Instructions for Academic Program Assessment Plan Submission
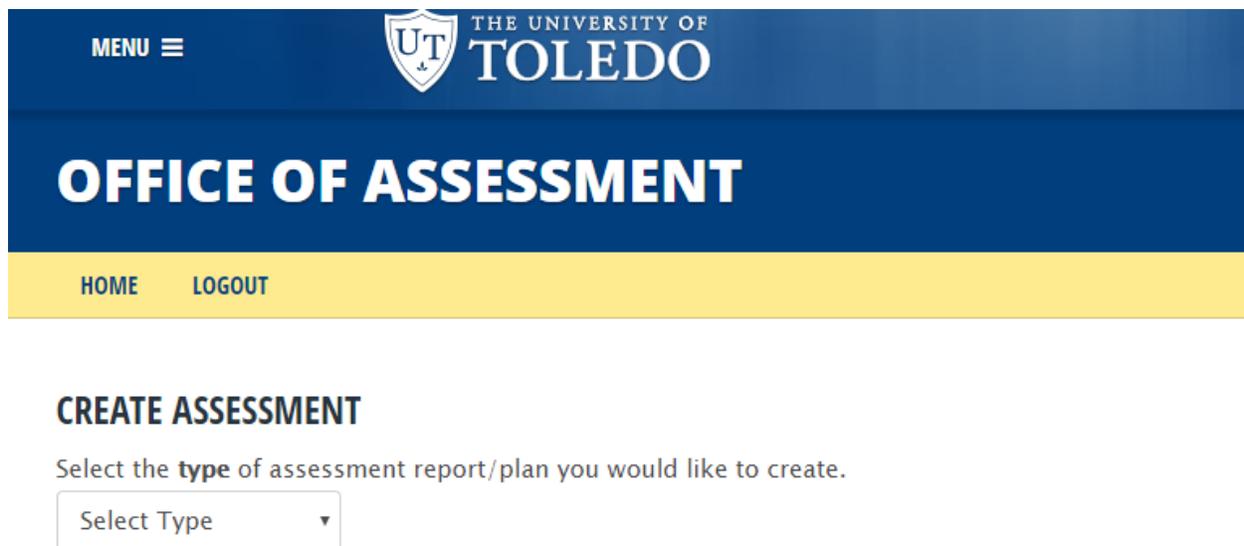
1. Go to http://www.utoledo.edu/offices/provost/assessment/tool/login.aspx

Enter your UTAD and password to log in.

2. Select the Type of assessment plan you intend to create: ***Academic, Service or General Education.***

3. Select the **college/unit** of the program for the assessment.

MENU ≡

THE UNIVERSITY OF TOLEDO

OFFICE OF ASSESSMENT

HOME   LOGOUT

CREATE ASSESSMENT

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

Academic ▼

Select the **college** of the program for the assessment:

Select College ▼

4. Select the program for the assessment. Then click **Create Plan.**

MENU ≡

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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 Business and Innovation ▾ |

Select the **program** for the assessment:

| AA in Pre-Business ▾ |

| CREATE PLAN | | CREATE REPORT | | DECLINE REPORT |

5. 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 required.**

6. The first items requested in the template are the name of the Program or Unit Director(s), and the person(s) completing the plan.

a. **Type** in the name of the director in the textbox provided.

b. The person(s) completing plan field is linked to our Banner system. Begin typing the last name, followed by the first name in the text box. Pause-Banner should provide a name below the textbox. This may take a few seconds. Once the correct name appears,

highlight the name. It should transfer to the textbox. *Once the correct name is in the textbox, click the **Add** button.*

You may add additional people to the person(s) completing the plan field by following the immediate past steps in section 6b. again. Persons listed in this field have both read and write access to the document in the system prior to submittal.

To remove a person, deleting their access to view and edit the document, click the **Delete** button next to his/her name.

Person(s) completing plan:

Name	
Gordon, Terribeth Rae	DELETE
Last Name, First Name (Title) - username	ADD

In Part One, you will be asked to identify the student learning outcomes for the program, select their alignment with the UT institutional student learning outcomes, and document if each individual outcome is required for external accreditation. Once you have complete each column in the row, click the **Add** button. Clicking on the phrase "institutional student learning outcome(s)" in the heading of the table will open a new window with their definitions.

PART ONE: IDENTIFY THE STUDENT LEARNING OUTCOMES.

Student learning outcomes:
List the student learning outcomes (SLOs) for the academic program and their alignment with institutional student learning outcome(s).

Student learning outcome	Alignment with **institutional student learning outcome(s)**	Is SLO required for external accreditation	
Each student can recognize, analyze and resolve ethical issues explicit or implicit in decision-making.	☐ Broad integrative knowledge ☐ Specialized knowledge ☐ Intellectual skills ☑ Civic and global learning ☐ Applied and collaborative learning	◉ Yes ○ No	ADD

Once you click the Add button, the completed row should appear in the table, with options to either edit the row, or delete the row. A new blank row is automatically generated for you to input the next outcome. Once you have entered all of the program's SLOs, please ignore the last blank row.

Student learning outcomes:

List the student learning outcomes (SLOs) for the academic program and their alignment with institutional student learning outcome(s).

Student learning outcome	Alignment with institutional student learning outcome(s)	Is SLO required for external accreditation		
Each student can recognize, analyze and resolve ethical issues explicit or implicit in decision-making.	☐ Broad integrative knowledge ☐ Specialized knowledge ☐ Intellectual skills ☑ Civic and global learning ☐ Applied and collaborative learning	Yes	EDIT	DELETE
	☐ Broad integrative knowledge ☐ Specialized knowledge ☐ Intellectual skills ☐ Civic and global learning ☐ Applied and collaborative learning	○ Yes ○ No		ADD

7. **In Part Two**, you will be asked to provide the assessment measures used in your program. Please remember to click **Add** after you insert the measure each time**.**

PART TWO: IDENTIFY THE TYPES OF MEASURES UTILIZED IN YOUR PROGRAM.

Assessment measures:
Complete the following table. Please provide a minimum of two measures with at least one direct measure.

Data collection methods, metrics and sources	Applicable student learning outcomes	Direct or indirect measure of student learning	Frequency of data collection and review	Person(s) responsible for reviewing data	
		○ Direct ○ Indirect			ADD

Once you click the Add button, the completed row should appear in the table, with options to either edit the row, or delete the row. A new blank row is automatically generated for you to input the next assessment measure. Once you have entered all of the program's assessment measures, please ignore the last blank row.

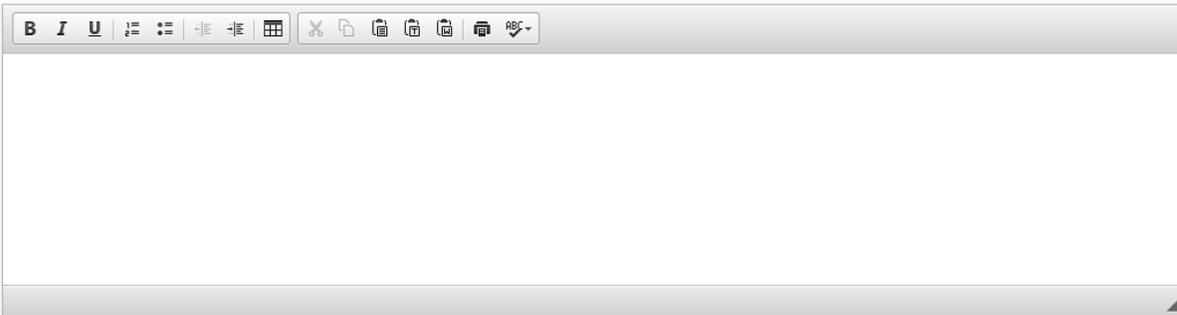**PART TWO: IDENTIFY THE TYPES OF MEASURES UTILIZED IN YOUR PROGRAM.**

Assessment measures:
Complete the following table. Please provide a minimum of two measures with at least one direct measure.

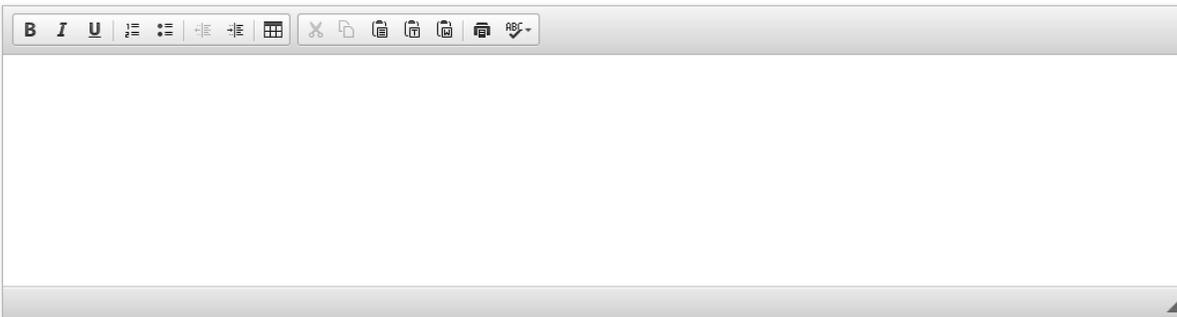| Data collection methods, metrics and sources	Applicable student learning outcomes	Direct or indirect measure of student learning	Frequency of data collection and review	Person(s) responsible for reviewing data		
Pre-test and Post-test administered	All	Direct	Collected and analyzed each semester	Departmental Assessment representative and Sr. Associate Dean	EDIT	DELETE
		○ Direct ○ Indirect				ADD

8. **In Part Three**, you will be asked to provide examples of how your program uses the information listed in the table above for decisions made in your program. A section for additional comments is also provided.

PART THREE: REFERRING TO THE TABLE ABOVE, DESCRIBE HOW YOUR PROGRAM USES THIS INFORMATION PROVIDED BY THESE DATA TO INFORM DECISIONS MADE TO IMPROVE STUDENT LEARNING OUTCOMES.

COMMENTS:

*9. Optional: If you have other supporting materials that you want to share with the University Assessment Committee, you may upload up to **two** additional files.*

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: Choose File | No file chosen

Upload File: Choose File | No file chosen

10. 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 and continue editing at a later time.

Click **Submit** once you complete all the sections 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.

SUBMIT   SAVE

Please note, the most current plan, whether in draft or completed form displays to the public on the University of Toledo website.