

Below you will find instructions for completing and submitting the AY 2022 Assessment of Learning Report, which is due on **October 14, 2022**.

**STEP 1:** Download and review all attachments (click the blue “Open Update Form” button, scroll to bottom of form, and then click the attachments). For most programs, you will find the following items (not necessarily in this order).

- *Instructions for AY 2022 Assessment of Learning Report* (this document)
- *AY 2021 Improvement Report* and feedback on the report (if available)
- *Student Success data (undergraduate programs only, if available): First-Time Full-Time Retention and Graduation Report* (for help in interpretation, consult this [Glossary of Terms](#)).

**STEP 2:** Mark your calendar for any workshops or consultations you would like to attend. Registration is not required for the workshops, but please register via Calendly for a 30-minute consultation. See the next page for details.

**STEP 3:** Go to the [Assessment of Learning website](#) to download the *Assessment of Learning Report Template*. Your program’s Cohort is listed in the email and on the report submission form. The *Full Report Addendum* (Interpretation and Trends / Strategies for Improvement) is due for Cohorts A and D only. See our website for more information about the 3-year cycle for the *Full Report Addendum* and the Cohort List and Schedule.

**STEP 4:** Use the template to write the report and please follow all instructions. All assessment reports are reviewed using the feedback form found on the [Assessment of Learning website](#). Therefore, please review the feedback form while writing your report to ensure the criteria have been met. Create ONE document for the report with all measures (i.e., assignment descriptions, rubrics, exam items, etc.) and supplemental results (if applicable) in the Appendix. Please use the following naming convention for the file: **AY 2022 Assessment of Learning Report - Program Name**

**STEP 5:** By **October 14**, submit the **AY 2022 Assessment of Learning Report** (ONE document only) by completing the questions on the “Update Form,” uploading the file, and then clicking “Submit Update.”

**STEP 6:** We will be piloting a new peer review process to provide feedback on assessment reports this year. First, the assessment team will review all reports to make sure they meet standards. If a resubmission is needed, a second report submission form will be emailed. Then, in the spring, a team of peer reviewers will review reports and provide all programs with meaningful and actionable feedback focused on continuous improvement.

#### **SPECIAL SITUATIONS:**

***What should we submit if our program did not have students enrolled during AY 2022?*** If your program did not have students enrolled during AY 2022, please complete the assessment plan portion of the template (the two *Student Learning Outcomes and Measures* and the one *Student Success Outcome and Measures*). Please include all measures (i.e., assignment descriptions, rubrics, exam items, etc.) in the Appendix. In the *Results* section, please provide a brief narrative explaining students were not enrolled during AY 2022. Please state when the first assessment report will be submitted with results.

***What should we do if our program does not yet have an assessment plan?*** All programs must have an assessment plan, which indicates the two *Student Learning Outcomes and Measures* and the one *Student Success Outcome and Measures* that will be focused on for continuous improvement. This includes new programs and stand-alone certificate programs that currently do not have an active assessment plan. In these cases, an assessment plan should be developed during Fall 2022 and piloted during Spring 2023 (if possible). For AY 2022, all programs will need to submit an Assessment of Learning report, even if no students are enrolled (see above) or enrollment is low. With low enrollment, assessment results will still need to be reported, perhaps employing a more qualitative assessment of student learning and a focus on student recruitment.

Please contact [assessment@kennesaw.edu](mailto:assessment@kennesaw.edu) if you have immediate questions or if you would like to schedule a more extensive individual or team consultation. The [Assessment of Learning website](#) has the most up-to-date information and resources, so please bookmark and refer to it often. Thank you for your commitment to continuous improvement as KSU!

The AY 2022 Assessment of Learning Report is due on **October 14, 2022**. To support your efforts, we are providing a series of virtual workshops and consultations in MS Teams.

**Introduction to Assessment of Learning for New Program Coordinators:** In this 1-hour workshop, we will provide an overview of KSU's Assessment of Learning process, the report template, and the report submission form. Registration is not needed.

Date	Time	Link to Join Workshop
Tuesday, 8/30	1:00-2:00	<a href="#">Click here to join the meeting</a>
Wednesday, 8/31	10:00-11:00	<a href="#">Click here to join the meeting</a>

**What's New with Assessment of Learning?** This 1-hour workshop will review the recent changes regarding our Assessment of Learning process (formerly Improve KSU). Registration is not needed. We will review the formative assessment requirement, options for student success measures, and the recommended curriculum map.

Date	Time	Link to Join Workshop
Thursday, 9/8	2:00-3:00	<a href="#">Click here to join the meeting</a>
Monday, 9/12	10:00-11:00	<a href="#">Click here to join the meeting</a>

**Consultations:** Like in previous years, we are offering individual/team consultations regarding your program's report and any questions you may have. You may sign up for a 30-minute consultation using the Calendly link below. You are free to sign up for more than one session. Please contact [assessment@kennesaw.edu](mailto:assessment@kennesaw.edu) if you do not see a time that aligns with your schedule. Sign up here: <https://calendly.com/assessmentteam/aolconsultations>

Date	Individual/Team Consultation Times		
Wednesday, 9/14	10:00-10:30	10:30-11:00	11:00-11:30
Tuesday, 9/20	2:00-2:30	2:30-3:00	3:00-3:30
Monday, 9/26	9:00-9:30	9:30-10:00	10:00-10:30
Tuesday, 10/4	11:00-11:30	11:30-12:00	12:00-12:30
Wednesday, 10/5	1:00-1:30	1:30-2:00	2:00-2:30
Thursday, 10/6	9:00-9:30	9:30-10:00	10:00-10:30
Wednesday, 10/12	12:00-12:30	12:30-1:00	1:00-1:30
Thursday, 10/13	9:30-10:00	10:00-10:30	10:30-11:00
Friday, 10/14	11:30-12:00	12:00-12:30	12:30-1:00

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