KENNESAW STATE
U N I V E R S I T Y

Below you will find instructions for completing and submitting the AY 2021 Assessment of Learning Report, which is due on **October 15, 2021.**

STEP 1: Download and review all attachments (click the blue "Open Update Form" button in our communication email, scroll to the bottom of the form, and then click the attachments). Most programs have the following items attached:

- *START HERE - AY2021 AOL Report Instructions* (this document)
- *AY 2020 Improvement Report* and feedback on the report (if available)
- *AY 2021 Assessment Plan* and feedback on the plan (if available)
- Student Success data (undergraduate programs only): *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 C and F 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, following all instructions. Create ONE document for the report with all measures (i.e., assignment descriptions, rubrics, exam items) and any supplemental results in the Appendix at the end of the report (inserting screen shots may be easiest). Use this file naming convention: **AY 2021 Assessment of Learning - Program Name**

STEP 5: Our assessment team will provide feedback on reports using the Qualtrics feedback form found on the Assessment of Learning website. Please review the feedback form before submitting the report to ensure the criteria have been met. For next year, a peer review process may be implemented, so please email us your ideas on how this could work.

STEP 6: By October 15, submit the report (ONE document only) by completing the questions on the submission form, uploading the report, and then clicking "Submit Update." **Please note**: *If you coordinate multiple programs, you will have a separate form for each program (click "Next" to access each form). Do not click the "Submit Update" button until you are ready to submit; it can only be used once (contact us if you need assistance).* As mentioned above, we will review and provide feedback on the report. In some cases, a resubmission may be required, and a second report submission form will be emailed.

SPECIAL SITUATIONS:

What should we submit if our program is <u>new</u> and we did not have students enrolled during AY 2021? Please complete the Assessment Plan portion of the template (two *Student Learning Outcomes and Measures* and 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 the program is new and students were not enrolled during AY 2021. 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 should engage in assessment and continuous improvement. If the program is not accredited, use the MS Word template to document the Assessment Plan, which describes the two *Student Learning Outcomes and Measures* and the one *Student Success Outcome and Measures* focused on for continuous improvement. **New programs and stand-alone certificate programs** that currently do not have an active Assessment Plan should develop the plan during Fall 2021 and pilot it during Spring 2022 (if possible). We are offering a workshop to assist you in creating an Assessment Plan and identifying meaningful and effective assessment measures. See next page for details.

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 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 2021 Assessment of Learning Report is due on **October 15, 2021**. To support your efforts, we are providing a series of virtual workshops and consultations in MS Teams.

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 minor changes to the template (now in MS Word), the report submission process, and the new Student Success Outcome (which replaces the third Student Learning Outcome).

Date	Time	Link to Join Workshop
Tuesday, 9/14	2:00-3:00	Click here to join the meeting

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

Date	Consultation Times		
Wednesday, 9/15	10:00-10:30	10:30-11:00	11:00-11-30
Tuesday, 9/21	2:00-2:30	2:30-3:00	3:00-3:30
Monday, 9/27	9:00-9:30	9:30-10:00	10:00-10:30
Tuesday, 10/5	11:00-11:30	11:30-12:00	12:00-12:30
Wednesday, 10/6	1:00-1:30	1:30-2:00	2:00-2:30
Thursday, 10/7	9:00-9:30	9:30-10:00	10:00-10:30
Tuesday, 10/12	2:30-3:00	3:00-3:30	3:30-4:00
Wednesday, 10/13	12:00-12:30	12:30-1:00	1:00-1:30
Thursday, 10/14	9:30-10:00	10:00-10:30	10:30-11:00
Friday, 10/15	11:30-12:00	12:00-12:30	12:30-1:00

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
Thursday, 9/16	9:00-10:00	Click here to join the meeting

Creating an Assessment Plan: Programs that do not yet have an active assessment plan will need to develop one during Fall 2021 and pilot it during Spring 2022 (if possible). This includes new programs and stand-alone certificate programs currently without an active assessment plan. For AY 2022, all programs will need to submit a report (see previous page under "Special Situations").

If your program does not have an active assessment plan, please come to this 1-hour workshop to identify two *Student Learning Outcomes* and one *Student Success Outcome* to focus on for continuous improvement. We will also discuss meaningful and effective assessment measures, even when enrollment is low.

Date	Time	Link to Join Workshop
Monday, 9/13	11:00-12:00	Click here to join the meeting

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 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!