



# Assessment & APR Quarterly

A publication from the UNM Office of Assessment & Academic Program Review

December 2020



## FREE Professional Development Assessment Training Opportunity

The Student Affairs Assessment Leaders organization will be holding its latest iteration of its "Applying and Leading Assessments in Student Affairs" Massive Open Online Course, in partnership with National Louis University. Registration begins in late December 2020, and the class is slated to begin on February 8, 2021. Click [here](#) to access the course information page. It is appropriate for both academic and co-curricular representatives, especially for newcomers to assessment. The resources available within the course module alone are worth the price of admission, which is FREE.

The online course provides self-paced curriculum materials and activities that address several learning outcomes. The course aims to provide participants the opportunity to:

- Review concepts that contribute to sound, sustainable assessment practice.
- Explore the development of foundational assessment components including planning, articulating goals and outcomes, and providing feedback.
- Identify strategies for guiding assessment efforts across multiple functional areas and teams.
- Discover ways to translate data to a story of student success with a plan for action.

I participated in the MOOC last session, and my review follows. Overall, the sessions are well-structured and informative, and since they are self-paced, there is no pressure to have to complete the segment while having to juggle regular work responsibilities. And again, although the course is somewhat student affairs-centered, it is very much applicable to academic assessments. I firmly believe that this is a great opportunity for faculty and staff that are relatively new to assessment to learn the terminology, methods, and philosophy behind the need for accurate and effective assessment. Leveraging the MOOC platform provides access to several hundred other assessment-minded individuals that you can share ideas and discuss issues with. It's a great opportunity to build your assessment network as well!

Overall, the course is well worth your time! I can also see where the modules might be able to be structured for a team or group to participate. They even offer a "tips and tricks" resource document to help lead a group through the course. Although I am not a newcomer to assessment at the time that I took the course, I was still able to carry back to my office elements of the training that merited consideration and discussion by our group. It was also beneficial to hear from other assessment professional across the country (the world, really) about their approaches, questions, and what they struggle with. If you have any questions about my experience with the course, please [email](#) me. Questions about the course, registration, and technical requirements can be directed to [saassessmentleaders@gmail.com](mailto:saassessmentleaders@gmail.com).

## The Art & Science of Data 2021

The Art and Science of Data - January 13th! As mentioned briefly in our previous newsletter, the second annual Art and Science of Data event will be held on Wednesday, January 13th from 9:30 am to 3:00 pm. It's a day long virtual event hosted by the Office of Assessment/APR and the Office of Institutional Analytics, with the intention of empowering faculty and staff with training and information on leveraging institutional data resources to better understand their units and tell their stories more effectively. In addition to a Keynote Address by Dr. Pamela Cheek, Associate Provost for Student Success, there will be 4 Concurrent Session Blocks offering a total of 12 presentations covering a variety of topics:

- accessing data for grants,
- data visualization,
- using data effectively and equitably, and
- using Adobe Creative Cloud with data.

For more information about the available sessions, please review the session abstracts [here](#). If you are interested in attending, be sure to register [here](#) so we can send along the appropriate Zoom information for each session!

## APR News

### IUPUI Conference Session - Jump-starting General Education Program Review (GEPR) & Association for General & Liberal Studies (AGLS) Resources

With our work on UNM's own GEPR processes, we attended a jump-start session hosted by IUPUI. While the session was focused more on introductory GEPR creation, it did provide information from the AGLS, a group of general education practitioners. For anyone interested in materials, memberships, and future conferences offered by AGLS, please see their [website](#)!

### Spring 2021 APRs

- International Studies Institute
- Department of Chemistry and Chemical Biology
- Department of Earth & Planetary Sciences
- Department of Speech & Hearing Sciences

### Emerging APR Trend - Strategic Planning

Following recent APRs, a trend has emerged from the review team discussions. Reviewers have stressed the need for more directed focus on strategic planning initiatives, especially given current COVID-19 obstacles. To that end, in addition to hosting our Strategic Planning workshop, we will be keeping in touch with academic departments whose review teams stressed this need, to better support programs with their strategic planning.

### Internal APR Reviewers - Research

"Why should I be an APR internal reviewer?" is a question sometimes asked of our office. A recent publication in Research & Practice in Assessment explored this very question, proposing what benefits internal reviewers receive from contributing to academic program reviews. Outside of becoming more familiar with institutional processes, the Virginia Tech researchers found that faculty who serve as internal reviewers "learned more about the work of other departments... [and] learned how to more effectively discuss and engage in assessment within their home departments." If interested in the full article, you can access it [here](#).

## Note-Worthy Links

The Chronicle of Higher Education recently published an [article](#) regarding **academic integrity with online course assessments**.

IUPUI has developed a **new assessment podcast** that improves in Higher Education. The [podcast](#) profiles people, initiatives, institutions, and organizations improving conditions in higher education. Join thought leaders for engaging discussions of enduring and emerging topics, themes, and trends affecting colleges and universities.

**NMHEAR is canceled.** Click [here](#) for more information.

The annual **HLC conference** will be held virtually from April 5 to 9, 2021. For more information and to register, click [here](#).

If you missed the virtual **2020 IUPUI Assessment Institute** in October, session materials, recordings, and other important information are now available [here](#).

The Student Affairs Assessment Leaders (SAAL) group is offering **"structured conversations"** throughout the year. To register for this free resource, follow this [link](#). The SAAL site also has recordings of previous SAAL events.

The Texas Association for Higher Education Assessment (TxAHEA) recently introduced the **2020 - 2021 Webinar Series**. These free sessions are scheduled through April 2021 so far and include topics such as Continuous Improvement during Uncertain Times; Assessing Teamwork; and Co-curricular topics. Click [here](#) for the session overview page.

### Thank You!

The OA/APR wants to acknowledge all faculty and leadership that coordinated with us to improve our inventory list and spent time verifying program our changes.

We would all like to thank Heather Mechler at the OIA for assisting OA/APR with all of the data inquiries while Charla was out of the office on leave. Her assistance was invaluable!

We would like to thank CTL's Kim Fournier for co-presenting the Online Classroom Assessment Workshop on November 13 and also Kim and Stephanie Spong for their presentation on the online course map at the PCA.

## Charla's Data Corner

Hi everyone! I (Charla) am officially back from maternity leave. Baby Ezra and I are doing well and learning to laugh at words like "schedule" and "routine."

With that, I'd like to bring back some more typical Data Corner content: Let's talk about Pivot Tables.

Have you heard of Pivot Tables? Pivot Tables are this magical feature in Excel that allow you to explore your data in a variety of ways by simply dragging and dropping. In the Office of Assessment, we like to use Pivot Tables to find our data narratives and stories! When we start analysis with Pivot Tables, we can find data stories we may otherwise miss when jumping straight into other types of analyses.

Want to give Pivot Tables a shot? Check out this short [Pivot Table Tutorial](#) from Excel Campus to get started and comfortable with the feature. Though it's 15 minutes long, I think you'll get the idea by watching the first 10 minutes or less. The dataset used in the video is linked as well so you can follow right along.

### Newsletter Submissions:

We are accepting ideas and submissions for our next issues. Please email us at [assess@unm.edu](mailto:assess@unm.edu) before February 15, 2021.

## Submission Season is Upon Us!

In addition to the holidays, Submission Season is fast approaching this year!

### General Education Assessment

Fall submissions for General Education Assessment are due by December 15, 2020 and Academic Unit submissions are due by January 31, 2021.

Here are some key reminders for those who have been chosen (or who have volunteered) to submit as part of the General Education Assessment process this year:

- Only the [Critical Thinking Essential Skill](#) is under review
- You will need to select at least 4 student artifacts from your course to submit - You can upload many different artifact types (excel, word, PDF, PowerPoint, etc.) directly to [the form](#) but if you have a video recording you will have to upload to Youtube/equivalent and instead share the link in the form.
- You will need to provide:
  - Instructor's Name and Email** (your name and email if you are the instructor)
  - College/School/Branch**
  - Course Number and Title**
  - Assignment Description** (however you described the assignment to your students)- this can either be a link, a pdf/doc, or free text (copy and pasted)
  - Selected Critical Thinking Rubric Dimensions** that align with the assignment. You can review the rubric [here](#).
  - The Students' Artifacts with their Banner IDs** (helpful in understanding the level of each student for data analysis purposes - all reviewers have FERPA training and items are de-identified prior to sharing results)

- When you're ready, you can upload [here](#) by December 15 to be counted for the Fall!

### Academic Assessment

For all Academic Unit Assessment Coordinators, ahead of the submission deadline (January 31, 2021), we will be hosting a "How to Upload to the Repository" Refresher Workshop. It will take place via Zoom on Friday, January 29, 2021 at 10:00 am. Though not required, if you are responsible for uploading to the repository, we highly encourage attendance. If you are interested, please register [here](#) so we can share the Zoom information with you.

## UNM Office of Assessment & APR Assessment Plan

The OA/APR established an assessment plan and is currently collecting data in the following areas:

- Goal 1: The OA/APR will satisfy the Higher Learning Commission's (HLC) assessment and APR requirements
- Goal 2: The OA/APR will provide relevant support to programs undergoing assessment and academic program review
- Goal 3: The OA/APR will increase its visibility and presence

With an increased interest on co-curricular and administrative unit assessment, our office is reaching out and welcoming units to create an assessment plan. Please use this [link](#) to view the completed OA/APR plan.

You can also find more assessment information and a guided template for your co-curricular/administrative unit to utilize as a starting point [here](#).

We are here to support your assessment process. Don't hesitate to reach out to us at [assess@unm.edu](mailto:assess@unm.edu) for assistance in any part of your assessment planning.

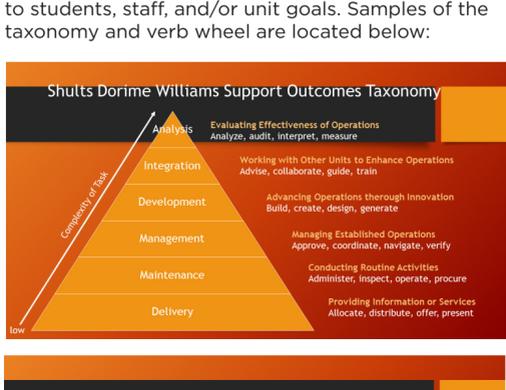
## Resources for Co-curricular Assessment

We continue to reach out and support efforts of administrative/co-curricular units to develop their own assessment plans and processes. Units such as the Office of Advising Services, CAPS, CTL, UC, and others have attended training provided by our office as well as individualized training/mentoring sessions.

In November, we held our very first strategic planning training that was well-attended and well-received. We plan to offer the strategic planning workshop often and have scheduled the next session for February 19, 2021.



In an effort to provide support materials for administrative/co-curricular units, during our research we discovered the Shults-Dorime-Williams Taxonomy. This taxonomy (similar to Bloom's on the academic side) is a handy guide that helps non-academic units develop outcomes that can apply to students, staff, and/or unit goals. Samples of the taxonomy and verb wheel are located below:



Sample Verbs for Each Domain		
<ul style="list-style-type: none"> <li>Delivery</li> <li>Allocate</li> <li>Communicate</li> <li>Deliver</li> <li>Designate</li> <li>Distribute</li> <li>Inform</li> </ul>	<ul style="list-style-type: none"> <li>Development</li> <li>Arrange</li> <li>Acquire</li> <li>Build</li> <li>Create</li> <li>Establish</li> <li>Initiate</li> </ul>	
<ul style="list-style-type: none"> <li>Maintenance</li> <li>Check</li> <li>Collect</li> <li>Compile</li> <li>Conduct</li> <li>Prevent</li> <li>Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Integration</li> <li>Advise</li> <li>Assist</li> <li>Collaborate</li> <li>Connect</li> <li>Explain</li> <li>Support</li> </ul>	
<ul style="list-style-type: none"> <li>Management</li> <li>Approve</li> <li>Appoint</li> <li>Authorize</li> <li>Respond</li> <li>Direct</li> <li>Organize</li> </ul>	<ul style="list-style-type: none"> <li>Analysis</li> <li>Compare</li> <li>Evaluate</li> <li>Forecast</li> <li>Monitor</li> <li>Research</li> <li>Survey</li> </ul>	

For more information about co-curricular resources or to receive either of these presentations, please contact us at [assess@unm.edu](mailto:assess@unm.edu).

## Upcoming OA/APR Fall Workshops (all begin at 10am on Fridays and are expected to be held online via Zoom)

Please use [this](#) registration link for session details and to sign up for any session described below:

**Repository Upload Training** January 29

In this workshop, we'll review the steps you'll need to follow in order to upload your assessment materials to the institutional repository. We'll demonstrate the upload process and give participants time to upload a few files while in the workshop so questions can be asked in real time.

**Strategic Planning** February 19

This session will provide an overview of the strategic planning process and how it can be applied to the assessment/evaluation process. The primary parts of a strategic plan (mission, vision, goals, objectives/outcomes, and strategies) and the differences between each will be discussed.

**APR Data Workshop** March 26

APR Self Study reports require detailed information about unit enrollment, retention, and graduation as well as information about recent graduates and alumni. This workshop was developed (and is required) for those undergoing an APR visit in the upcoming year and will provide resources for collecting/visualizing APR data.

**Meaningful Analysis** April 9

You've done your survey. Or maybe you've explored MyReports. You've got your data. Now what? In this session, we'll talk about how to explore your data, find the story, and bring it to life in a way that is meaningful to your constituents. We will discuss avoiding the initial overwhelm, summarizing and theming your quantitative data, knowing when to "dig deeper," and using data as evidence in your story. Real life data will be shared to illustrate each concept.

Are you a seasoned Pivot Table User? Put your skills to the test and build an Interactive Dashboard using your Pivot Tables! Excel Campus shows you how in this [Pivot Table to Interactive Dashboard Tutorial](#).

Looking for more than just a few minutes? Check out our Pivot Table Session during the Art & Science of Data event on January 13th and keep your eyes peeled for our spring workshop on Using Pivot Tables to Explore your Data! And remember, there are tons of free videos of varying lengths covering all things Excel, Pivot Tables, Pivot Charts, and Dashboards available online! [Excel Campus](#) and [ExcelJet](#) are personal favorites, but there are so many out there! Happy Pivoting!

Finally, I want to give a big thank you to Heather Mechler and her team at OIA for filling in for me with all the data inquiries while I was away. I appreciated the ability to step back and enjoy my time with Ezra, knowing the data support was still there for folks working through their Assessments and Academic Program Reviews.

### Contact Information:

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