Documenting 19-20 Academic Assessment Plans & Reports in AEFIS: Technical Information

Outcomes

- If outcomes in the original plan are no longer being assessed due to the move to remote instruction, de-select the checkbox shown on the left of the outcome.
- To add a new outcome, select the “Add an Outcome” button at the bottom of the form.
  - It may be useful to label an added outcome with “COVID-19” in the Outcome Name field if it is one that is specifically designed to capture information related to the transition to remote instruction (e.g., “COVID-19 – Impact of Remote Instruction on the Student Learning Experience”).
  - NOTE: For 19-20 specifically (and only for 19-20) it is acceptable for one of the assessed outcomes to not be a learning outcome.

Measures

- AEFIS technically prevents the option to add or delete measures in the 19-20 assessment form at this point in the process. However, it is acceptable to not use a planned measure, to revise a planned measure, or to rely on a completely different measure. Here are some workarounds for those scenarios:
  - If no longer using a planned measure – Programs may choose whether to remove the existing Measure Name/Description text OR to keep the existing text and add an update to the Measure Description explaining why the measure was not used (this option is recommended).
    - NOTE: If the program provides an update explaining why the measure was not used, the explanation should include more detail than simply saying “due to the COVID-19 response.” The explanation should include why the data were no longer accessible/available (e.g., the assignment was removed from the syllabus, the experience was cancelled, etc.)
  - If revising a planned measure or relying on a different measure – Programs that have changed their measure(s) due to the COVID-19 response may choose replace the existing Measure Name/Description text with information reflecting the new measurement strategy OR add an update to the Measure Description such that the original measurement strategy remains in the documentation (this option is recommended). If adding an update, please be sure clearly label which part of the Description is the update.
    - EXAMPLE (of adding an update to the existing Measure Description):
      - Old Measure Description: To assess written communication, final student papers collected from the XX course will be evaluated using the AAC&U written communication rubric.
      - New Measure Description: To assess written communication, final student papers collected from the XX course will be evaluated using the AAC&U written communication rubric.
      - UPDATE Spring 2020: Due to the quick move to online course delivery this spring, changes were made to the XX course syllabus and this paper was not assigned. Instead, reflection papers from the YY course were collected and assessed using the AAC&U written communication rubric.
    - If relying on an indirect measure (in place of the originally planned direct measure), consider whether the data aligns well with the learning outcome the original measure was meant to
address. If it does not align well, consider adding a new outcome and label it accordingly (see the Outcomes section above).

- If the program is using more than one measure to address an outcome but only one Measures text box is present in the form for that outcome, the program is encouraged to include information for all related measures in that single text box. Different measures should be clearly labeled in the text box.
  - **EXAMPLE Measure Description** (all of what follows is in the same text box):
    
    Measure #1: Reflection papers collected from the XX course were assessed using the attached AAC&U Written Communication rubric.
    
    Measure #2: Students who took the graduating senior survey were asked the extent to which TAMU contributed to their ability to effectively develop, interpret, and express ideas through written, oral, and visual communication. Students responded on a scale from 1 (Very little) to 5 (Significantly).

**Targets/Findings**

- If the measurement strategy is changed, ensure the target(s) align with the revised strategy.
- If more than one measure is presented in a single Measure Description text box be sure to clearly label the target(s) for each. This can be done either by including all relevant, clearly-labeled targets in a single Target text box OR by using the “Add Target” button.
  - Even if the “Add Target” button is used to separate the targets, programs must still report findings for all measures in the single Findings text box under the given measure.
- As mentioned above, if the program is NOT using a particular measure and an update/explanation is provided, this update can be included either in the Measures or Findings section (or both).

**Data-Informed Actions**

- **Programs should still strive to have at least one content-focused data-informed action.**
  - Given the circumstances, this action could be about delivery (e.g., preparing for online delivery in the summer/fall, instituting resources for students, etc.)
  - It is appropriate (for this cycle) to establish actions based on data from indirect measures not specifically tied to a learning outcome. Such measures and results should be presented in the Assessment Plan/Report form, so programs may want to consider adding an additional outcome that aligns with these data.

**Assessment Reflections**

- The **Assessment Reflections & Closing the Loop** form will be assigned to programs mid-Fall 2020. An additional prompt will be included in the Assessment Reflections section, asking programs to reflect on their overall experience due to the shift to remote course delivery and, specifically, on their use of data to help guide planning for subsequent terms that may or may not be remote delivery.
  - Results derived from indirect measures (specifically those focused on the implications of the COVID-19 response) should be included in the Assessment Report but can be analyzed and discussed in this form in more detail.