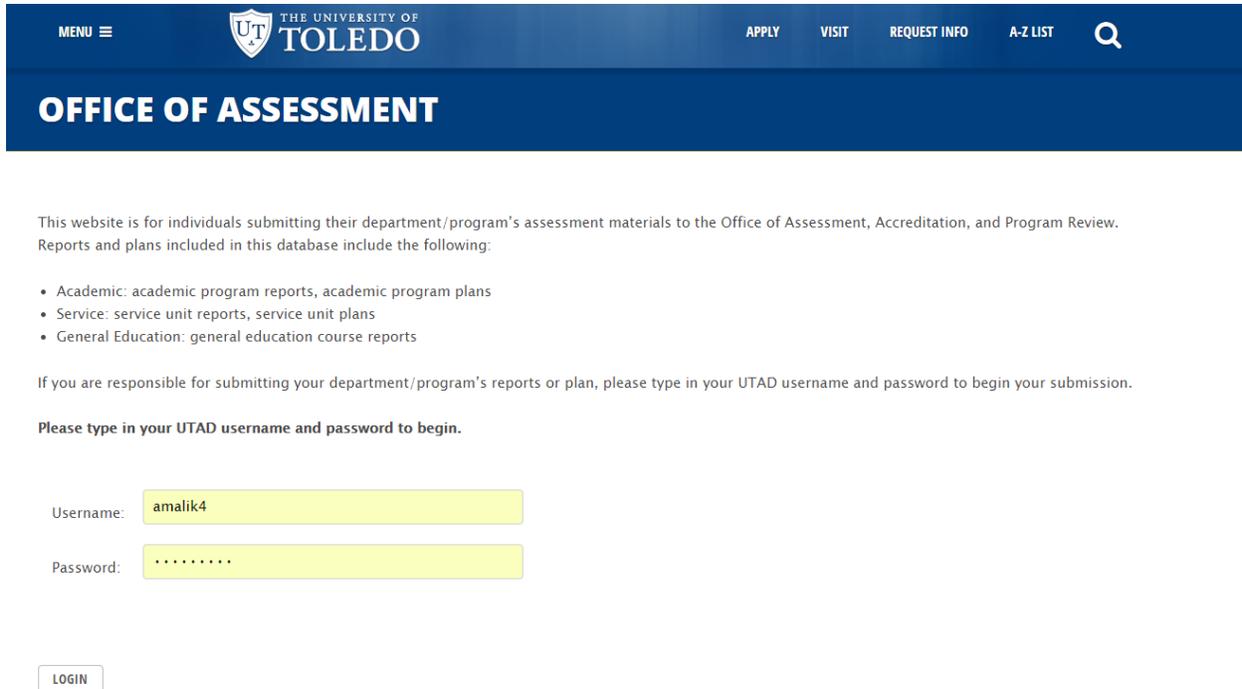


## Instructions for Academic Program Assessment Plan Submission

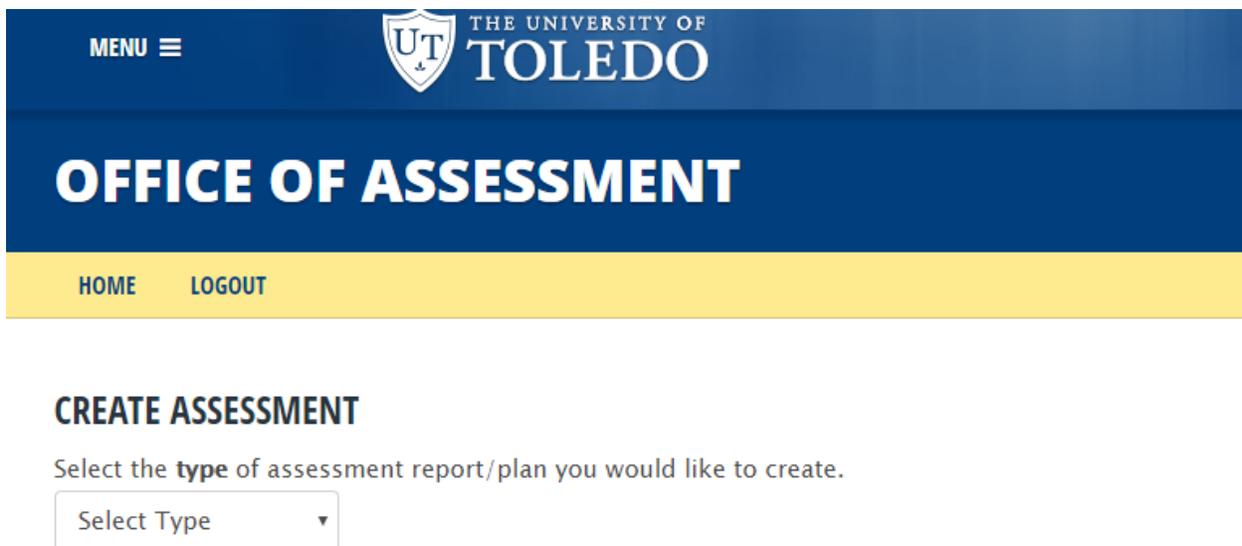
1. Go to <http://www.utoledo.edu/offices/provost/assessment/tool/login.aspx>

Enter your UTAD and password to log in.



The screenshot shows the login page for the Office of Assessment. At the top, there is a navigation bar with the University of Toledo logo and links for 'MENU', 'APPLY', 'VISIT', 'REQUEST INFO', and 'A-Z LIST'. Below this is a dark blue header with 'OFFICE OF ASSESSMENT' in white. The main content area has a light blue background and contains the following text: 'This website is for individuals submitting their department/program's assessment materials to the Office of Assessment, Accreditation, and Program Review. Reports and plans included in this database include the following:' followed by a bulleted list: 'Academic: academic program reports, academic program plans', 'Service: service unit reports, service unit plans', and 'General Education: general education course reports'. Below the list, it says 'If you are responsible for submitting your department/program's reports or plan, please type in your UTAD username and password to begin your submission.' and 'Please type in your UTAD username and password to begin.' There are two input fields: 'Username:' with the value 'amalik4' and 'Password:' with masked characters. A 'LOGIN' button is located below the password field.

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



The screenshot shows the 'CREATE ASSESSMENT' page. At the top, there is a navigation bar with the University of Toledo logo and links for 'MENU', 'HOME', and 'LOGOUT'. Below this is a dark blue header with 'OFFICE OF ASSESSMENT' in white. The main content area has a light blue background and contains the following text: 'CREATE ASSESSMENT' in bold, followed by 'Select the **type** of assessment report/plan you would like to create.' Below this is a dropdown menu with the text 'Select Type' and a downward arrow.

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

# OFFICE OF ASSESSMENT

## CREATE ASSESSMENT

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

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

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

# OFFICE OF ASSESSMENT

[HOME](#) [LOGOUT](#)

## CREATE ASSESSMENT

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

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

Select the **program** for the assessment:

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.



### AA IN PRE-BUSINESS - ASSESSMENT PLAN 2017

Assessment of Student Learning

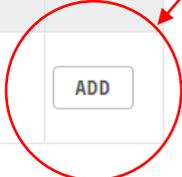
Program/Unit Director(s):

Person(s) completing plan:

Name	
<input type="text" value="Gordon, terri"/>	<input type="button" value="ADD"/>
<small>Gordon, Terribeth Rae (Sr. Associate Dean) - tgordon</small>	

Person(s) completing plan:

Name	
<input type="text" value="Gordon, Terribeth Rae (Sr. Associate Dean) - tgordon"/>	<input type="button" value="ADD"/>

A red circle highlights the 'ADD' button in the second form, with a red arrow pointing to it from the right side of the page.

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
<input type="text" value="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	
<input type="text" value="Each student can recognize, analyze and resolve ethical issues explicit or implicit in decision-making."/>	<input type="checkbox"/> Broad integrative knowledge <input type="checkbox"/> Specialized knowledge <input type="checkbox"/> Intellectual skills <input checked="" type="checkbox"/> Civic and global learning <input type="checkbox"/> Applied and collaborative learning	<input checked="" type="radio"/> Yes <input type="radio"/> 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.	<input type="checkbox"/> Broad integrative knowledge <input type="checkbox"/> Specialized knowledge <input type="checkbox"/> Intellectual skills <input checked="" type="checkbox"/> Civic and global learning <input type="checkbox"/> Applied and collaborative learning	Yes	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
<div style="border: 1px solid gray; height: 100px; width: 100%;"></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="button" value="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	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Direct <input type="radio"/> Indirect	<input type="text"/>	<input type="text"/>	<input type="button" value="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.**

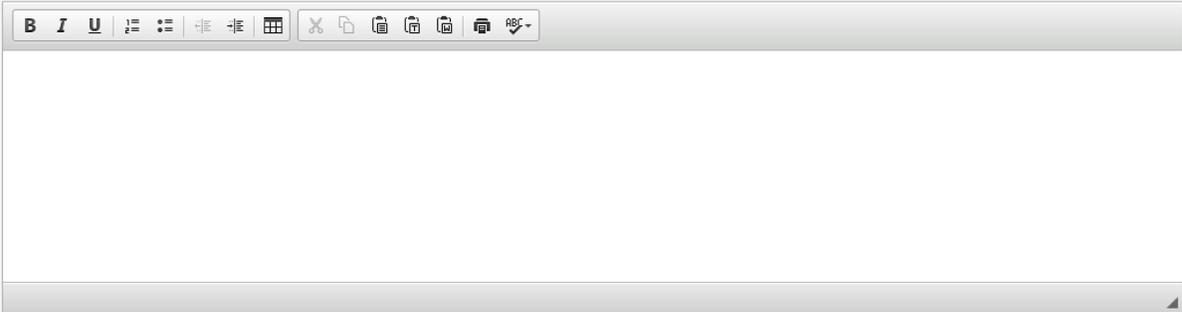
**Assessment measures:**

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	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/> Direct <input type="radio"/> Indirect	<input type="text"/>	<input type="text"/>		<input type="button" value="ADD"/>

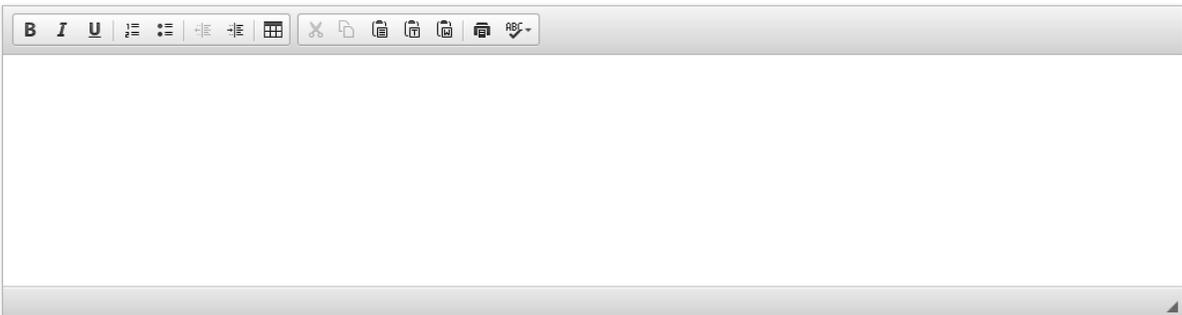
8. In Part Three, you will be asked to provide examples of how your program uses the information listed in the table above for decisions made in your program. A section for additional comments is also provided.

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.



A rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Table, Undo, Redo, Copy, Paste, and Spell Check.

COMMENTS:



A rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Table, Undo, Redo, Copy, Paste, and Spell Check.

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:  No file chosen

Upload 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.*