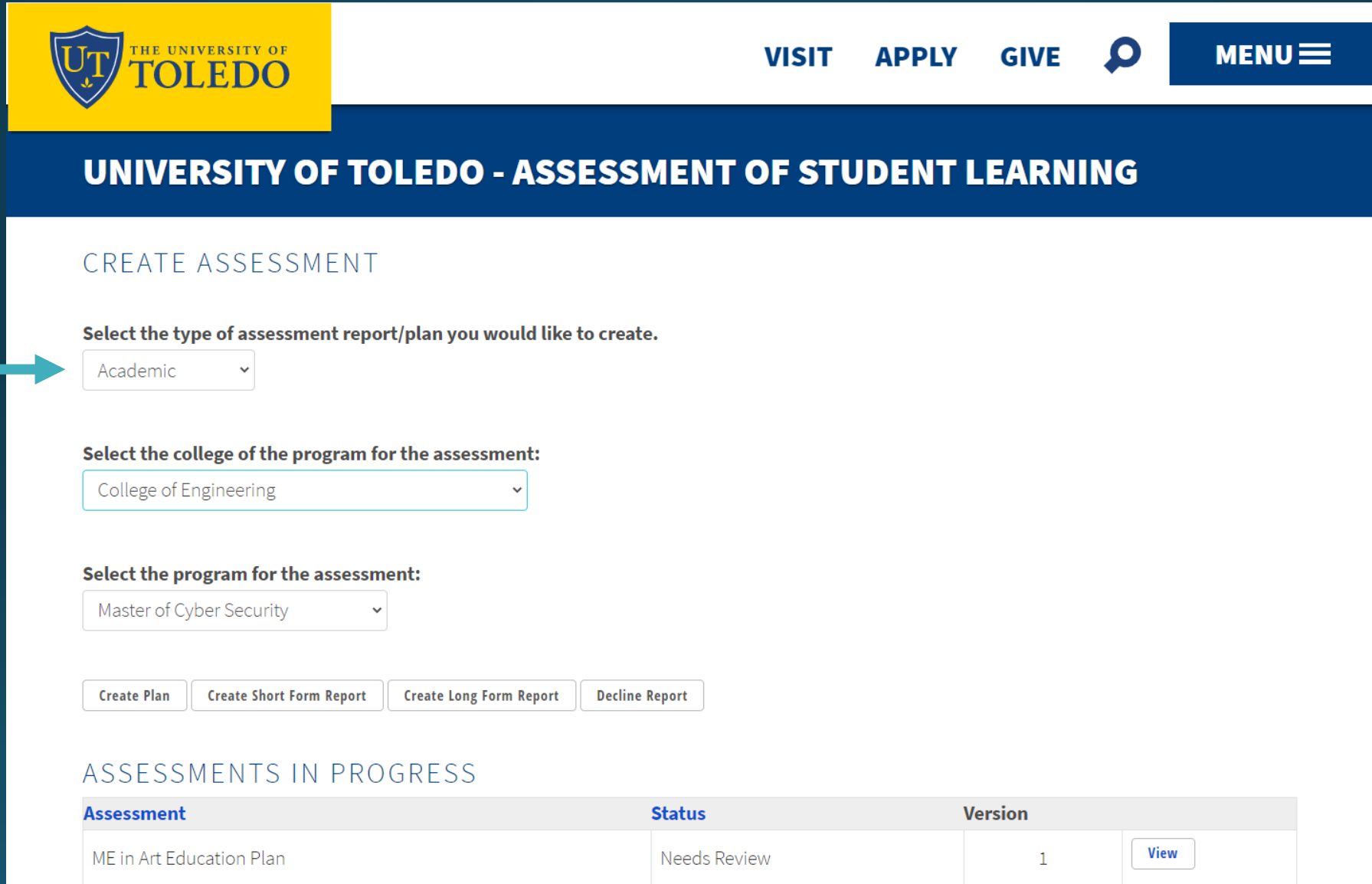- Core Curriculum: core curriculum course reports

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: | amalik4 |

Password: | •••••••• |

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

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

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TOLEDO

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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.

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.

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MASTER OF CYBER SECURITY - ASSESSMENT PLAN

Don't forget to click the add button!

Director(s):

Name	
malik	Add

Malik, Alana (Dir of Assessment) - amalik4
Malik, Laura () - lfrost
Malik, Sehrish (Resident) - smalik4
Malik, Tracey (Medical Payment Processor - Customer Service Team Leader) - tmalik

Submitted by:

Name	
Malik, Alana	Delete
Last Name, First Name (Title) - username	Add

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.

This column is new!

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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	
B *I* <u>U</u> ≡ ≔ ⊣≡ ⊩≡ Understand the cyber security challenges in contemporary networks and software systems.	☑ Broad integrative knowledge ☑ Specialized knowledge ☐ Intellectual skills ☐ Civic and global learning ☐ Applied and collaborative learning	○ Yes ○ No	○ Yes ● No	Delete
B *I* <u>U</u> ≡ ≔ ⊣≡ ⊩≡ Demonstrate the proficiency in various tools and utilities used in cyber security.	☐ Broad integrative knowledge ☑ Specialized knowledge ☐ Intellectual skills ☐ Civic and global learning ☑ Applied and collaborative learning	○ Yes ○ No	○ Yes ● No	Delete

Notes on adding a new PLO statement...

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	
Last Name, First Name (Title) - username	Add

Submitted by:

Name	
Henneman, Jamie	Delete
Last Name, First Name (Title) - username	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/ Measureable	Required by external accreditation	Aligned with CAS or Professional Standard Guidelines	
B I U ⌅≡ ⌅≡ ⌅≡ ⌅≡	☐ Broad integrative knowledge ☐ Specialized knowledge ☐ Intellectual skills ☐ Civic and global learning ☐ Applied and collaborative learning	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	Add

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.

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.
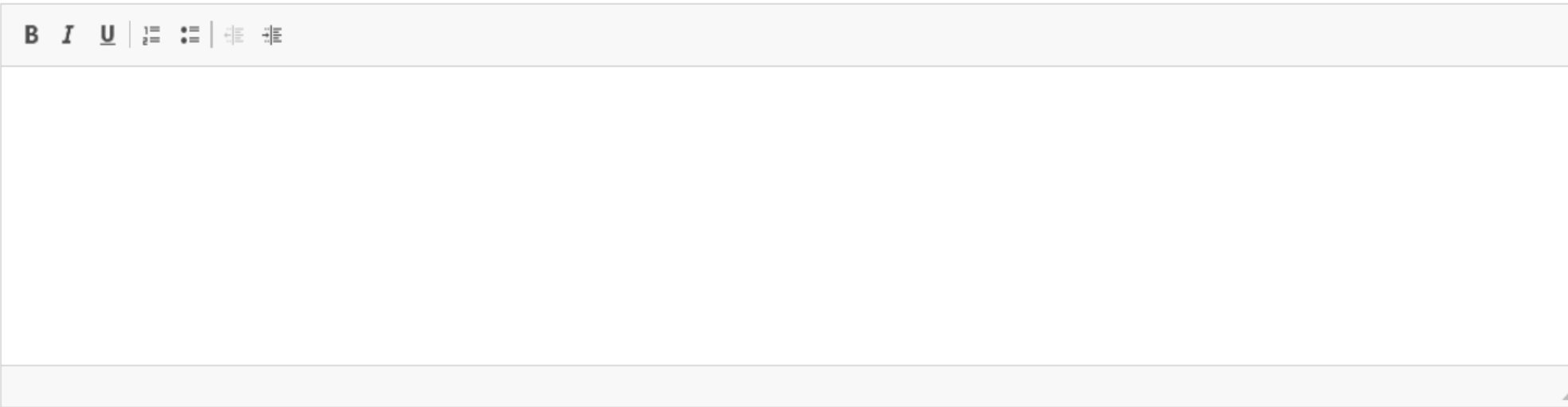
PLO	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027
Understand the cyber security challenges in contemporary networks and software systems.	Report: ◉ Yes ○ No Source(s): EECS 5790 student project	Report: ◉ Yes ○ No Source(s): EECS 5790	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):
Demonstrate the proficiency in various tools and utilities used in cyber security.	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):	Report: ○ Yes ◉ No Source(s):

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.

B *I* U

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).

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.

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.

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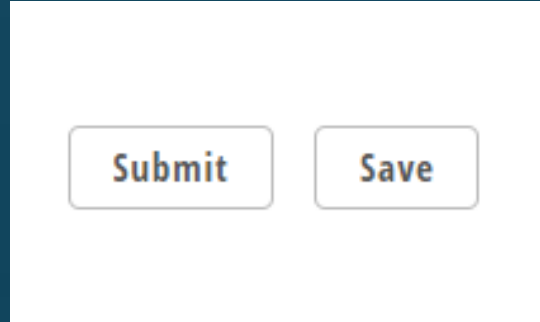
If you would like to continue to work on your plan prior to submission, please click **_Save_**. This enables you to return to your draft plan at a later time.

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.
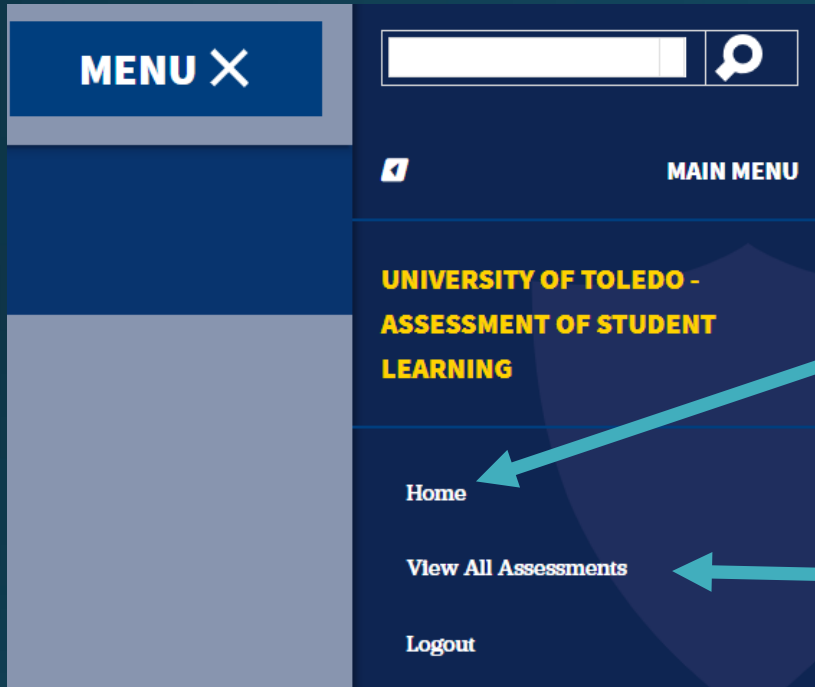
MENU ✕

MAIN MENU

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

Home

View All Assessments

Logout

"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