Converting an Assessment Plan from 3-Column Format to the New Format

The new format for assessment plans and reports is based on answering 4 questions. This document describes how to convert assessment plans and reports from the old reporting formats, which includes the 3-column and 5-column formats as well as the old McNichols “Form C” that was used in the past to report results.

Four Questions in the New Assessment Plan and Report

1. What do you want to know and why?
   a. What is important to you? What are the goals or questions you have?
      i. The answer to this question is found in **column 2** of the 3- and 5-column formats. It is typically referred to as something like “intended educational outcome” or “intended administrative objective.” It might need to be restated in the form of a question.
      ii. The answers to this question are also found on the reports submitted using form C in the box under “Intended Education Outcome.”
   b. Must have at least three and no more than five.
      i. These outcomes are all listed in **column 2** of the 3- and 5-column formats.
      ii. These outcomes are all listed in a box labeled “Intended Educational Outcome” in form C.
   c. At least one must address an ESIP* (Expanded Statement of Institutional Purpose) and indicate which one.
      i. The ESIP is found in **column 1** of the 3- and 5-column formats.
   d. For academic units, at least two must directly address student learning outcomes.
      i. Academic units must make sure to have at least 2 student learning outcomes.

2. How are you going to find out?
   a. Describe your methodology or process for assessment.
      i. The answer to this question is related to the Means of Assessment found in **column 3** of the 3- and 5-column formats and involves a description of the methodology used to arrive at the means of assessment.
      ii. The answer to this question is related to the Means of Assessment found in the box labeled “Means of Program Assessment & Criteria for Success” on form C.
   b. Describe your data source(s).
   c. Determine the desired target levels for each question or goal.
      i. The answer to this question is related to the Criteria for Success found in **column 3** of the 3- and 5-column formats.
      ii. The answer to this question is related to the Criteria for Success found in the box labeled “Means of Program Assessment & Criteria for Success” on form C.
3. **What did you find out?**
   a. Were the criteria you determined met or not met?
      i. The answer to this question is found in **column 4** of the 5-column format.
      ii. The answer to this question is found in the “Summary of Assessment Data Collected” on form C.
   b. Results should be indicated by question or goal.

4. **What did you do with what you found out?**
   a. What changes will you make, if any?
      i. The answer to this question is found in **column 5** of the 5-column format.
      ii. The answer to this question is found in the “Use of Results to Improve Instructional Program” on form C.
   b. How does this affect your plans for curriculum, staffing, or other resources?
   c. What are the new questions or goals that emerge from the data?

**EXECUTIVE SUMMARY**

An executive summary should be attached to the form. This summary should include a summation of the four-question format or the columnar format so that the reader may get a quick but accurate idea of what assessment is going on in your area and how it is affecting what you do. State clearly how the assessment results feed into your strategic and budgetary planning. You can also include *unplanned* assessment in this summary. (Summary should be one-half to one page long.)

**ATTACHMENTS**

Attachments may be included with the report and summary that include data although they are not presented as the main report.

* The Expanded Statement of Institutional Purpose is one of several institutional goals that reflect the mission of Harding University.