Checklist for Submitting Program Assessment in Taskstream AMS

Contents

1. Logging In

☐ Log in to Taskstream AMS using your WU credentials here:
https://w.taskstream.com/Cas/Login?partnerId=u0h1hwhohu
Or you can create a username/password and log in directly here:
https://login.taskstream.com/signon/
☐ Click on "Academic Program Workspace"

2. Submitting Standing Requirements: Mission Statement

☐ Click "Mission Statement (Updated Sp'21)"

☐ Click drop-downs for and read "Directions" and "Review Method"

☐ Compare your reported Mission Statement to your Mission Statement in the University Catalog—if changes are needed, follow the remaining steps; if no changes are needed, move on to 3. Submitting Standing Requirements: Program Student Learning Outcomes

    ☐ Click "Check Out"

    ☐ Click "Edit"

    ☐ Copy/paste Mission Statement from University Catalog

    ☐ Click "Submit"

    ☐ Click "Check In"

    ☐ Click "Return to Work Area"

3. Submitting Standing Requirements: Program Student Learning Outcomes

☐ Click "Program Student Learning Outcomes (Updated Sp'21)"

☐ Click drop-downs for and read "Directions" and "Review Method"

☐ Click "Check Out"

☐ Click "Edit"

☐ Repopulate OR Create Program Student Learning Outcomes

    ☐ If you submitted these last year and they have not changed, you can repopulate the Program Student Learning Outcomes: click "select existing set" and select your original outcome set

☐ If you are creating new Program Student Learning Outcomes, click "Create new set," Name your set in "Set name" (e.g., PY BA PSLOs), click "Create new learning objective," name your new learning objective in "Learning Objective" (e.g., PSLO1: Ethics), click "Create New Outcome" (this should be your PSLO's full text), click "Continue"

☐ Click "Check In"

☐ Click "Return to Work Area"

4. Submitting Standing Requirements: Curriculum Map

☐ Click "Curriculum Map (Updated Sp'21)"

☐ Click drop-downs for and read "Directions" and "Review Method"

☐ Review your Curriculum Map—if changes are needed, follow the remaining steps; if no changes are needed, move on to 5. Submitting the current year's Assessment Cycle: Assessment Plan

☐ Click "Check Out"

☐ Click "Edit Map" to the right of a Curriculum Map you wish to edit, or "Save As/Copy" to the right of a Curriculum Map you wish to copy then edit, or "Create New Curriculum Map" to create a new Curriculum Map.

For new Curriculum Maps:

☐ Add name in "New Map Title" (e.g., PY BA Curriculum Map)

☐ Select Alignment Set by clicking dropdown and selecting "View sets available within [your program]" (this will associate the PSLOs you just repopulated/created) - A new window will open

For editing existing Curriculum Maps and/or new Curriculum Maps:

☐ Click the + to add a new Course or Learning Activity (one by one, add core/required courses in your program and any other courses in which or in relation to which you assess student learning)

☐ Enter Course/Activity ID (e.g., PY100)

☐ Enter Course/Activity Title (e.g., Basic Concepts in Psychology)

☐ Enter optional Description (e.g., Gen Ed course (Critical Thinking USLO) required for all majors)

☐ Click "Create"

☐ Click "Click" under each PSLO column where a PSLO is Introduced (Students are introduced to the outcome), Practiced (Students have the opportunity to further develop the outcome), or Reinforced (Students can demonstrate mastery at the exit level)

☐ Click "Save Now"

☐ Click "Check In"

☐ Click "Return to Work Area"

5. Submitting the current year's Assessment Cycle: Assessment Plan

☐ Click "Assessment Plan" under the current year's Assessment Cycle

☐ Click drop-downs for and read "Directions" and "Review Method"

☐ Click "Check Out"

☐ Scroll to the bottom and click either "Create New Assessment Plan" or "Copy Existing Plan as Starting Point"

    ☐ If you are creating a plan for the first time, or have significantly revised your assessment plan, you should select "Create New Assessment Plan".

    ☐ If you want to copy your plan from last year, select "Copy Existing Plan as Starting Point" and select the plan that you want to copy, and click "Submit". You will be able to revise all aspects of the plan, as needed.

☐ Click "Mission Statement" dropdown

    ☐ Click "Edit"

    ☐ Copy/paste Mission Statement from University Catalog

    ☐ Click "Submit"

☐ Click "Measures" dropdown

    ☐ Click "Select Set" to select PSLOs you created previously, including from the prior year.

    ☐ Check "Include All"

    ☐ Click "Accept and Return to Plan"

    ☐ Click "Add New Measure" for each PSLO

    ☐ Add Measure Title (e.g., Mean ACAT score)

    ☐ Click "Measure Type/Method" dropdown and select an option that best fits each measure

    ☐ Click "Measure Level" dropdown and select "Program"

    ☐ Enter text for "Details/Description" (e.g., ACAT)

    ☐ Enter text for "Acceptable Target"

        • Should be Threshold from previous Assessment Report or from Assessment Plan

        • (e.g., Students who complete the relevant coursework at WU will score within 1 standard deviation of the mean on the 10 content areas represented on the nationally standardized ACAT.)

    ☐ Click "Apply Changes"

    ☐ Click "Add/Edit Attachments and Links" *especially* to attach rubrics used to evaluate student work, but also to attach/link other documents as useful (e.g., a link to the ACAT website's Psychology test description)

    ☐ Repeat steps for each PSLO and Measure

☐ Click "Analysis and Reporting Calendar"

    ☐ Click "Edit" and enter text to describe the timeline for PSLO data collection and reporting

        • E.g., "Data for all PSLOs are collected each Fall and Spring semester. However, PSLOs 1, 2, and 3 will only be reported in even number AY years (e.g., 2019-2020), and PSLOs 4 & 5 will only be reported in odd number AY years (e.g., 2020-2021)."

    ☐ Click "Submit"

☐ Click "Stakeholder Involvement"

☐ Click "Edit" and enter text to describe how all relevant stakeholders (e.g., faculty, students, advisory boards, employers, community, alumni) are meaningfully engaged in development and improvement of the Assessment Plan

☐ Click "Submit"

☐ Click "Program Assessment Plan Review Cycle"

    ☐ Click "Edit" and enter text to describe how often the Assessment Plan is reviewed and revised if needed

    ☐ Click "Submit"

☐ Click "Check In"

☐ Click "Return to Work Area"

6. Submitting the current year's Assessment Cycle: Assessment Findings

☐ Click "Assessment Findings" under the current year's Assessment Cycle

☐ Click drop-downs for and read "Directions" and "Review Method"

☐ Click "Check Out"

☐ Click dropdown for "Program Assessment Accomplishments"

    ☐ Click "Edit"

    ☐ Enter text to describe how you have made curriculum/course changes based on assessment data as planned from the last cycle, explanation if planned changes were not made, and other notable steps towards improving student learning

    ☐ Click "Submit"

☐ Click dropdown for "Findings Per Measure"

    ☐ Click "Edit" for each measure

    ☐ Enter text summary of findings (e.g., Target met: Students who completed PY151 Psychological Statistics at WU during AY 2019-2020 and AY 2020-2021 (N = 75) scored an average of 498.43 (SD = 108.28) on the corresponding ACAT content area)

- If data were not collected for a PSLO or measure
  - (e.g., due to COVID or planned schedule of data collection), indicate so rather than leaving blank (e.g., Data for all PSLOs are collected each Fall and Spring semester. However, PSLOs 1, 2, and 3 will only be reported in even number AY years (e.g., 2019-2020), and PSLOs 4 & 5 will only be reported in odd number AY years (e.g., 2020-2021).)

    ☐ Enter text Recommendations to address planned curriculum/course changes or maintenance of current trajectory in relation to data and program mission

- (e.g., As part of the recently initiated PSLO review and revision process, we will consider whether the ACAT provides sufficient informative value to retain as a measure of any of our PSLOs.)

    ☐ Enter text Reflection/Notes

- (e.g. Although our benchmark was achieved, PY faculty question reliance on this standardized exam as a primary way we assess PSLO 4. Completion of the ACAT is required for PY BA graduation, and we have attempted to incentivize good participation through recognition ("departmental distinction") of outstanding scores; however, scores on these content sections and across the ACAT remain

average. Moreover, PY faculty have observed a trend such that the good students tend to do well, the average students tend to do average, and the poor students tend to do poorly on the ACAT. In other words, we wonder if it is a costly barrier that lacks real informative value.)

☐ Select outcome for Acceptable Target Achievement

☐ Enter text Overall Recommendations

☐ Enter text Overall Reflection

☐ Enter text Faculty Collaboration

☐ Enter text Communication and Collaboration with Students

☐ Enter text Communication and Collaboration with External Stakeholders

☐ Enter text Communication and Collaboration with University

☐ Click "Submit"

☐ Click "Add/Edit Attachments and Links" (e.g., to attach any supporting documentation of findings)

☐ Continue for all PSLOs and Measures

☐ Click "Check In"

☐ Click "Return to Work Area"

7. Submitting All Work

☐ Click "Submission and Read Reviews" tab

☐ Click "Submit Work" for all completed sections (Mission Statement, PSLOs, Curriculum Map, Assessment Plan, Assessment Findings). NOTE: If Mission Statement, PSLOs, and Curriculum Map have previously been submitted, you will not see an option to submit work. The revisions that you made will automatically be viewable to the Assessment Committee.

☐ Click "Yes, Submit My Work"

☐ Click "Close Window"

8. Logging Out

☐ Click on the nine dots in a square shape in the upper right-hand corner of the screen

☐ Click "Log Out"