Introducing Planning & Self Study for Program Assessment

Due Date for the Plan and Report: August 31, 2025

Watermark's Planning and Self Study (P&SS) is the new product for Program Assessment to replace TaskstreamAMS. There are 2 parts to the program assessment process in P&SS just like in Taskstream.

- First, liaisons will edit and add to the Program Information including the Mission, PSLOs, Measures, and Curriculum Map.
- Then liaisons will go into the AY2024-2025 Assessment Report and enter results, findings, actions, and outcomes analysis. Liaisons will review and submit the report.

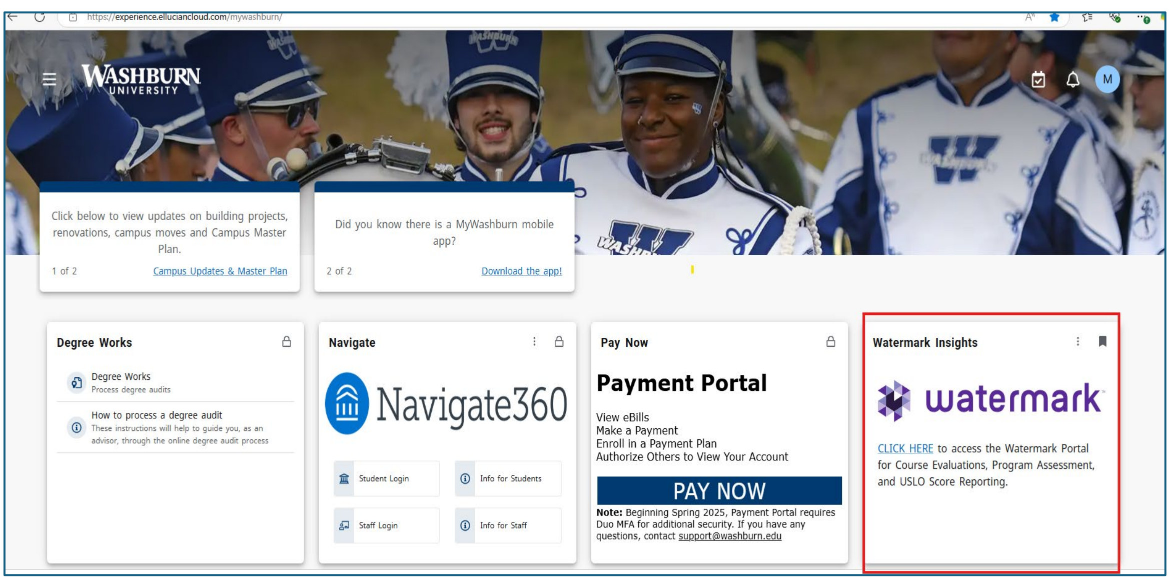
The Assessment Committee Reviewers will use the reorganized rubrics included at the end of this document to rate the plan and report and give feedback on the assessment process written in the report.

Part 1 Entering an Assessment Plan for AY2024-2025

Step 1: Accessing Watermark Planning & Self-Study (P&SS)

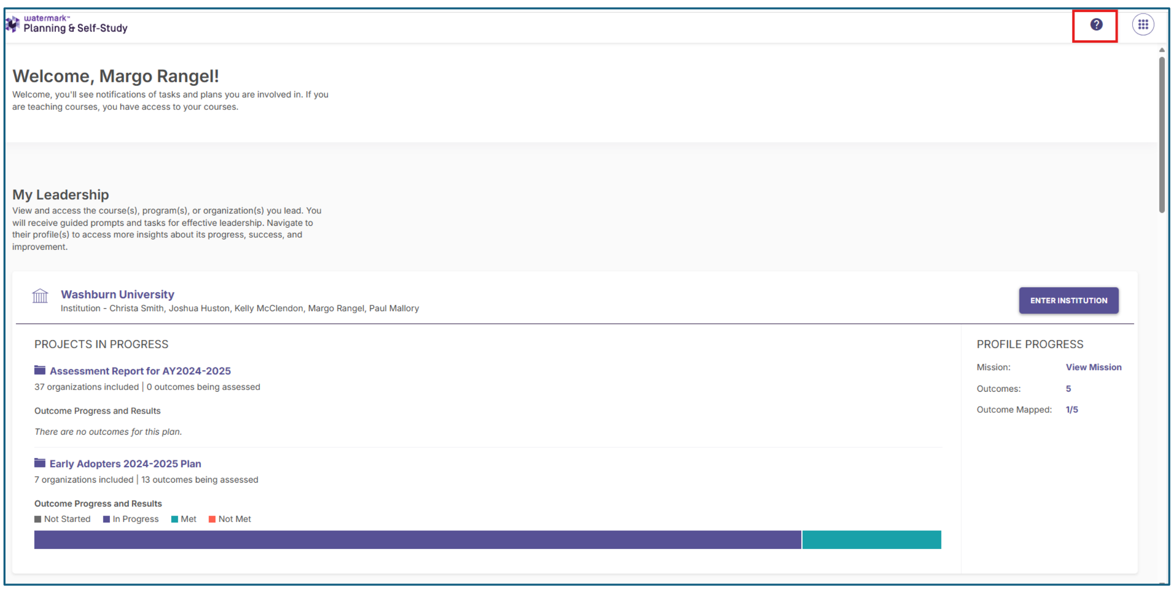
The link to enter the Watermark products that you have access to at WU is on the Watermark Card on my.washburn.edu.

Home - MyWashburn



Your landing page on Watermark may look different depending on user access.
Click on **Planning & Self-Study.** Student Learning & Licensure (SL&L) is used for USLOs score reporting for General Education courses. Course Evaluations and Surveys is used for accessing Student Perception Survey results for past semesters.

NOTE: If you find you have questions about navigating the software, you can always click question mark in the upper right corner to search for assistance and user guide information.

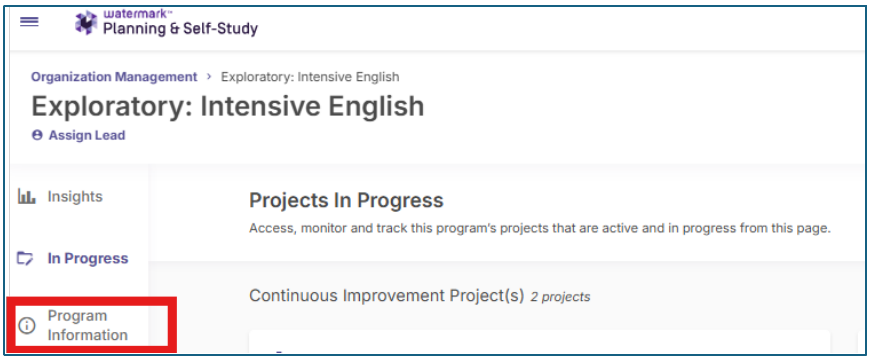


On the P&SS home page, you should see programs you are assigned to. You may have multiple programs and will need to scroll down to find the program you will be working on. Scroll down to find the program you want to enter information for and click on the program name.

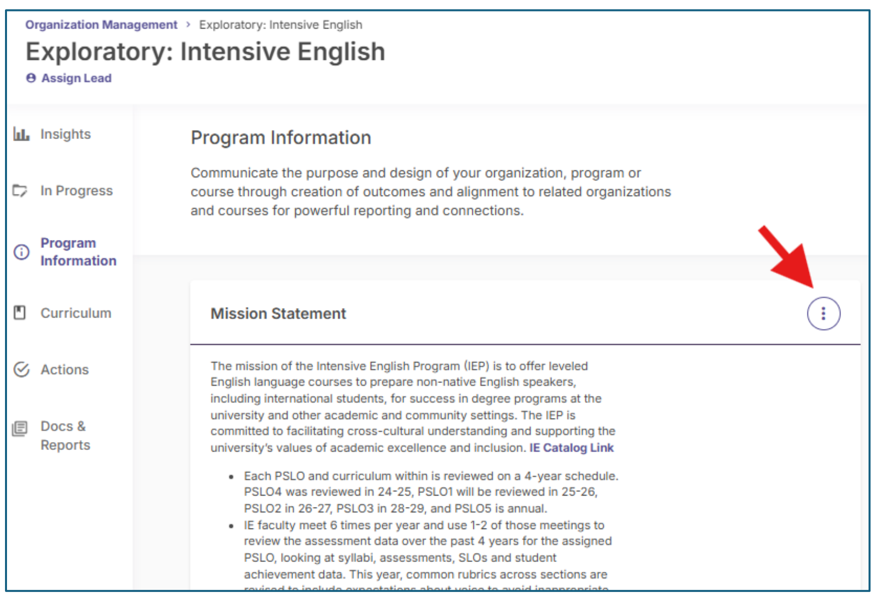
NOTE: The icon with the 9 dots in the upper right-hand corner can be used to Log Out of the system.

Step 2: Checking the Program Mission Statement and writing about the Assessment Process for the Program

From this page, click on Program Information



Click the 3 dots on the right of the Mission Statement to edit the text here. Check the program Mission statement to be sure it matches the academic catalog. Then, copy the link to the page the mission statement is on in the academic catalog and paste it here. Clicking the insert link symbol from the tool bar in the textbox also works.



Then, respond to the following questions about the program's Assessment Process inside the Mission Statement textbox. The character limit for the box is 2000. See **Program Assessment Rubrics** at the end of this document or in the Docs & Reports section of the program page in P&SS.

Answer these questions in the Mission textbox:

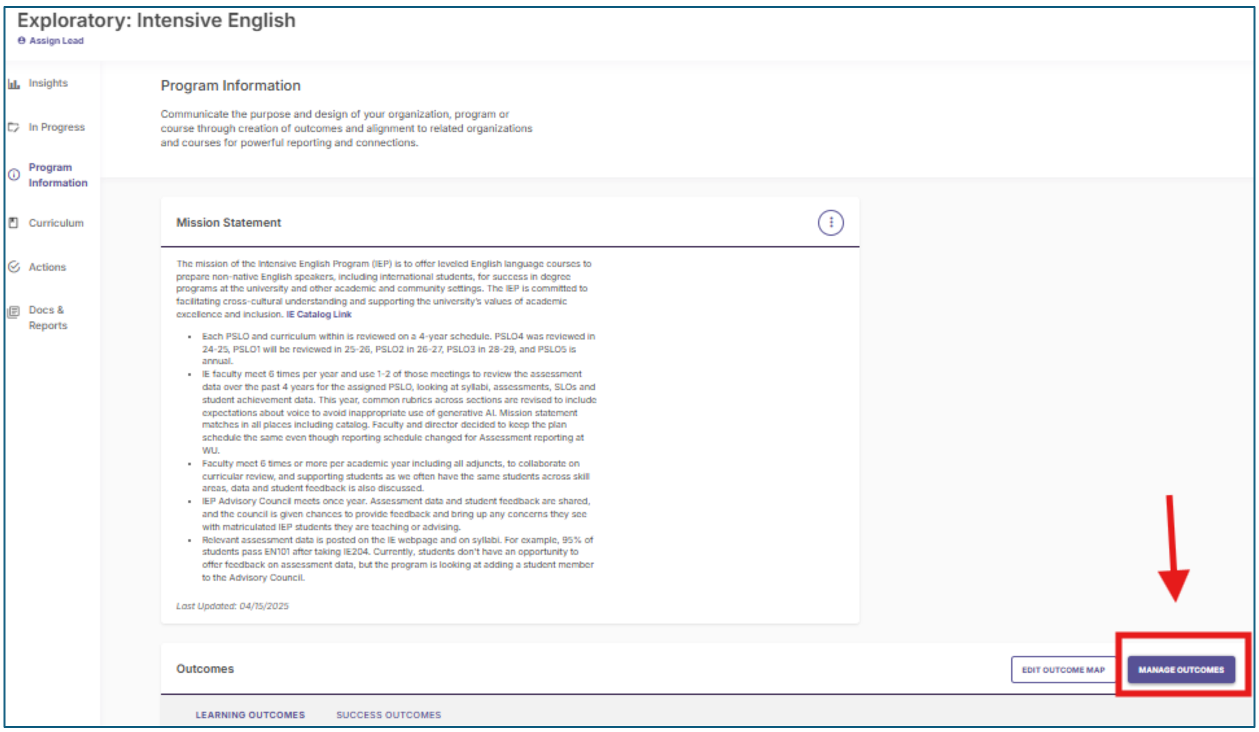
1. If the PSLOs are on a schedule for assessment, report that here. For example:
    a. For example, each Intensive English PSLO and curriculum within is reviewed on a 4-year schedule. PSLO1 AY2023-2024, PSLO2 AY2024-2025, PSLO3 AY2025-2026, PSLO AY2026-2027, PSLO5 annually.
2. Explain how faculty collaborate within the program and, if applicable, between departments to create measures and discuss implications of assessment results.
3. Explain how PSLOs, measures, rubrics, and results are explicitly and directly communicated to students and, if appropriate, how students are given opportunities to collaborate on assessment practices. If the department has PSLO-specific processes, those can be mentioned in the Outcomes Analysis textboxes later.
4. Explain how PSLOs, measures, rubrics, and results are explicitly and directly communicated to external constituents (e.g., advisory boards, employers, community, alumni), and how they are given opportunities to collaborate and give feedback on assessment practices. List stakeholders and details of engagement or attempted engagement as applicable. If the department has PSLO-specific processes, those can be mentioned in the Outcomes Analysis textboxes later.

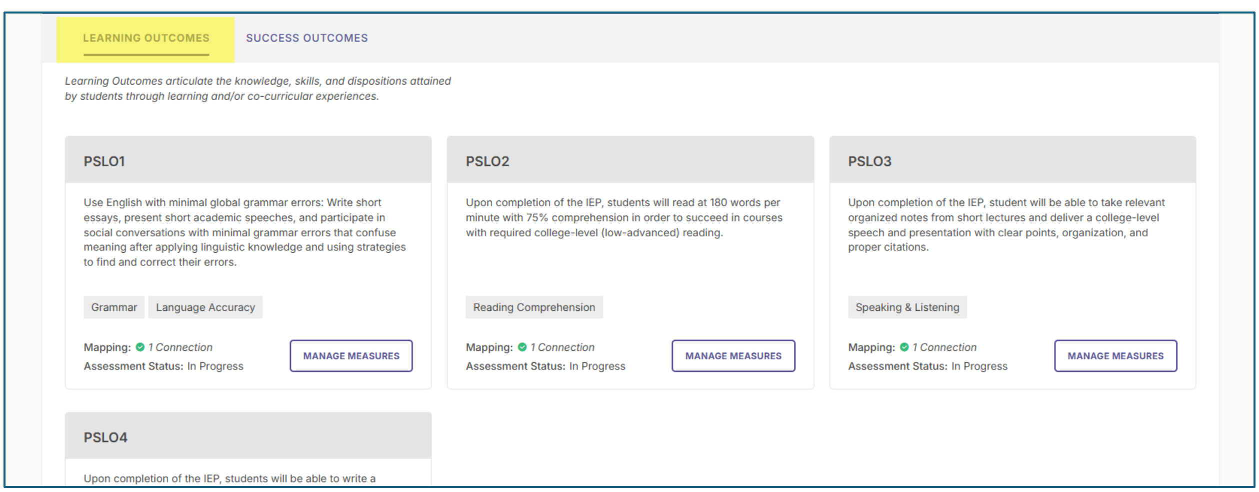
Step 3: Adding or Editing Existing PSLOs

The Assessment Team has pulled in the PSLOs and Measures that were in Taskstream from AY2022-2023 or the last time you submitted an assessment report. These will stay in the Program Information section and be carried over from cycle to cycle. You can edit or revise them here before you start the Assessment Report for the current cycle.

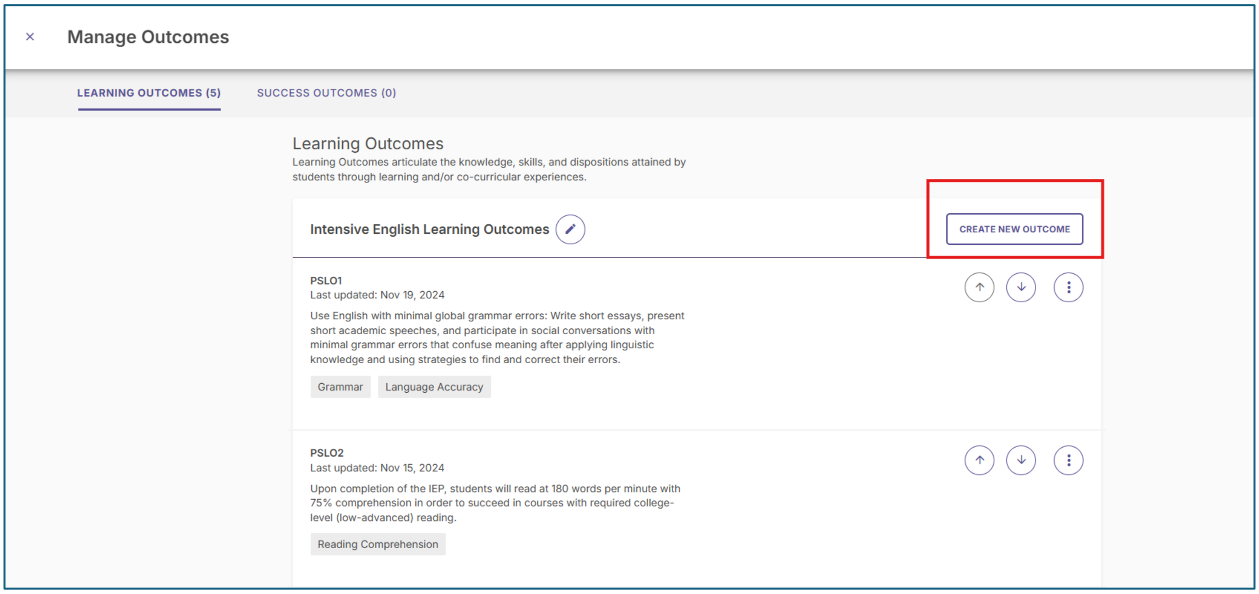
The current PSLOs are visible below the Mission Statement on this screen.

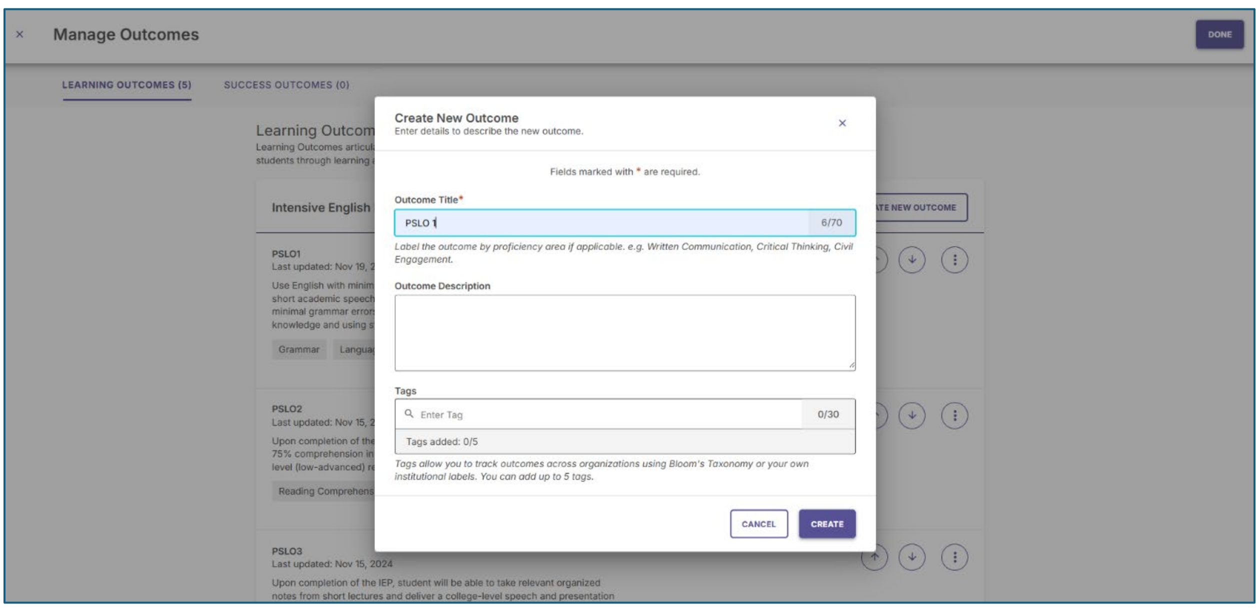
To begin adding or editing PSLOs, click on Manage Outcomes. For now, "Success Outcomes" will not be used on this Plan or Report. Those apply to co- or extra-curricular activities and programs.





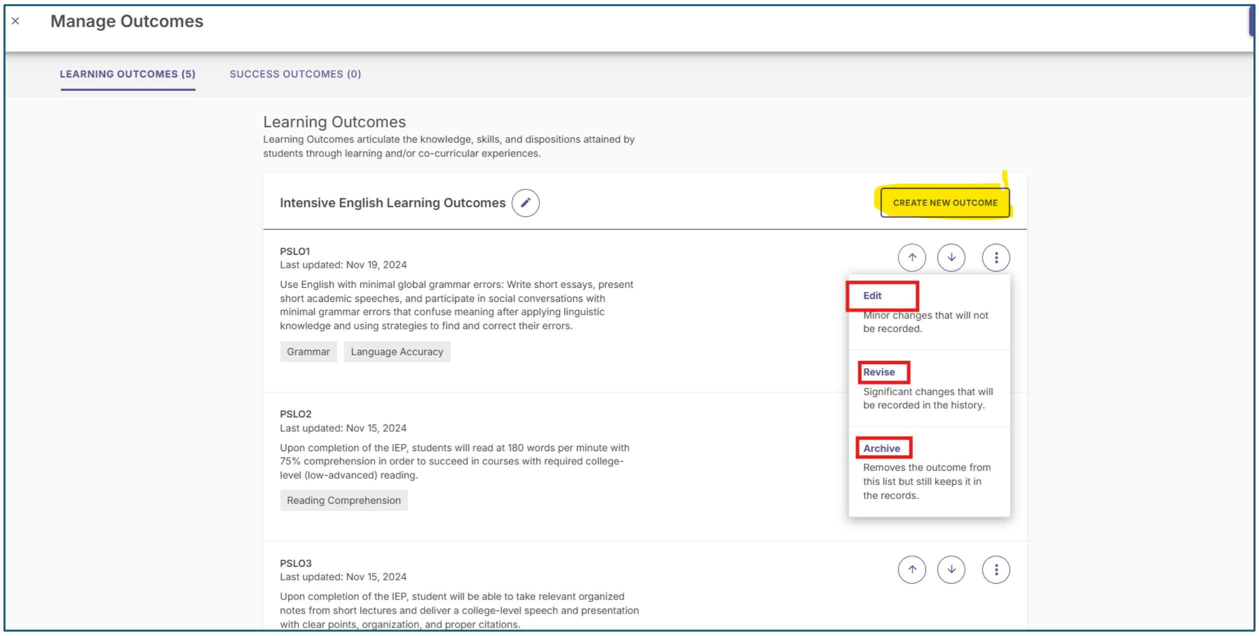
Click on Create New Outcome if you need to add a PSLO.





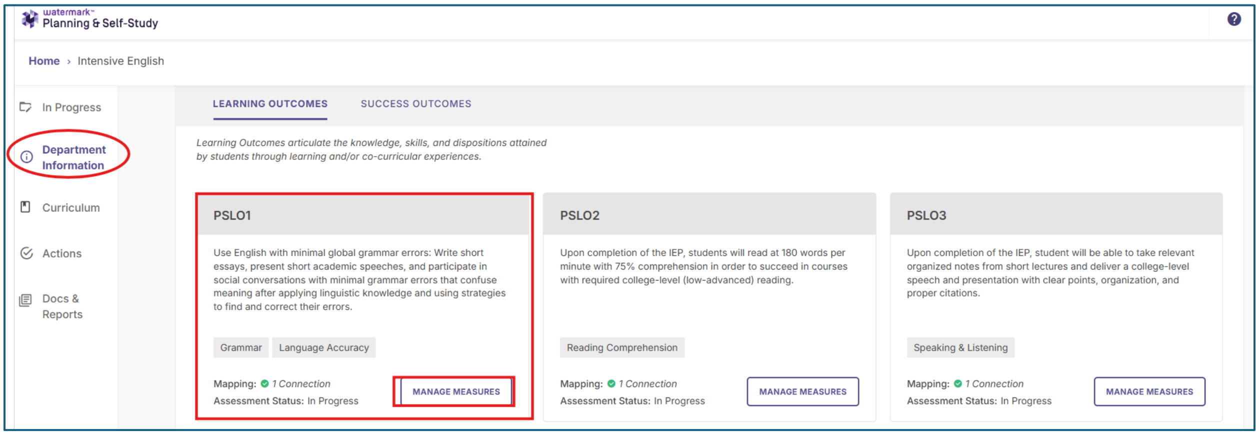
To edit an existing PSLO, use the Add/Edit Outcomes click on the 3 Dots under Create New Outcome box. PSLOs can be reordered by clicking the arrows near the 3 dots.

If all PSLOs look correct after saving any edits, click Done at the to go back to the Program home environment in the Program Information tab.

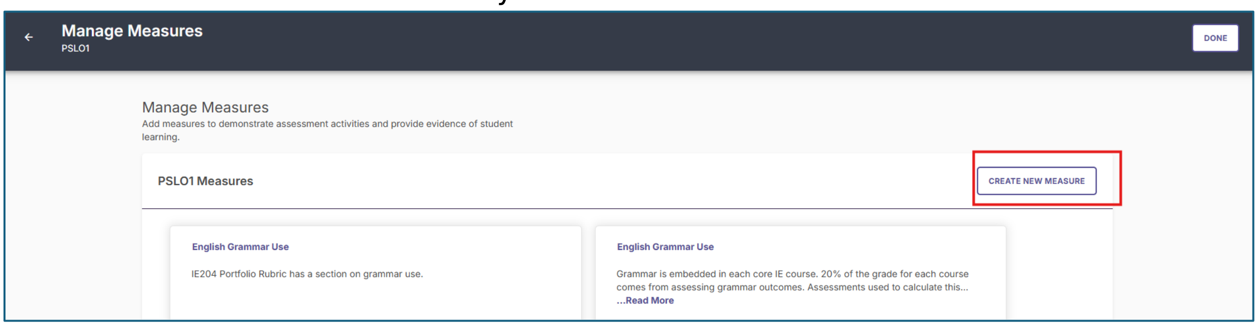


Step 4: Adding or Editing Assessment Measures in a PSLO

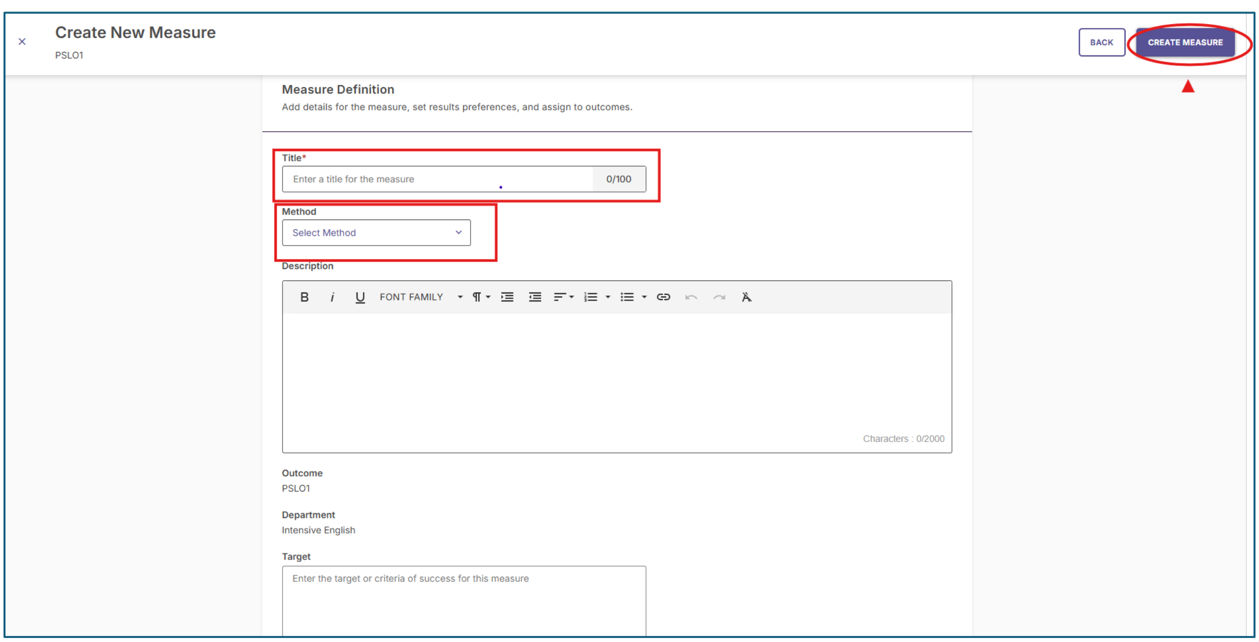
Scroll down a little and inside a PSLO box, click on Manage Measures.



Click on Create New Measure Box if you need to add a measure.

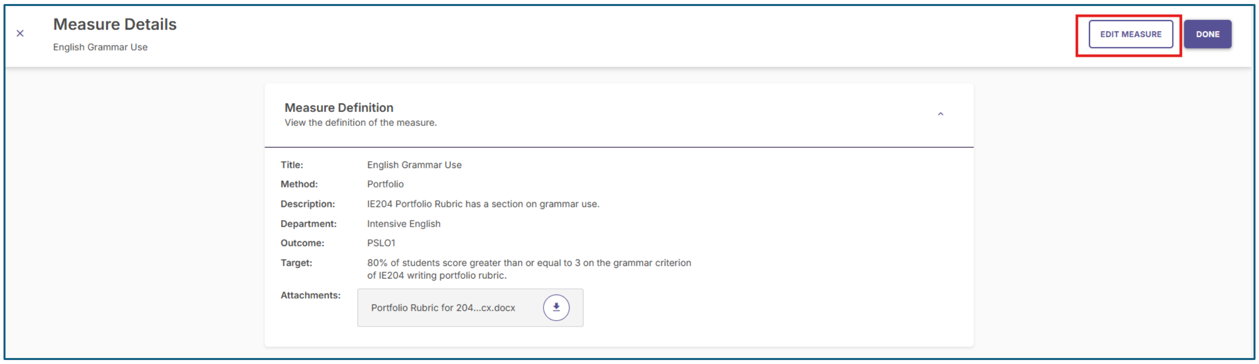


You will enter a title for the measure, select method (drop down) and enter a brief description. Once information is entered, select Create Measure in the upper right-hand corner.



Below is an example of a completed Measure. Edit this measure by clicking Edit in the upper right-hand corner.

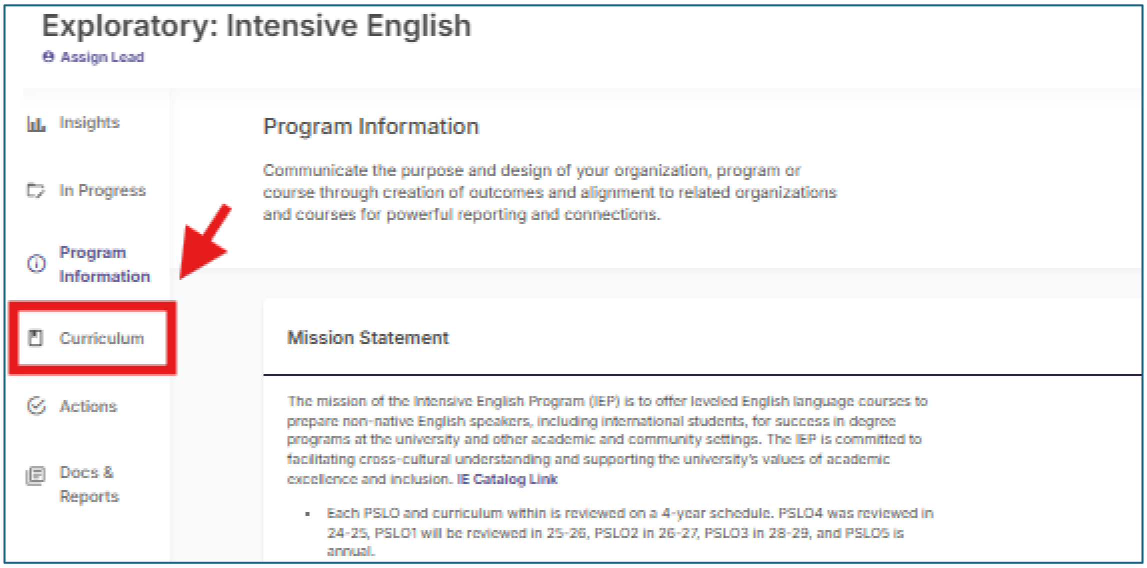
Check to see if each measure has been migrated from Taskstream accurately. Be sure to change or choose the Method for each measure. These may not have been migrated accurately as the method names were different in Taskstream.



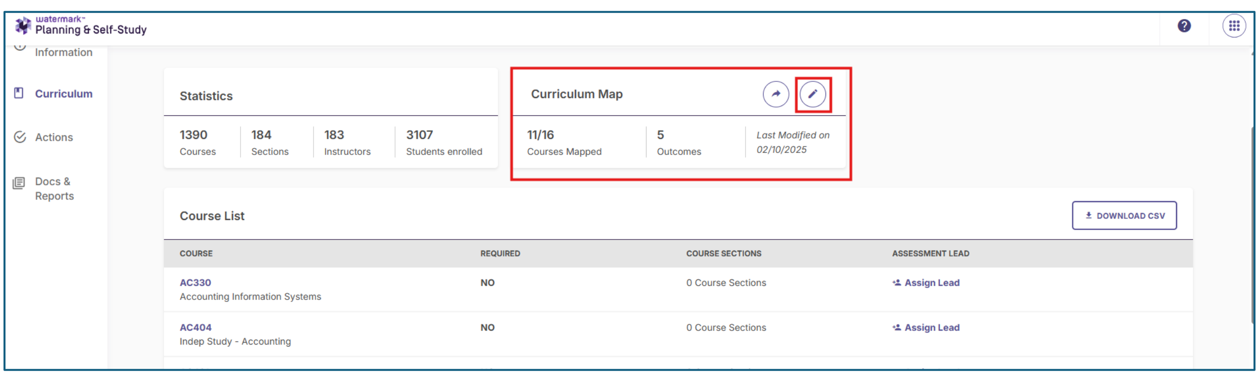
When you have finished checking, editing, or adding measures, save and exit back to the Program home.

Step 5: Checking the Curriculum Map

Go to the program home screen in P&SS. Click on the program name if you are not there already. Then click on Curriiuculum tab.

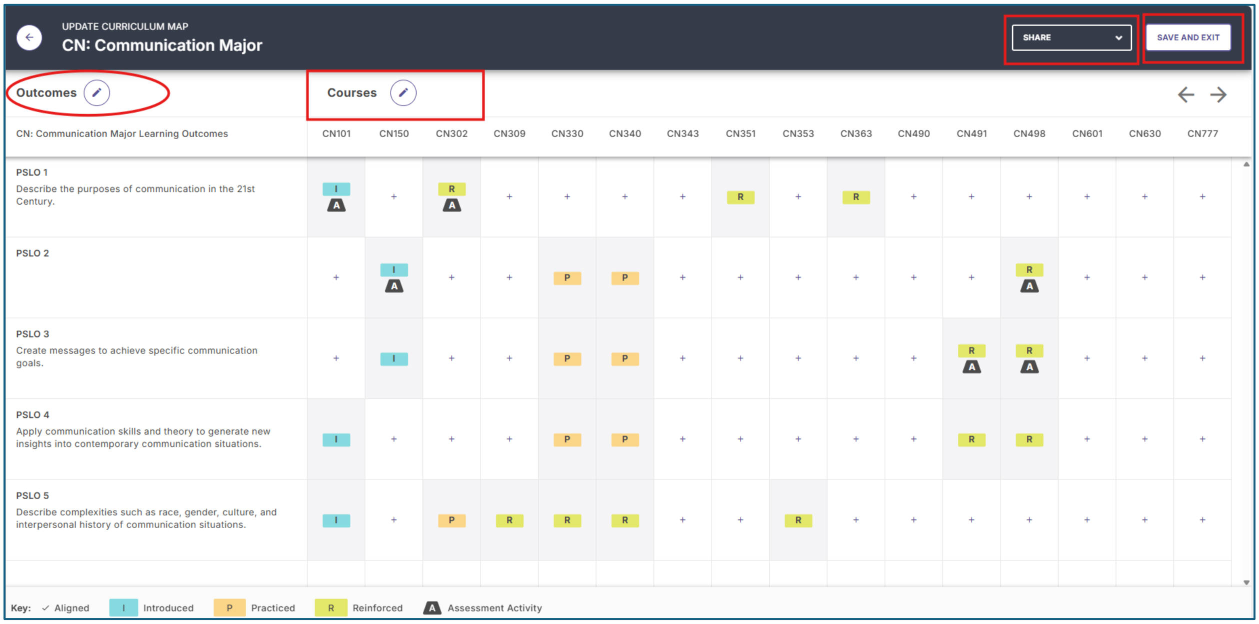


In the Curriculum Map box shown below, you can create, share or edit the curriculum map. To edit, click on purple pencil in the upper right-hand corner.



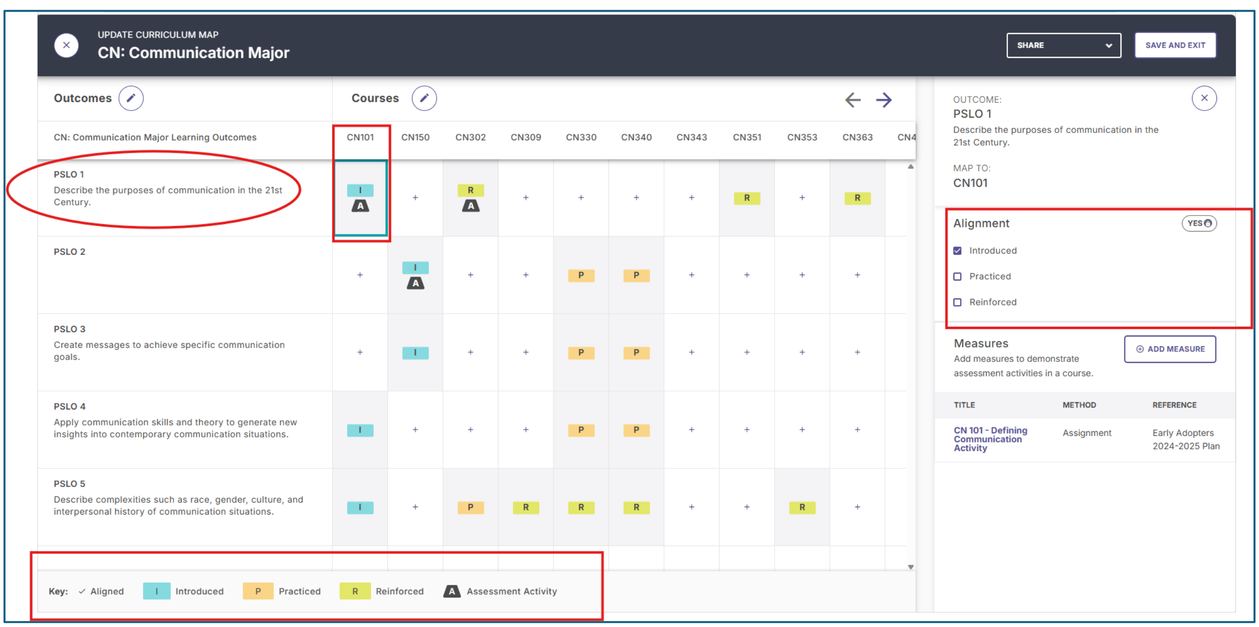
The screenshot below shows the Curriculum Map listing PSLOs and Courses. In the left-hand corner "Outcomes" and to the right "Courses", each has a purple pencil that allows for edits.

On the right hand you have two options: Share (share online and/or via PDF) and Save and Exit (save what you have edited and exit back to the Program home screen).

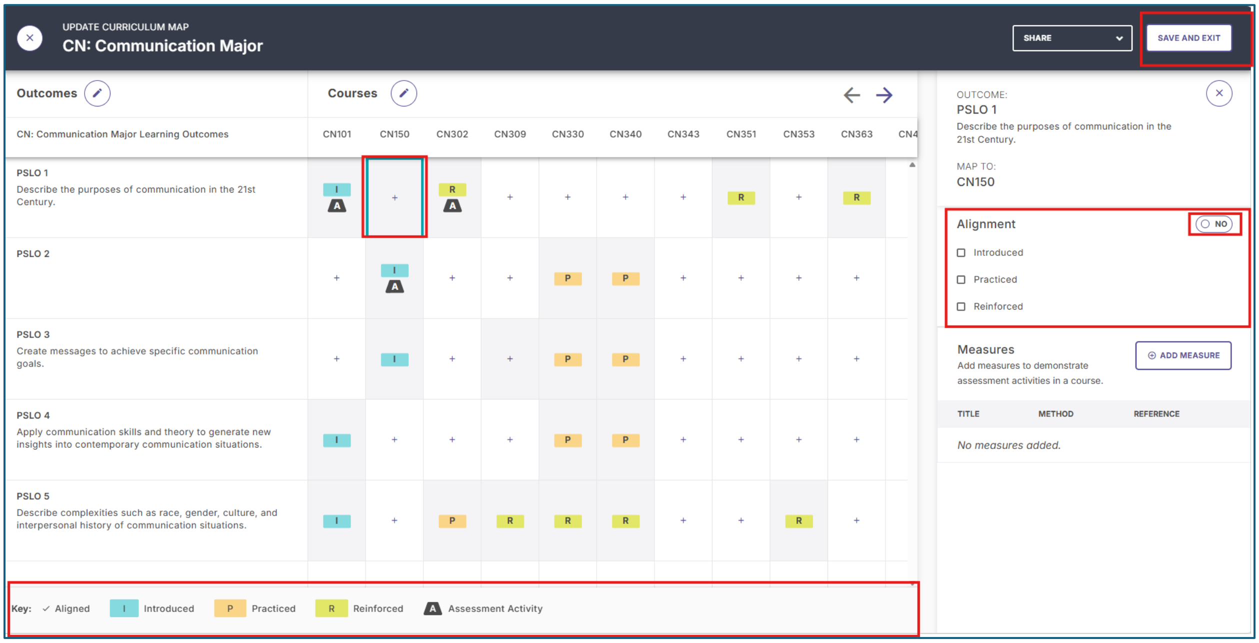


Outcomes for example PSLO 1 is Introduced and Assessed in CN 101. One can opt to include or remove Introduced, Practiced, Reinforced under the Alignment Box after clicking in the appropriate square where you see the "I" , "R", or "P" or Assessed symbol.

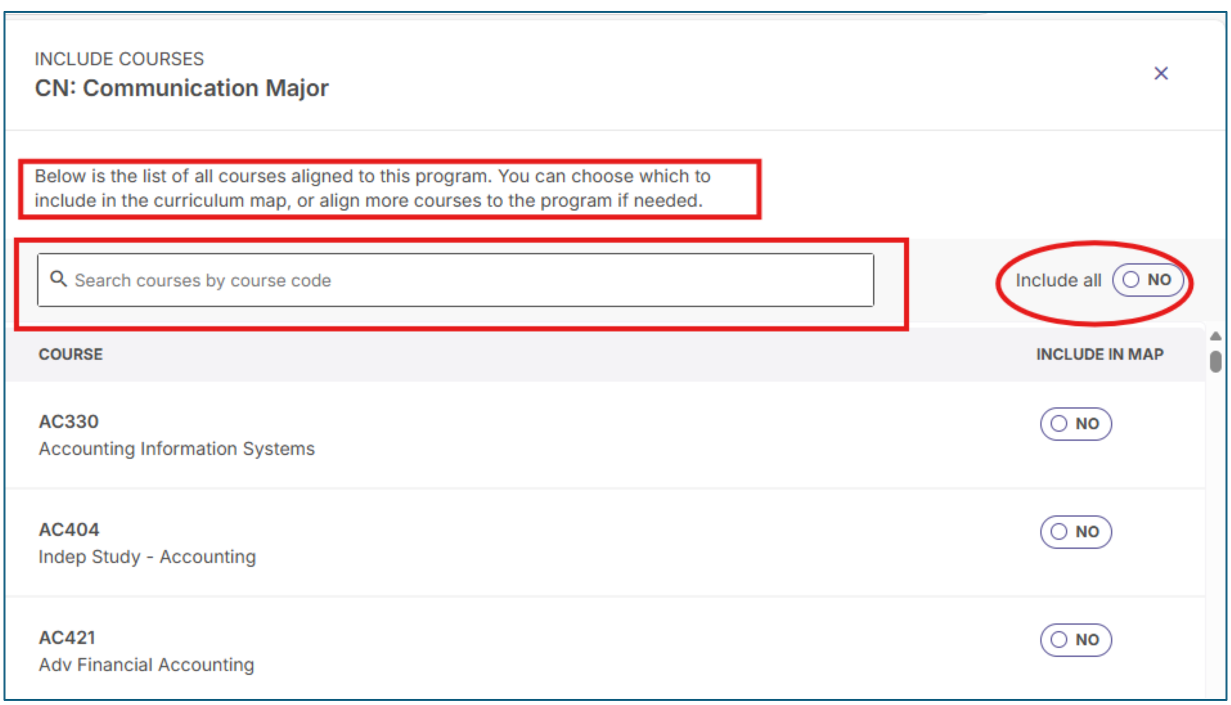
A Key is provided for you and is located at the very bottom of the page.



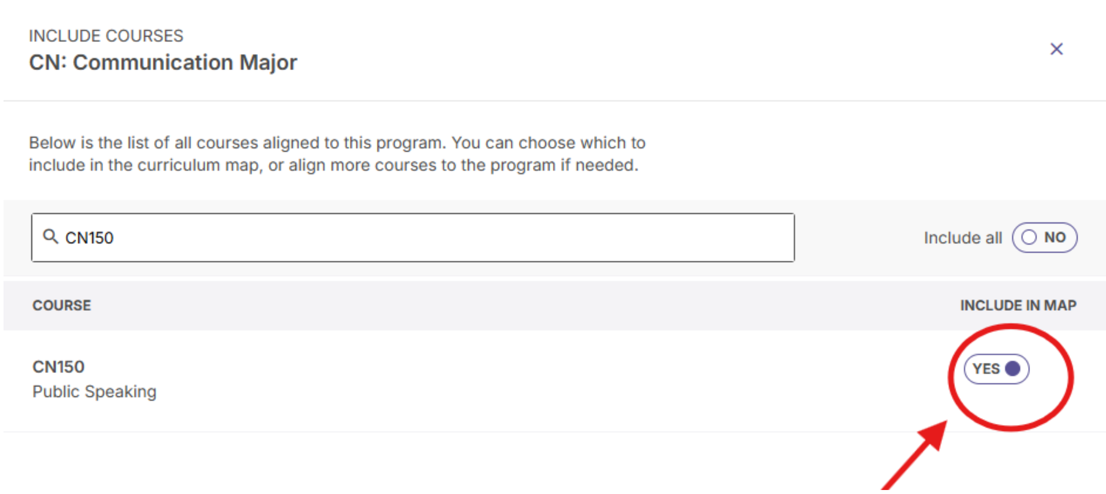
To align another course, such as CN150, with PSLO1, click on the + sign to the left of the aligned course. Next to the Alignment box to the very right and make select by checking the appropriate boxes, click radio button "Yes" and go to the top right to Save and Exist



If you do not see a course that needs to be included in the map, a course can be added by clicking on the purple pen after the Courses at the top of the map. A box pops up to the right and you can search for the courses needed. **DO NOT SELECT "Include all" to the right of the search window.**



When adding the course, you will select use the radio button Yes/No to the right of course and click the radio button to "Yes." See below with CN150. When finished adding the courses you need, click the Close button on the bottom right.

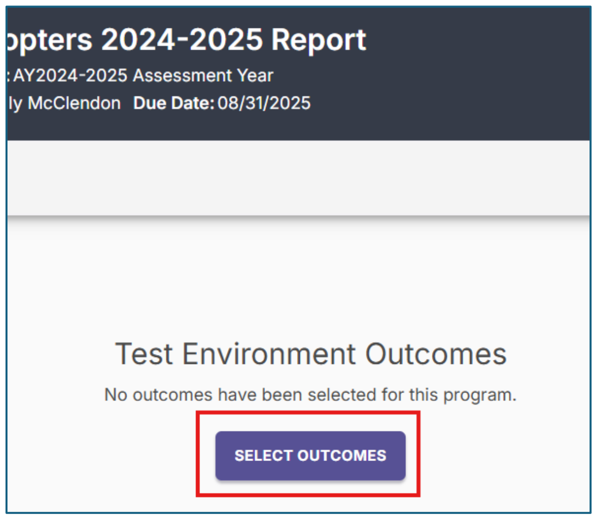


Part 2: Entering Results and Findings and Submitting the Report

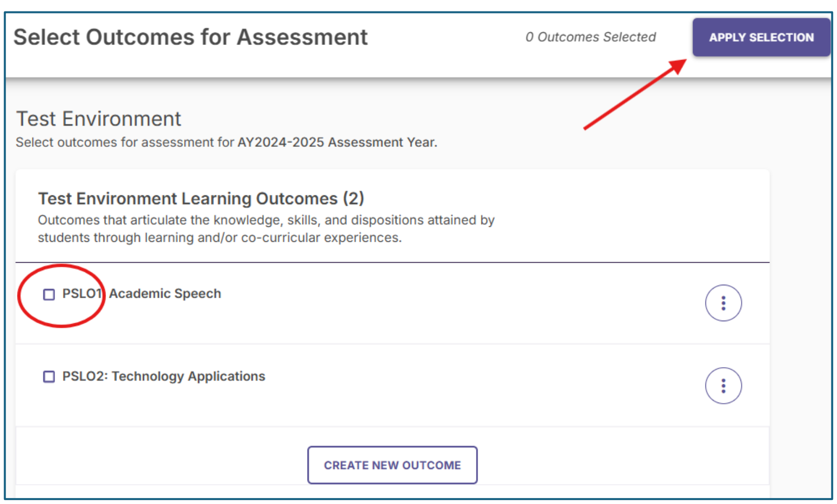
Step 1: From inside your Program home page, click on the "In Progress" tab at the left.

Click on "Assessment Report for AY2024-2025"

Click on Select Outcomes if you cannot see the list of PSLOS for the program.



Select the outcomes (PSLOs) that you want to include in the Assessment Report for AY2024-2025. This can be changed later if you need to.



Step 2: Enter results, analyze results, and add actions for each Measure of the first PSLO.

1. You can find detailed instructions on entering and uploading results for each Measure for that PSLO in the following Watermark help article starting on the next page and also accessed at this link: How to Enter Results, Findings, and Actions in an Assessment Plan – Watermark.
    a. Note: Results can be imported from D2L Brightspace. Please let us know if you have problems doing this. There are other help articles on the Watermark "help" site accessed from the ? at the top right of P&SS application. Currently, only results from one section can be pulled in. This could be ideal for a capstone of only one section. In the future, we hope to have other solutions for multiple sections by connecting to other Watermark modules.

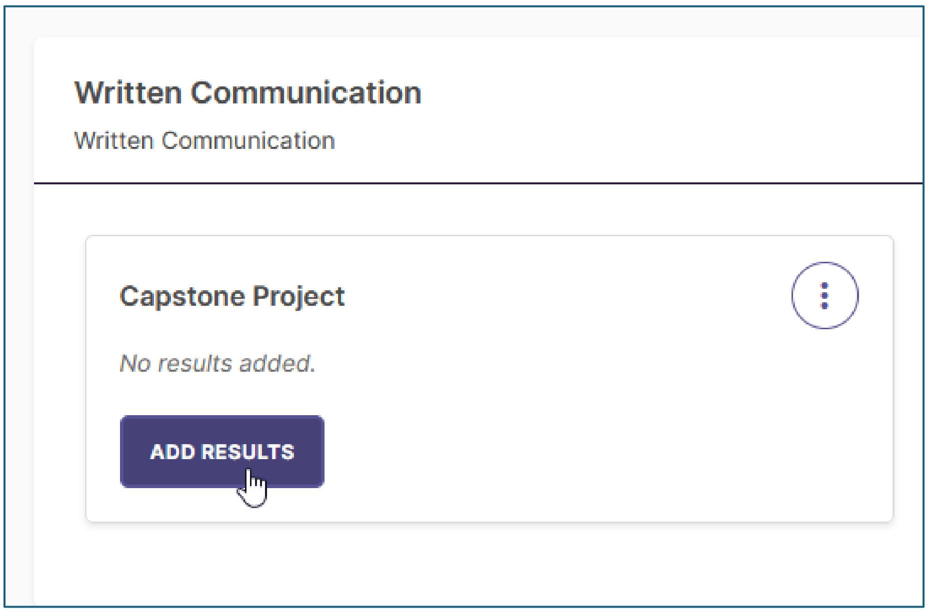
Watermark Help Article for Entering Results

How to Enter Results, Findings, and Actions - Updated 1 year ago **Watermark Support**

Adding Results to the Assessment Report

After you enter the "AY204-2025 Assessment Report and select the PSLOs to report on, you will see a list of your PSLOs. Click on one of the PSLOs. From here you will see the measures under the PSLO and you can begin to add results to each measure.

To begin, click the Add Results button for the Measure.



This will present a page from which the Results format can be selected. Please note that you may not see all of the following options, based on the type of Outcome assessed, and details associated with the Measure.

Options for Results:

- **I want to send emails and collect scores from faculty**: This option is only available for Measures associated with Courses. Additionally, the Courses themselves must have associated Course Sections that fall within the Reporting Year connected to the Plan itself. If this option is chosen, Planning & Self Study will send an email to the faculty members that lead those specific course sections, prompting them to enter their students' scores. If the option to Send Emails and Collect Scores from Faculty is not present, please check to ensure that the Measure Data Request email notification is enabled. (Managing Email Notifications)
- **I want to upload the assessment results files:** This will allow the user to upload a data file as evidence.
- **I want to enter the count of students who meet/do not meet the criteria:** This option allows the users to enter the number of students who met or did not meet criteria for outcome achievement, and those results will display as a data graphic. A single record of Counts can be added, or an individual Count can be documented per Course Section.
- **I want to align results from another system:** This option allows adding Results that were collected in the institution's LMS OR from additional Watermark products (Student Learning & Licensure; Outcomes Assessment Projects, Course Evaluations & Surveys).

For information on adding Results from **Brightspace (D2L)**, please click HERE.

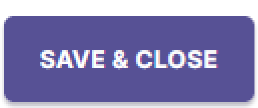
For information on adding Results from **Student Learning & Licensure**, please click HERE.

For information on adding Results from **Outcomes Assessment Projects**, please click HERE.

For information on adding Results from **Course Evaluations & Surveys**, please click HERE.

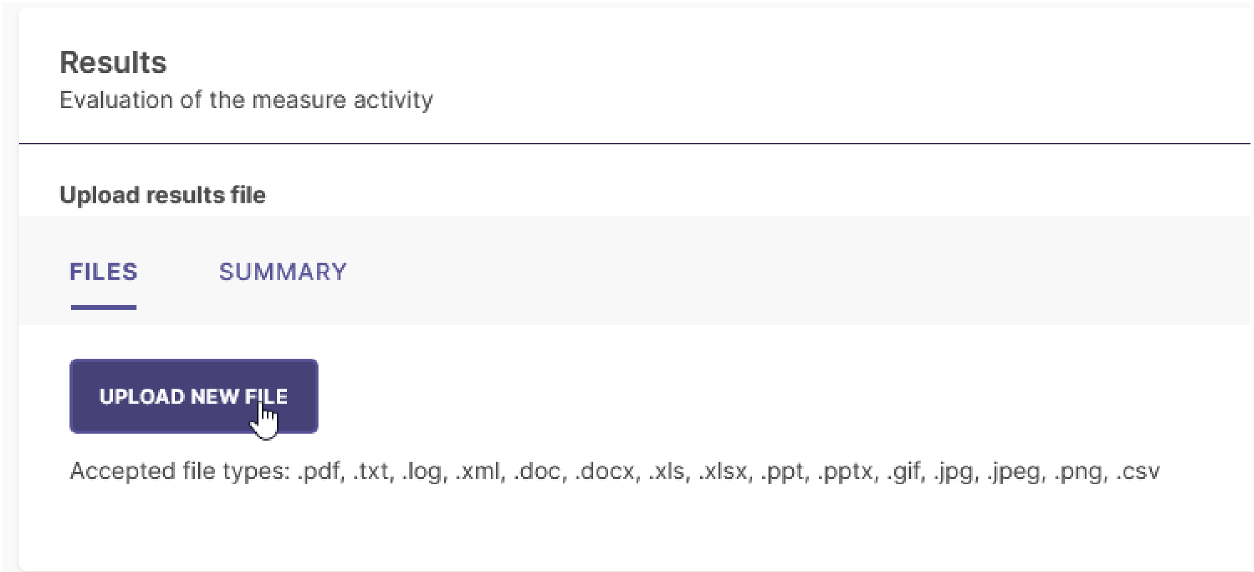
Please note that, while you cannot change the Results method without deleting the data that has already been collected, the Results that were entered for the chosen method can be edited at a later point. In other words, if the option to enter Counts is selected, the actual Counts themselves can be edited later on.

Once the Results are added, select Save & Close at the top-right.



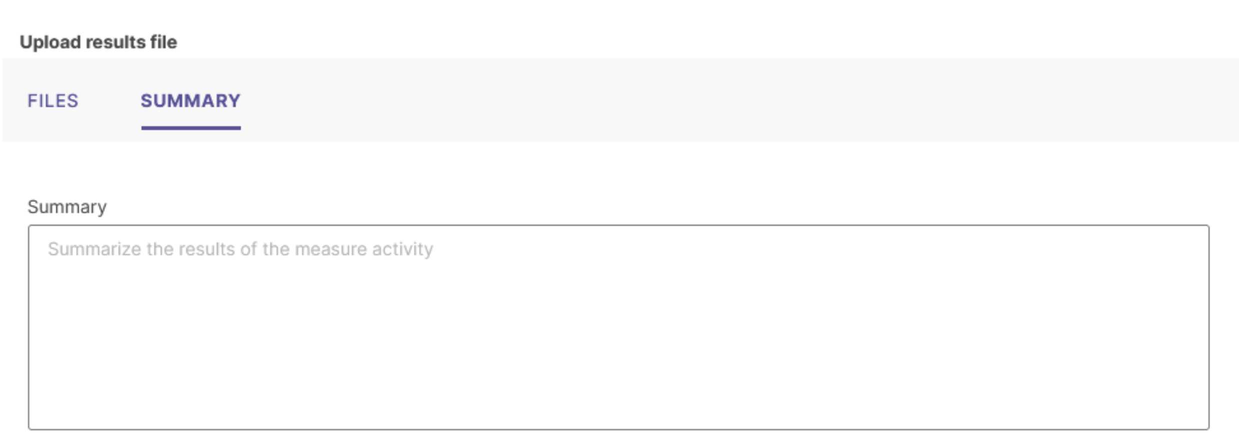
Uploading Assessment Results Files

After selecting "I want to upload the assessment results files", click the Upload New File button. This will produce the computer's file directory, from which a single or multiple files can be selected for upload.



After the file(s) is uploaded, it will appear with options to download or remove it.

There is also the option of the Summary tab, where additional Narrative information relevant to the Results can be added.

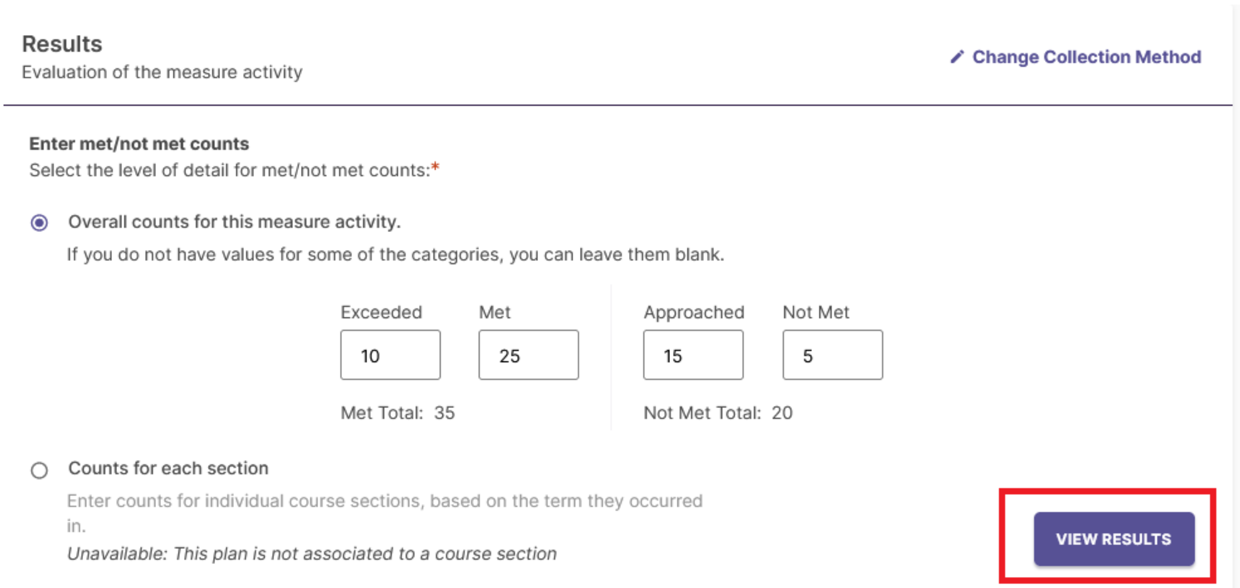


Entering Count of Students who Meet / Do Not Meet Criteria

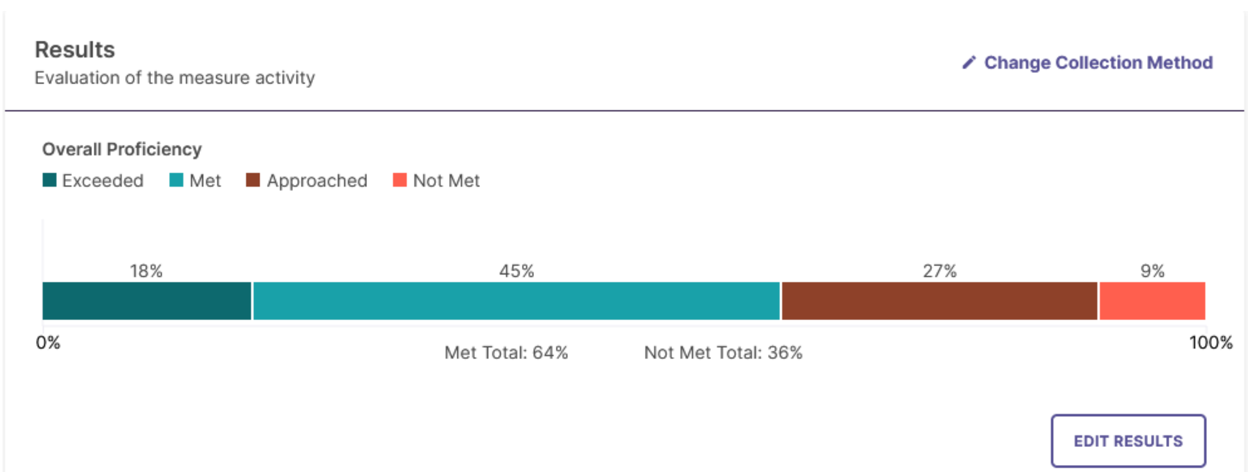
Selecting "I want to enter the count of students who meet/do not meet the criteria" will present the option to enter Count data for students who Exceeded, Met, Approached, or did not meet the outcome connected to the Measure.

Please Note: The category titles may vary based on the institution's settings in Planning & Self-Study.

After the Counts are entered, select "View Results".



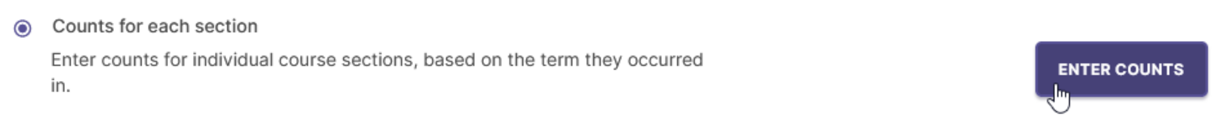
The data will now display as a bar graph.



Selecting "Edit Results" in the bottom right will allow the Count data to be edited as needed.

There is also the option to enter student Counts broken down by Course Section, if your Measure is associated with a Course that has Course Sections offered during your Plan year.

To begin, select "Counts for each section" and click "Enter Counts". Planning & Self-Study will automatically aggregate totals across all Course Sections.

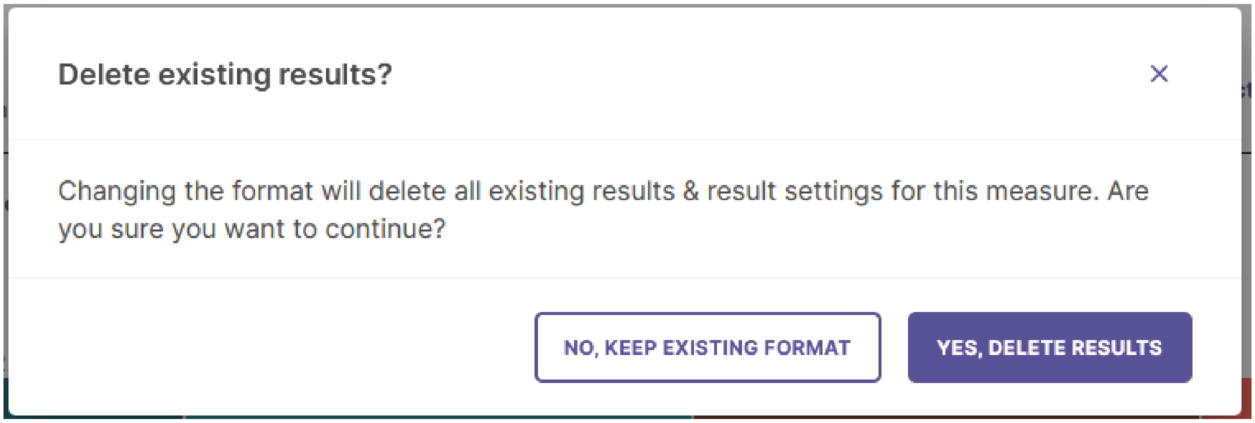


In addition to entering Count data, users can also upload supporting documentation as well as a Narrative Summary. Start by expanding the "Toggle Summary" setting, which presents both the file uploader and Summary entry box.

Remove and Change Results

It may be the case that after a user begins entering Results, they decide that they would prefer to start over using a different Results collection method. In this case, they can easily delete the Results that have already been entered and start over by selecting "Change Collection Method", which appears in the top-right of the Results entry area.

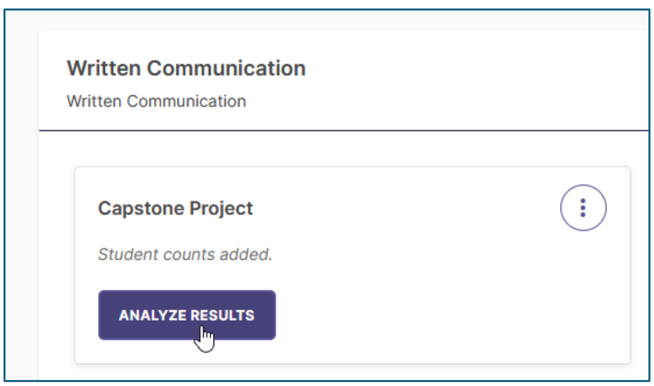
This will open a pop-up window which will prompt the user to confirm their decision. Selecting "Yes, Delete Results" will delete all data already entered and allow for a new Results collection method to be selected.



Analyzing Results with Findings

Once the Results have been documented, the next step is to enter the Findings.

To begin, select "Analyze Results" under the Measure title.

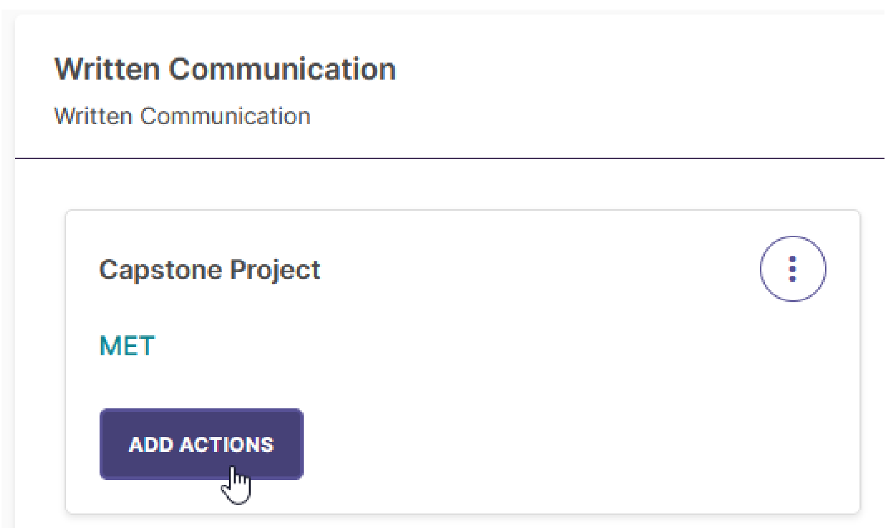


Next, scroll down to the Findings category.

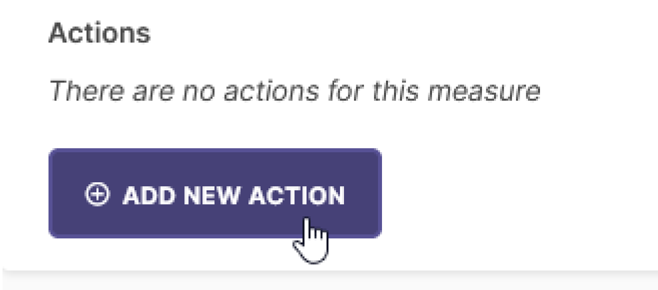
The first option in this category is to document the Measure Status for this Measure. From the dropdown menu a user can select whether the criteria for this Measure was Met or Not Met, based on the Results.

Adding/Editing Actions

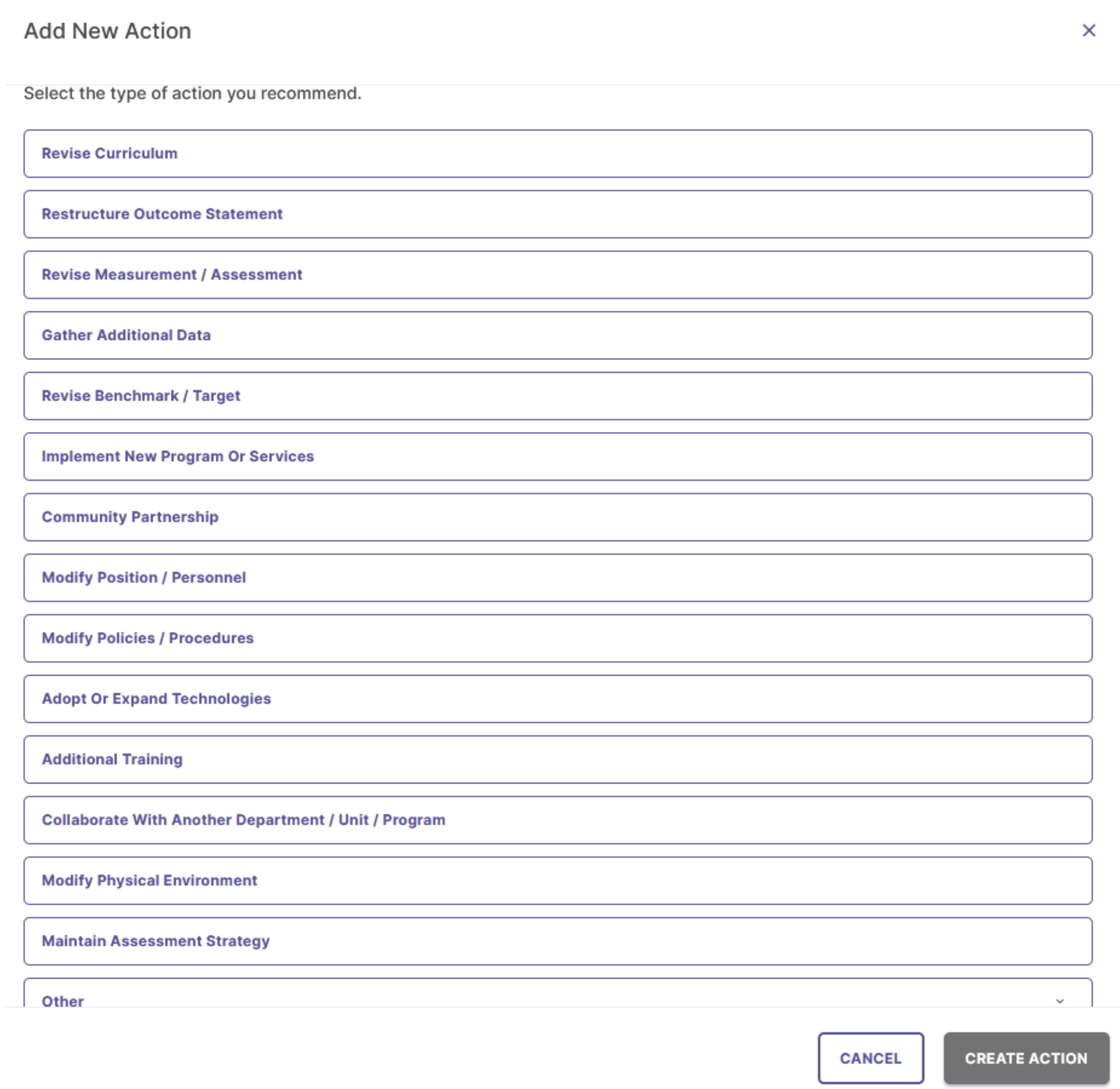
Once Results and Findings have been documented, the user will have the opportunity to create Actions, thereby closing the loop on assessment planning. Selecting "Add Actions" under the Measure title will begin the process.



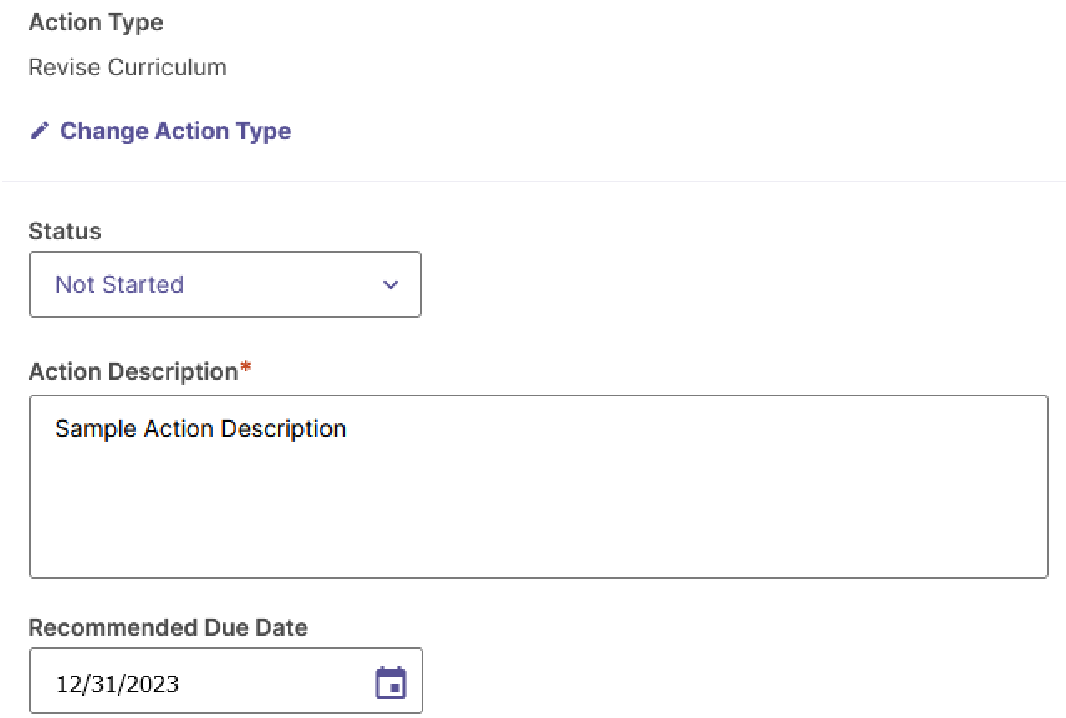
Next, scroll down to the Findings entry area and select "Add New Action".



This will open the Actions panel on the right-hand side of the page, in which the user would select the type of Action they would like to document:

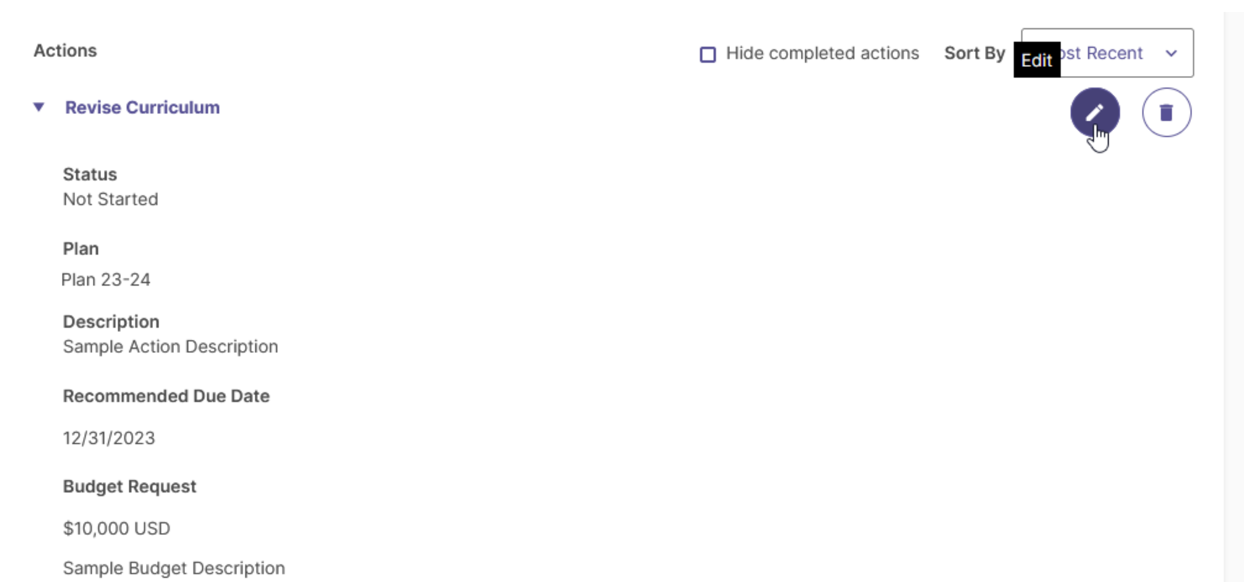


Once the Type is selected, the Action Status, Description, and optional Due Date can be entered.



There is also the option to enter an optional Budget component, should the Action require budgetary approval. This can be done by selecting "Add Budget Request".

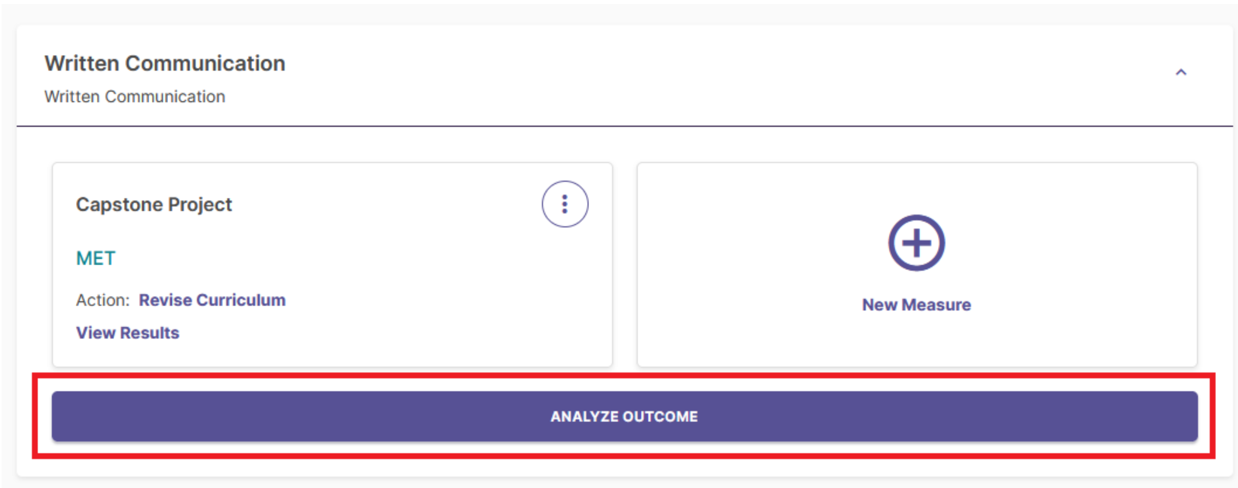
Once the Action is created, it will appear below the Findings entry area. Actions can be edited or deleted at any time by selecting either the Edit or Delete options to the right of the Action Name.



Step 3: Analyzing the entire PSLO/Outcome

After all of an Outcome's Measures have been created, and their Results, Findings, and Actions have been documented, an overall Analysis of the Outcome is required for Washburn's documentation.

To begin, select "Analyze Outcome", located beneath the list of Measures.



This will present an Outcome Analysis text entry area, as well as an Outcome Status drop-down.

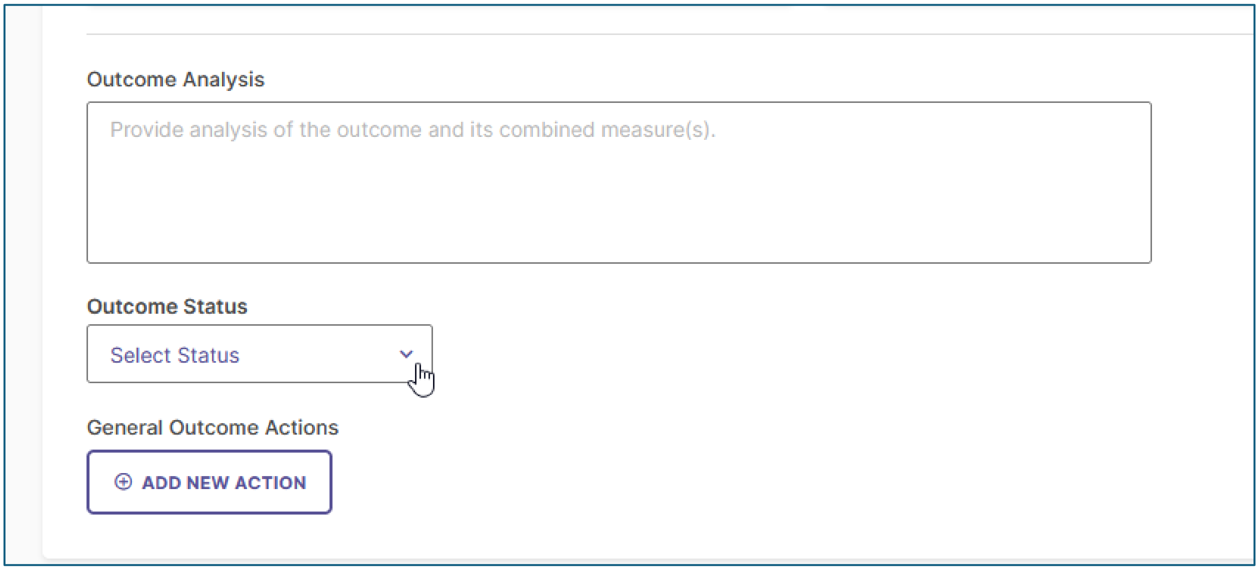
The Outcome Analysis area, pictured below, allows for relevant Narrative to be added. This is a text box that the Washburn Assessment Committee reviewers will read and give feedback on the second part of the Assessment Report rubric.

Follow these guidelines for Outcome Analysis:

1. Type your analysis of the findings for the PSLO as a whole.
2. State how this data will guide curriculum/course changes or lead the department to maintain current trajectory.
3. Explain how these plans to make changes or maintain trajectory align with and contribute the program mission statement.
4. Choose Met/Not Met for this outcome/PSLO
5. Add any General PSLO actions as appropriate.

Next, use the Outcome Status drop-down to select whether the overall results met or did not meet the criteria called for by the Outcome.

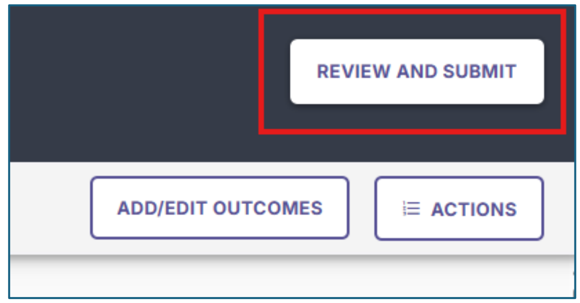
Lastly, there will also be the opportunity to document any Actions that are not specifically tied to a Measure.



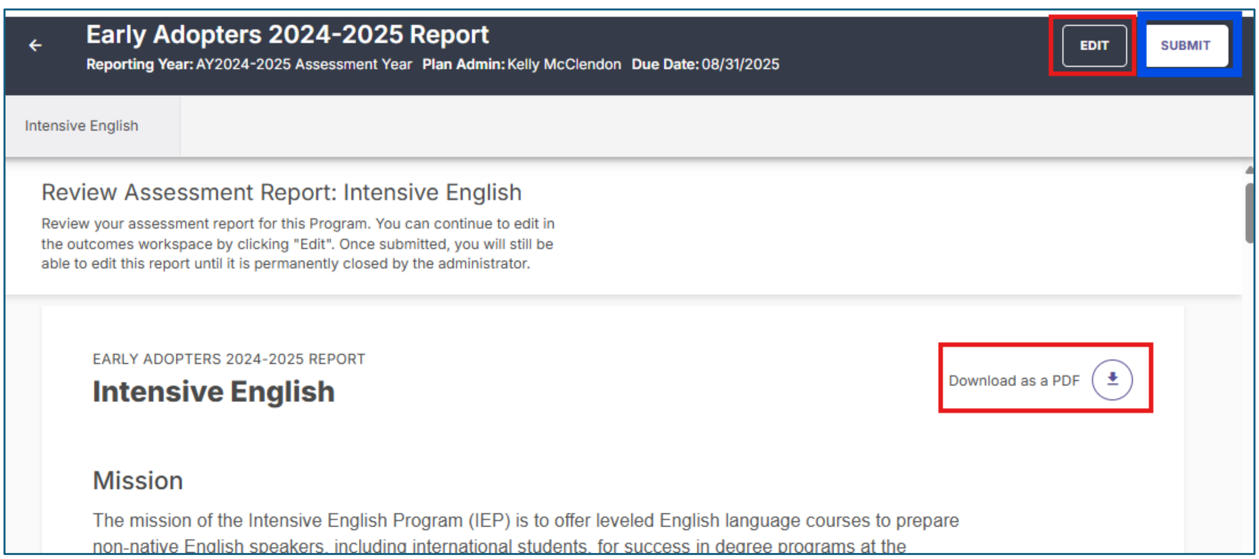
Step 4: Continue with the other PSLOs/Outcomes to be included in the report by repeating Steps 2 and 3.

Part 3: Submitting the Report

Reviewing the "Report"



1. At the top right of the screen, you can see "Review and Submit" button.
2. Click that button to see the HTML version of your report. This is where you can review everything before submission. This is exactly how it will appear to the Assessment Committee reviewer when you submit. This HTML report can be checked against the rubrics at this point.
3. This report can be downloaded as a PDF and shared with others (see below).
4. Click "Edit" to go back in and make any changes.



Submitting the Report

To submit the final report, click submit (shown above in the blue box). After submitting, the report can be recalled and edited until the reviewer has started the review.

The deadline for submission is August 31, 2025.

Program Assessment Rubrics

1 Assessment Process Rubric: Mission Statement and Process of Assessment evaluated in the **Mission Statement textbox**

Criterion Description	Target (3)	Developing (2)	Beginning (1)	Not observed (0)
Mission Statements are evaluated solely on whether they are the same as what is documented in the catalog. Include link to catalog in text box.	Program Mission statement matches that in the current Academic Catalog.			Not observed
Frequency of data collection (Analysis and Reporting Calendar) (Mission Textbox)	Data for 1-3 PSLOs are collected and analyzed yearly to facilitate curriculum adjustment in a timely manner (unless course calendar prevents such collection).			Data for 1-3 PSLOs are not collected and analyzed yearly to facilitate curriculum adjustment in a timely manner.
Faculty Collaboration (Mission Textbox)	Faculty thoroughly collaborate within and, as appropriate, between departments to create assessment measures and discuss the implications of assessment rubrics.	Faculty moderately collaborate within and, as appropriate, between departments to create assessment measures and discuss the implications of assessment rubrics.	Faculty slightly collaborate within and, as appropriate, between departments to create assessment measures and discuss the implications of assessment rubrics.	Communication with faculty about assessment issues is minimal or non-existent.
Communication and/or Collaboration with Students	PSLOs, measures, rubrics, and results are explicitly and directly communicated to students in two or more ways. If deemed appropriate, students are given opportunities to collaborate on assessment practices.	PSLOs, measures, rubrics, and results are directly communicated to students in one way. If deemed appropriate, students are given opportunities to collaborate on assessment practices.	PSLOs, measures, rubrics, and results are communicated passively and indirectly to students.	Communication with students about assessment is minimal or non-existent.
Communication and Collaboration with External Stakeholders	PSLOs, measures, rubrics, and results are explicitly and directly communicated to external constituents (e.g., advisory boards, employers, community, alumni), who are given opportunities to collaborate on assessment practices.	PSLOs, measures, rubrics, and results are explicitly and directly communicated to external constituents (e.g., advisory boards, employers, community, alumni), but external stakeholders are not given opportunities to collaborate on assessment practices.	Communication with external stakeholders is minimal, and external stakeholders are not given opportunities to collaborate on assessment practices.	Communication and collaboration with external stakeholders are non-existent.

2 Method, Measures, Analysis Rubric: Evaluated in **Program Information** and in the **2024-2025 Assessment Report**: PSLOs, Measures, Targets, Results, Actions, Outcomes Analysis

Criterion Description	Target (3)	Developing (2)	Beginning (1)	Not observed (0)
Plan specifically identifies how each outcome will be assessed	All of the types of PSLO measures used (i.e. direct, indirect,) are clearly identified.	Most (50%+) of the types of PSLO measures used are clearly identified.	Some (less than 50%) of the types of PSLO measures used are clearly identified.	No plan is in place to assess each PSLO.
Appropriate measures	All PSLOs include at least one direct measure. Summative assessment and/or indirect measures are in place where appropriate.	Most (50%+) PSLOs include at least one direct measure, and most also use summative assessment and/or indirect measures where appropriate.	Some (less than 50%) PSLOs include one direct measure, and few use summative assessment and/or indirect measures where appropriate.	PSLOs lack at least one direct measure and do not use summative assessment and/or indirect assessment and/or indirect measures where appropriate.
Acceptable program PSLO achievement level	All PSLOs have explicit achievement levels stated.	Most (50%+) PSLOs have explicit achievement levels stated.	Less than 50% of PSLOs have explicit achievement levels stated.	No PSLOs have explicit achievement levels stated.
Criteria/rubrics in place	Criteria for evaluation such as rubrics are consistently developed and provided, including clear thresholds for performance at varying levels.	Criteria for evaluation such as rubrics are usually (50%+) developed and provided (e.g., may need elaboration of thresholds for performance at varying levels).	Criteria for evaluation such as rubrics are sometimes (less than 50%) developed and provided. (e.g., may need further development of thresholds for performance at varying levels).	No criteria or rubrics are in place.
Using assessment data to guide curriculum/course changes or to maintain current trajectory	All accomplishments and recommendations to make curriculum/course changes or to maintain current trajectory are explicitly based on assessment data and (when applicable) national benchmarks.	Most (50%+) accomplishments and recommendations to make curriculum/course changes or to maintain current trajectory are explicitly based on assessment data/national benchmarks, OR assessment data may be used to make changes to courses but not employed to evaluate the curriculum as a whole.	Some (less than 50%) accomplishments and recommendations to make curriculum/course changes or to maintain current trajectory are explicitly based on assessment data/national benchmarks.	Assessment data are not explicitly used to make decisions.
Alignment and Contribution to Mission	Plans to make curriculum/course changes or to maintain current trajectory clearly align with and contribute to the mission of the program. Alignment is discussed clearly and/or supportive evidence is provided.	It is stated that plans to make curriculum/course changes or to maintain current trajectory align with and contribute to the mission of the program. The discussion and/or supportive evidence provided is vague.	It is stated that plans to make curriculum/course changes or to maintain current trajectory align with and contribute to the mission of the program, but there is no discussion or supportive evidence provided.	Alignment and contribution to mission is not addressed.

3 Curriculum Map Rubric				
Criterion Description	**Target (3)**	**Developing (2)**	**Beginning (1)**	**Not observed (0)**
PSLOs linked with specific required courses for majors	All PLOs are clearly linked with specific courses required for program participants.	Most PSLOs (50%+) are linked with specific courses required for majors.	Some PSLOs (less than 50%) are linked with specific courses required for majors.	No link between required courses and PSLO provided.
Curriculum Progression	All PSLOs are measured throughout the curriculum (upper and lower division) to facilitate developmental acquisition of skills and knowledge.	Most PSLOs (50%+) are measured throughout the curriculum (upper and lower division) to facilitate developmental acquisition of skills and knowledge.	Some PSLOs (less than 50%) are measured throughout the curriculum (upper and lower division) to facilitate developmental acquisition of skills and knowledge.	PSLOs may be assessed in individual classes, but no overall sequence of assessment is in place that assures evaluation at multiple stages (upper and lower division) in the curriculum to facilitate developmental acquisition of skills and knowledge.

Notes: