

Instructions for Assessment Report Submission

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

OFFICE OF ASSESSMENT

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:

- Academic: academic program reports, academic program plans
- Service: service unit reports, service unit plans
- General Education: general education course reports

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.

Please type in your UTAD username and password to begin.

Username:

Password:

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

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CREATE ASSESSMENT

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

Select Type ▼

4. Select the college/service unit/division of the individual academic program or service unit/department for the assessment.

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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:

Select Program ▼

5. Select the program for the assessment. Then, if your program/service unit **has data to report**, click **“Create Report.”** If your program/service unit *does not have data* to report (i.e., new academic program, no students enrolled), click **“Decline Report”** and follow the prompt.

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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:

[CREATE PLAN](#) [CREATE REPORT](#) [DECLINE REPORT](#)

6. Once you click on the **Create Report** button, you will be directed to the page where you will work on the report. **Please complete all sections as required.**

7. In **Part One**, you will be asked to provide the name(s) of program/unit director(s), person(s) completing the report and to list the student learning outcomes, operational outcomes and program outcomes (if applicable).

The person(s) completing the report field is linked to our Banner system. Please remember to click **Add** once the person's name appears from the dropdown menu. (This may take a few seconds.)

The last portion of part one asks you to submit your outcomes. You may copy and paste the program's SLOs directly from the current assessment plan. To view the Plan SLOs, click on the **"View Plan SLOs"** prompt.

MBA IN ADMINISTRATION - ASSESSMENT REPORT 2016 - 2017

Assessment of Student Learning

PART ONE: IDENTIFY THE PROGRAM AND STUDENT LEARNING OUTCOMES

Program/Unit Director(s):

Person(s) completing report:

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

Student learning outcomes:

List the student learning outcomes (SLOs) for the academic program.

[View Plan SLOs](#)


B I U | | | | | | | | | | | | |

8. In **Part Two**, you will be asked to provide the assessment measures used in your program. Please remember to click **Add** after you complete the fields in each 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.

Measure	Applicable student learning outcomes	What is the process by which this assessment data is examined by the program and lead to action by the program?	
			 ADD

9. In **Part Three**, you will be asked to provide examples of how your program uses the assessment results concerning the changes being made in your program and why.

PART THREE: REFERRING TO THE TABLE IN PART 2 ABOVE:

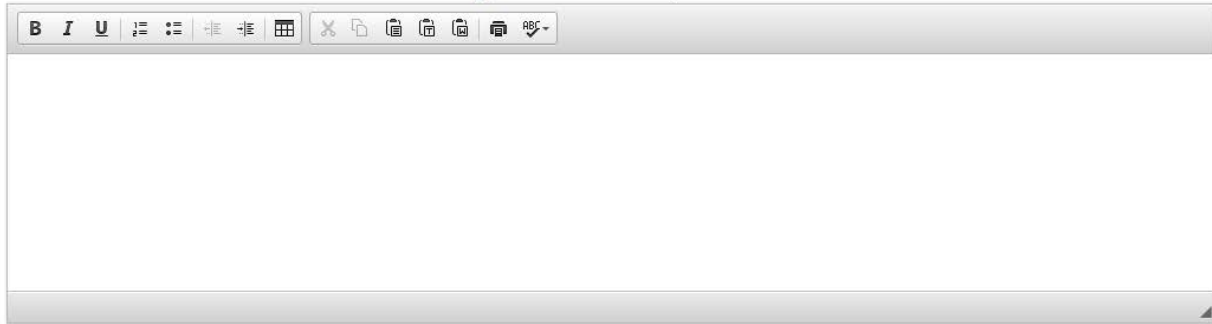
A. Provide a minimum of two examples of assessment results collected during the past year.

B I U [bulleted list] [numbered list] [link] [table] [undo] [redo] [copy] [paste] [print] [ABC]

B. Relate these data to specific learning/operational/program outcomes.

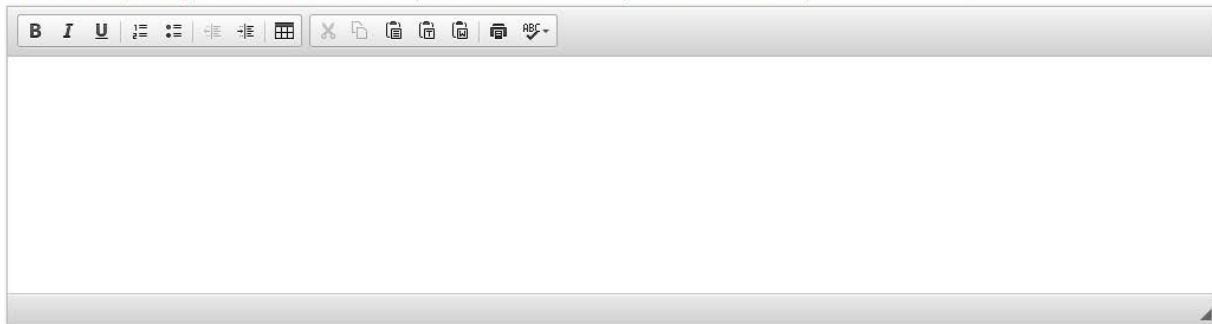
B I U [bulleted list] [numbered list] [link] [table] [undo] [redo] [copy] [paste] [print] [ABC]

C. Indicate whether or not these data show satisfactory performance with respect to this outcome.



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

D. Indicate any changes that will be made to improve these results and performance with respect to this outcome.



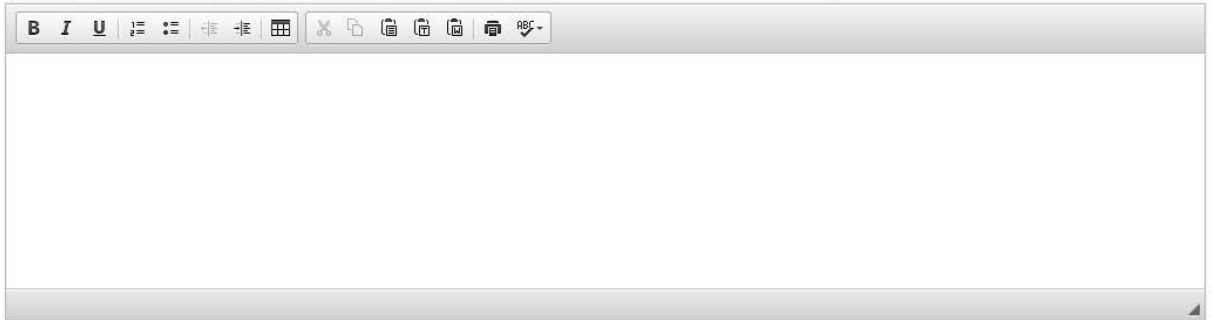
A rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Table, Undo, Redo, Copy, Paste, and Spell Check.

10. In **Part Four**, you will be asked to reflect on the changes that were made in response to the assessment data that was collected and reported on in the previous year’s report. To view the measures that were reported the previous year, please click on the “**View Last Year’s Measures**” prompt.

PART FOUR: REFERRING TO THE TABLE IN PART 2 FROM LAST YEAR’S REPORT:

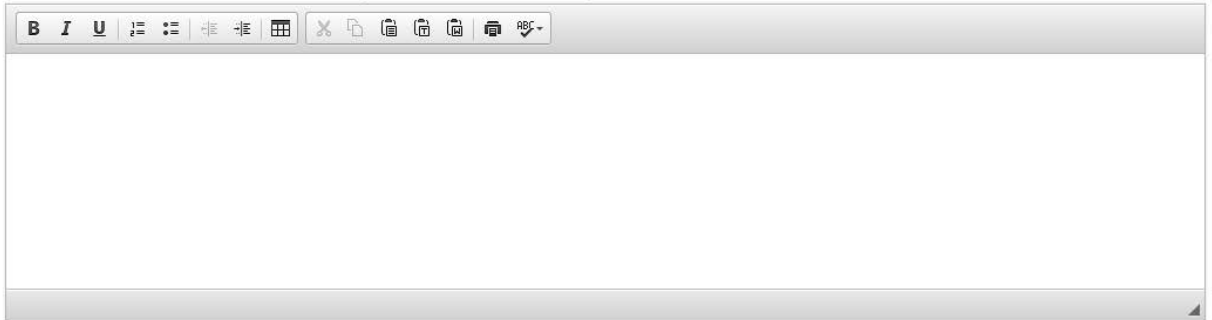
[View Last Year’s Measures](#)

A. Briefly summarize any changes that were made in response to assessment data collected last year.



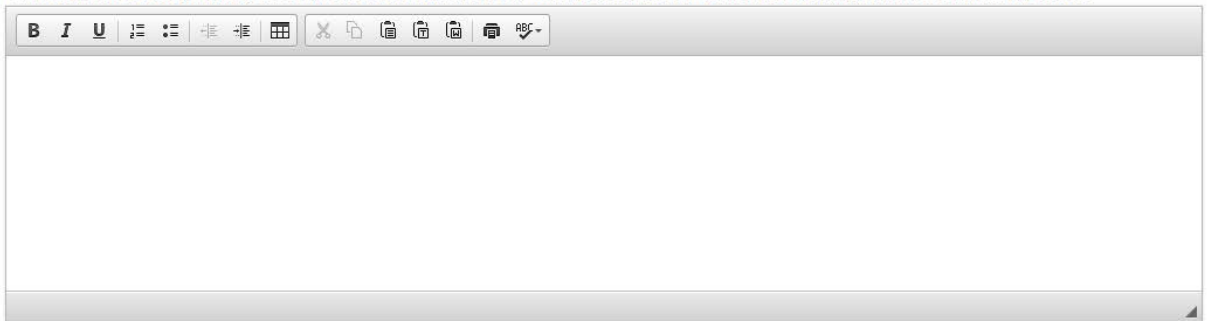
A rich text editor interface with a toolbar at the top containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, table, link, unlink, insert link, insert image, print, and a dropdown menu (ABC). The main area is a large, empty white box for text entry.

B. Provide the assessment data from last year that led to these changes.



A rich text editor interface with a toolbar at the top containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, table, link, unlink, insert link, insert image, print, and a dropdown menu (ABC). The main area is a large, empty white box for text entry.

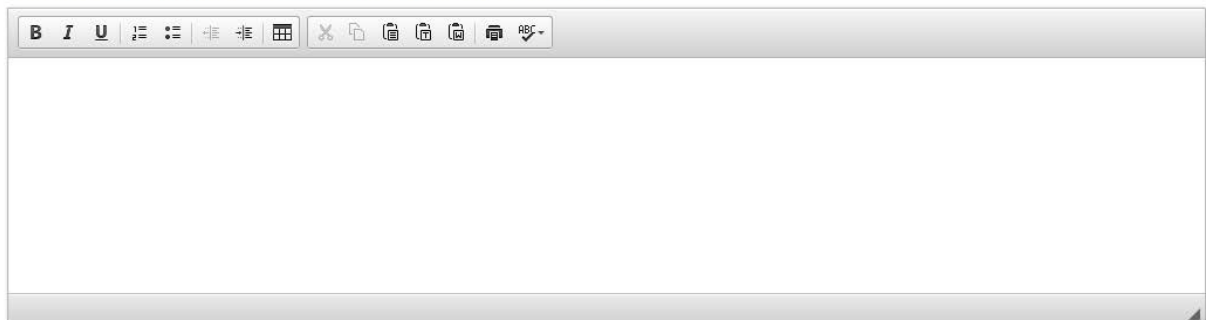
C. Provide the corresponding assessment data from this year to indicate whether or not these changes had the intended effect.



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11. In **Part Five**, you will be asked to provide suggestions for change in your program assessment process.

PART FIVE: SUGGESTIONS FOR CHANGE IN YOUR PROGRAM ASSESSMENT PROCESS.

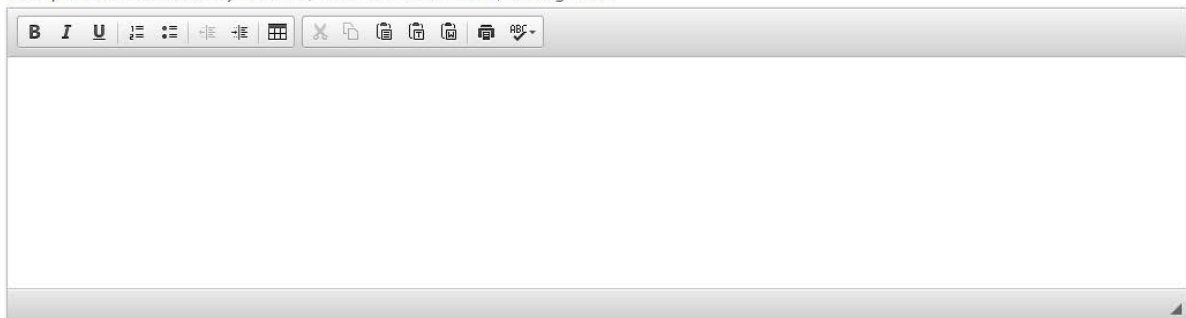


A rich text editor interface with a toolbar at the top containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, table, link, unlink, insert image, print, and a dropdown menu labeled 'ABC'. Below the toolbar is a large, empty text area for input.

12. In **Part Six**, you will be asked to provide suggestions, based on your analysis of your data, concerning student learning at the university. A section for additional comments is also provided.

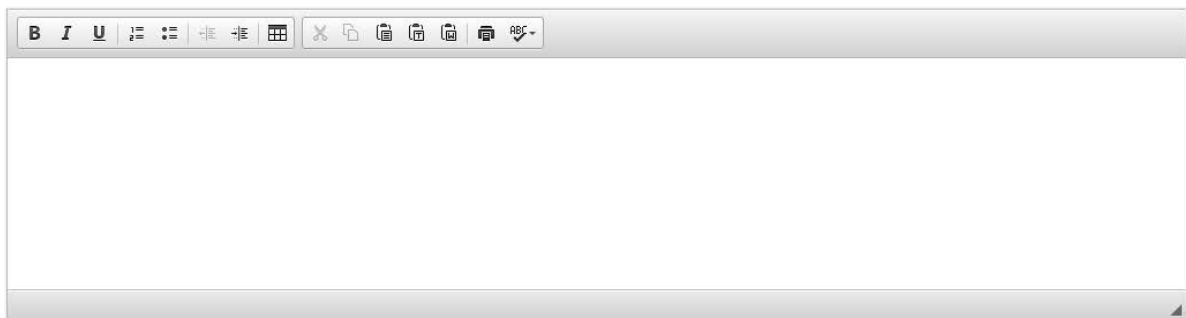
PART SIX: WHAT ASPECTS OF STUDENT LEARNING DO YOU THINK THE UNIVERSITY SHOULD WORK ON?

Examples: Access to library services; communication skills; writing skills



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COMMENTS:



A rich text editor interface with a toolbar at the top containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, table, link, unlink, insert image, print, and a dropdown menu labeled 'ABC'. Below the toolbar is a large, empty text area for input.

13. *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.*

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

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

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 report is ready for his/her review. Your liaison will notify you if further revisions are requested.