  **ASSESSMENT OF LEARNING**

***Instructions for AY 2023-2024 Assessment of Learning (AoL) and Students Success Report***

Below you will find instructions for completing and submitting the AY 2023-2024 Assessment of Learning (AoL) and Student Success Report, which is due on **March 15, 2023.**

**STEP 1:** Download and review relevant attachments (click the blue “Open Request” 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 2023-2024 Assessment of Learning and Student Success Report* (this document)
* *AY 2022 Assessment of Learning Report* and feedback (AY 2022 Meta-Assessment Scoring Rubric and Feedback Form) on the report (if available).
* Student Success data (undergraduate programs only): *First-Time Full-Time Retention and Graduation Report*

**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](https://cia.kennesaw.edu/assessment/assessment-of-learning.php) to download the *Assessment of Learning (AoL) and Student Success Report Template*. Your program’s Cohort is listed in the email and on the report submission form. The *3rd Year Report* (*Trends, Interpretations, and Impact*) is due for Cohorts B and E only. See our website for more information about the 3-year cycle for the *Trends, Interpretations, and Impact* portion of the report 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](https://cia.kennesaw.edu/assessment/assessment-of-learning.php). 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 2023-2024 Assessment of Learning (AoL) and Student Success Report - Program Name**.

**STEP 5:** By **March 15**, submit the **AY 2023-2024 Assessment of Learning (AoL) and Student Success 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 peer review process for the second year in a row to provide feedback on assessment reports this assessment cycle. 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, a team of peer reviewers will review reports and provide all programs with meaningful and actional feedback focused on continuous improvement. Programs will receive this feedback in August and should use it to improve future assessment processes.

**SPECIAL SITUATIONS:**

***What should we submit if our program did not have students (or had few students) enrolled during AY 2022-2023?*** Please complete the assessment plan portion of the report template, including the curriculum map and the methods sections for the program student learning outcomes and student success outcome. In the *Results* section, if no students were enrolled, please provide a brief narrative explaining students were not enrolled during AY 2022-2023. Please state when the first assessment report will be submitted with the results. 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.

***What should we do if our program does not yet have an assessment plan?*** Use the report template to develop an assessment plan in Fall 2023 and submit it in lieu of the AoL report in the spring. Please include all measures (i.e., assignment descriptions, rubrics, exam items, etc.) in the Appendix. In the results section, please state when the first assessment report will be submitted with results. The program should start collecting data based on the assessment plan in the spring.

Please contact 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](https://cia.kennesaw.edu/assessment/assessment-of-learning.php) 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 at KSU!

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 ***Virtual Workshops and Consultations***

The AY 2023-2024 Assessment of Learning (AoL) and Student Success Report is due on **March 15, 2023**. To support your efforts, we are providing a series of virtual workshops and consultations in MS Teams.

**Introduction to Assessment of Learning:** This 1.5 hour workshop is designed for new and existing program/assessment coordinators who want to refine and improve their assessment knowledge and skills. We will discuss the purpose of assessment, how to ensure compliance with [SACSCOC standard 8.2.a](https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf), how to make program assessment meaningful and manageable, and how to complete and submit the annual Assessment of Learning (AoL) and Student Success Report. Registration is not needed.

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| **Date** | **Time** | **Link to Join Workshop** |
| Wednesday, 9/20 | 11:00-12:30 | [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MDU2ZDNjM2EtYzgwMS00MzhkLTliOGQtMTI4Yzg3NjVkZTI4%40thread.v2/0?context=%7b%22Tid%22%3a%2245f26ee5-f134-439e-bc93-e6c7e33d61c2%22%2c%22Oid%22%3a%22b90258fd-a9b0-4038-ab46-4f4b3ea7f378%22%7d) |
| Thursday, 9/21 | 9:30-11:00 | [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YzJiMzdiM2ItNDg0MS00OGE1LWFhMDItMTFmZDExOWE4ZmZh%40thread.v2/0?context=%7b%22Tid%22%3a%2245f26ee5-f134-439e-bc93-e6c7e33d61c2%22%2c%22Oid%22%3a%22b90258fd-a9b0-4038-ab46-4f4b3ea7f378%22%7d) |

**What’s New with Assessment of Learning?** This 1-hour workshop is designed to provide experienced program/assessment coordinators with a review of the updates in the Assessment of Learning (AoL) and Student Success Report processes. Registration is not needed. We will review the new Curriculum Map and Assessment Schedule requirement, how to respond to the feedback from previous reports, the slight changes to reporting results, and the condensed third-year report requirement.

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| **Date** | **Time** | **Link to Join Workshop** |
| Wednesday, 9/27 | 11:00-12:00 | [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZTNmZmMzOGYtNDVlNC00OWU1LTk2ZTgtZjkyMGVlMGRmNTVj%40thread.v2/0?context=%7b%22Tid%22%3a%2245f26ee5-f134-439e-bc93-e6c7e33d61c2%22%2c%22Oid%22%3a%22b90258fd-a9b0-4038-ab46-4f4b3ea7f378%22%7d) |
| Thursday, 9/28 | 9:30-10:30 | [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_OWFkMGU3MTUtOGYyMS00MWQzLTgwOTAtMTEwODZjMjdkZmI2%40thread.v2/0?context=%7b%22Tid%22%3a%2245f26ee5-f134-439e-bc93-e6c7e33d61c2%22%2c%22Oid%22%3a%22b90258fd-a9b0-4038-ab46-4f4b3ea7f378%22%7d) |

**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 if you do not see a time that aligns with your schedule. Sign up here: <https://calendly.com/assessmentteam/aolconsultations>

Please contact 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](https://cia.kennesaw.edu/assessment/assessment-of-learning.php) 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 at KSU!