# Best Practices in Assessment Group

Karen D Matthews, DM, MPA

Gregory Spengler, MPA

Office of Institutional Effectiveness, Strategic Planning, & Assessment (IESPA)

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# Information Sharing

- MSCHE updates
- Other
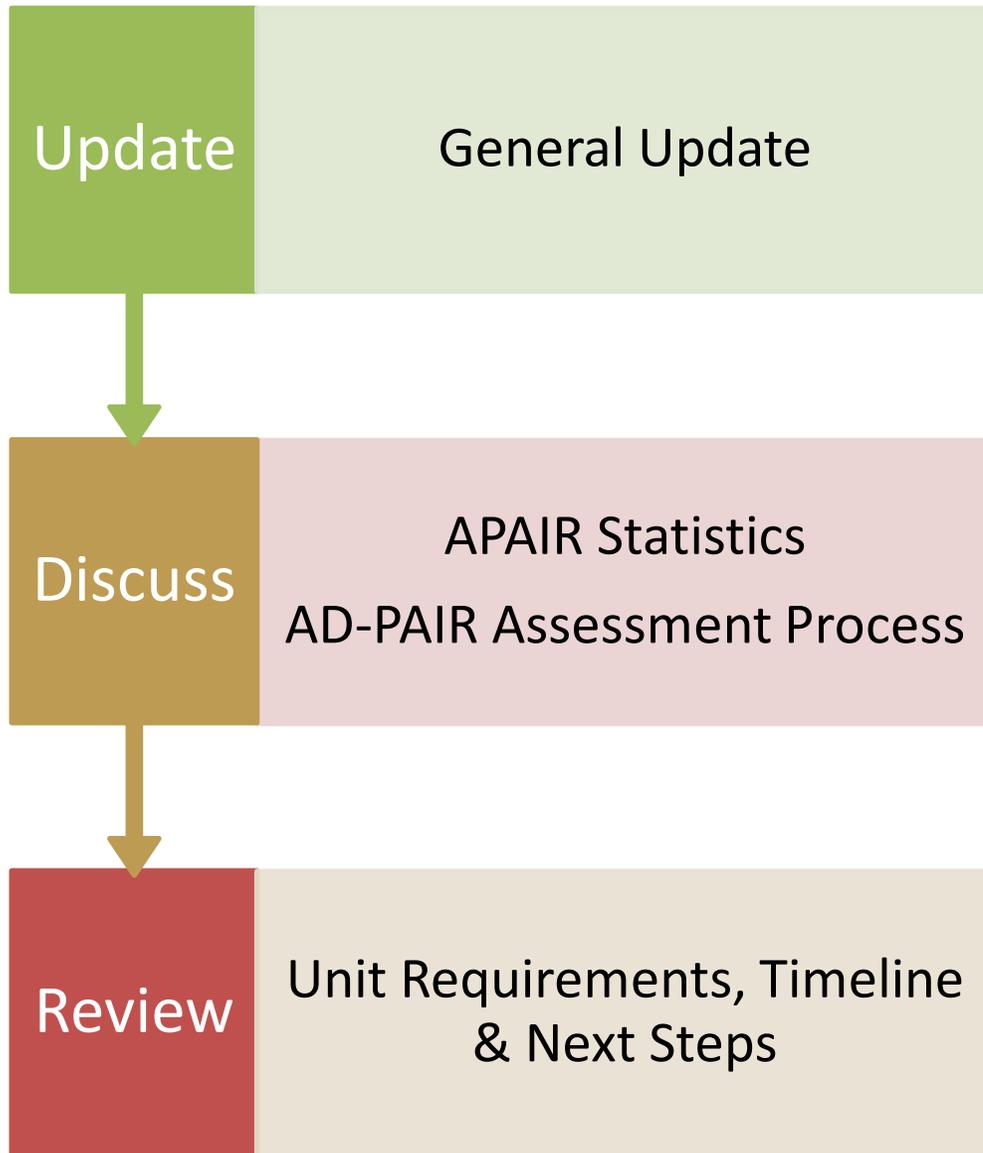
# Academic Program Assessment & Improvement Report

## (APAIR)

# APAIR Status

FY24 APAIRs
- ❑ 108 Programs (Degree/Certificates)
- ❑ 54 FY24 APAIRs (IESPA-Reviewed)
- ❑ 8 FY24 APAIRs (Other Status)
  - ➢ # of Improvements planned by Category: Total Goals = 164

| Goal Type/School | SOD | GS | CSL | SOM | SON | SOP | SSW | Total |
|---|---|---|---|---|---|---|---|---|
| Institutional Learning Outcome (ILO) | | 17 | 5 | 3 | | | 1 | 26 |
| Other (O) | | 3 | | 2 | | | | 5 |
| Program Operations (PO) | | 28 | 8 | 3 | 7 | | | 46 |
| Program Performance Indicator (PPI) | 27 | 24 | 3 | 10 | 4 | 2 | | 70 |
| Student Learning Outcome (SLO) | | 11 | | 3 | 2 | | 1 | 17 |
| Total | **27** | **83** | **16** | **21** | **13** | **2** | **2** | **164** |

# Year-End Progress Report

**ANNUAL PROGRAM ASSESSMENT & IMPROVEMENT REPORT (APAIR)**

# PROVIDE GOAL UPDATE

Click on the Year Range to see goal details and update goal. Select the Goal Title to provide Goal Development & Updates.

| Year Range | Recent Progress | Weaknesses being Addressed | Goals | | |
|---|---|---|---|---|---|
| 2023-2024 (FY 24) | The program was instrumental in obtaining an analyst position to support evaluat... | A greater understanding of program support is needed to attract students from HB... | **Title**<br><br>Create and implement a recruitment strategy that increases program access to under-represented minorities.<br>*Last Updated by: Karen Matthews* | **Type**<br><br>Program Operations | **Milestone/Metric to evaluate success**<br><br># increase in applications from HBCUs and HLIs, and from the minorities applicants in western counties. |

# PROVIDE GOAL UPDATE

## Provide Updates for the following goal defined for 2023-2024:

**Goal Title** Collaborate with no less than two schools to implement an IPE seminar on health information for non-clinical program students.

**Goal Type** Institutional Learning Outcome

**Milestone/Metric to evaluate success** MHEC submission of a new program request for the certification in "Population Health for Non-Clinical Professionals."

Goal Status

| |
| --- |
| |
| In Progress |
| Completed |
| Abandoned |

Results

Required (500 character limit)

Documentation
*(how many files you want to upload, if any)*

0

Required

**Submit**

# Progress Reporting – Goal Status Explained

- Goal Status Explained/Resulting Action
  - In Progress: The goal did not achieve stated outcome(s); will carryover to next progress report period
  - Completed: The goal is 100% complete and metrics achieved; no carryover
  - Abandon: The goal canceled with explanation; no carryover

  ***For All goals where results are not known by Progress Report Due Date **(July 31 for the period ending June 30**) , report as "In Progress", with results to be tracked in next fiscal year.***

# PROGRAM SUMMARY

❖ Provide the following information:

✓ ***General summary statement of program performance for the reporting period***

    – Ex: The program achieved national recognition for its faculty/student paper, published in ABC Journal and featured on CBS News! Institutional Learning Outcomes are taking hold among our students. Unit faculty are working with students to create an IPE course that teaches basic legal concepts to help dental students navigate patient rights around HIPAA laws.

✓ Answer:

    • Did the program meet all annual program metrics/program performance indicators (e.g., rates of retention, licensing pass rates, etc.)? **YES/N0**

    • If No, which key/program performance indicators were less than desirable? Please explain.

        – **Response: Program retention goal is 90%; we lost 3 students resulting in a retention rate of 75%**

    • What areas of improvement will be addressed in the next reporting period?

        – **Explore deeper changes in student attitudes about program offerings and new employer skills requirements**

# PROVIDE GOAL UPDATE

## Provide Updates for the following goal defined for 2023-2024:

**Goal Title** Create and implement a recruitment strategy that increases program access to under-represented minorities.

**Goal Type** Program Operations

**Milestone/Metric to evaluate success** # increase in applications from HBCUs and HLIs, and from the minorities applicants in western counties.

**Goal Status**

Completed

Required - Goals that are "In Progress" will automatically be copied over to the next fiscal year. "Abandoned" goals will require an explanation.

**Results**

We collaborated with Student Affairs and External Affairs to create a marketing strategy to reach potential applicants early in college. We made an articulation agreement with community colleges on the eastern shore and western Maryland to develop a pipeline for students with high academic potential to receive mentorship from UMB students. As a result of our efforts, we have paired eight students with faculty mentors and have received an increase in applications for next year's cohort.

Required (500 character limit)

**Add Documentation**
*(how many files you want to upload, if any)*

1

Required

**Were the corrective actions successful?**

◉ Yes
○ No

Required

Submit

# PROVIDE GOAL UPDATE

## Provide Progress Summary Updates

Year Range

2023-2024 (FY 24)

Required

General summary statement of program performance for the reporting period:

Required (500 character limit)

Did the program meet all annual program metrics/program performance indicators (e.g., rates of retention, licensing pass rates, etc.)?

○ Yes
● No

Required

If No, which key/program performance indicators were less than desirable? Please explain.

Required (500 character limit)

What areas of improvement will be addressed in the next reporting period?

Required (500 character limit)

Status

Required

Submit for IESPA Review?

○ Yes
● No

Required

**Save**

# APAIR Requirements

- Two Reporting cycles per year
  - Annual Program Review and Goal-setting
  - Year-End Assessment Report

# APAIR Schedule

**FY Academic Planning**

**(July 1, 20xx- June 30, 20xx)**

- Program goal-setting : April 15 - July 31, 20XX; (after, cannot create new goals)

- YE progress reporting on previous fiscal year [e.g., FY24] April 15 - July 31 each Fiscal Year (no progress reporting after this date)

- Status "In Progress" goals carry to the next fiscal year (including PPIs). Note: Will be counted as completed in the next fiscal year

# Administrative Program Assessment & Improvement Report

# (ADPAIR)

# ADPAIR

- Proposed for Implementation July 1 (FY 25)
  - Phase I: Administrative Units providing direct student support services (e.g., Writing center, Registrar, HS-HSL, Counseling Center, etc.)
  - Purpose: Align with MSCHE standards of accreditation, and UMB accountability and continuous improvement priorities
    - Records Improvement plans and progress reporting on what units are doing

# ADPAIR Modules Under Consideration

Administrative Unit Details

Annual Improvement Plan and Progress Reporting

Unit Periodic Review Cycle (e.g., 5 years)

## Unit Details

**Add Unit Details**

Central Administrative Unit Vice President:
Program Unit Website:
Program Unit Leadership:

| Name | Title | Email |
|------|-------|-------|
|      |       |       |
|      |       |       |

Unit Mission:

Sub-Units Addressed in this AD-PAIR (Optional):

Required - state "None" if there are no related programs.

Annual Plan Start Date (Required - End date will automatically be June 30th of next year)

Period Covered: e.g., 2023-2024 [e.g., FY 24; July 1, 2023 - June 30, 2024)

What success measures/metrics (PPI) are reviewed regularly related to achieving the unit's mission? (Required)

| Metric/Measure Description | Methodology/benchmarks (e.g., user surveys) |
|----------------------------|---------------------------------------------|
| student appointments | 200 per month |
| student responses to HMS | 75% response rate |
|  |  |
|  |  |

## Unit Details

Was the AD-PAIR reviewed with the (A)VP and/or Program leadership?

○ Yes

○ No

**Date(s) of Review** (Required)

How is the assessment data shared externally by Department/Unit Leadership? (Required)

|

Provide above documentation related to the review meetings/process (Optional - Word, Excel, PowerPoint, PDF, JPG or GIF only)

File Name/description

Comments

Optional - Use the comments field to provide feedback if needed

Status (Required-for Admin use only)
"Pending Review" status should be used once all modules are completed; otherwise, **you will not be able** to add information until it is reviewed by the **Approver.**

○ In Progress

○ Pending Review

○ Changes Needed

○ Approved

○ Denied

○ Unit Discontinued (i.e., merged with another unit)

## Annual Improvement Plan

Year Range: e.g., 2023-2024; FY 24 - July 2023-June 2024

Please describe your progress on the Unit improvements identified from the last fiscal year (FY24).

*Required*

What areas of improvement is the unit addressing this (FY25) academic year? (Your below goals should reflect the identified improvements.

*Required-500 characters limit*

# Annual Improvement Plan

Improvement #1

```
[                                                                    ]
[                                                                    ]
[                                                                    ]
```
*Required-250 characters limit*

Improvement Type-Required (choose one only)

☐     ILO: Provost-approved learning outcome applicable to all students (7 Themes)
☐     SLO: Learning outcome specific to students in an academic program
☐     PPI: Program Performance Indicators, quantitative measures of program outcomes (e.g., Students counseled, Scholarships processed, Students tutored, etc.)
☐     FS: Financial Sustainability
☐     SYS: Systems/Process Improvements
☐     PO: Program operations and tasks related to program marketing, recruitment, fundraising, etc.
☐     O: Other (Not defined)

Does this improvement support a strategic plan activity/priority? If yes, Goal # or Theme/Outcome?

```
[                                                                    ]
[                                                                    ]
```

# Progress Report

## Provide Progress Summary Updates

**Year Range**

2023-2024 (FY 24)

Required

**General summary statement of program performance for the reporting period:**

Required (500 character limit)

**Did the program meet all annual program metrics/program performance indicators (e.g., rates of retention, licensing pass rates, etc.)?**

○ Yes
● No

Required

**If No, which key/program performance indicators were less than desirable? Please explain.**

Required (500 character limit)

**What areas of improvement will be addressed in the next reporting period?**

Required (500 character limit)

**Status**

Required

**Submit for IESPA Review?**

○ Yes
● No

Required

Save
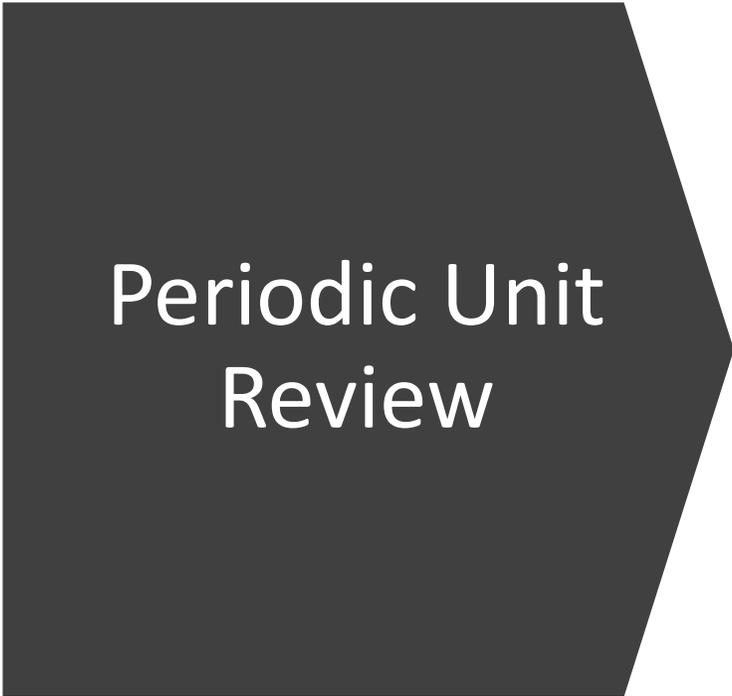
## Periodic Unit Review

**UMB PROGRAM REVIEW (5 YEAR CYCLE)**

**Purpose: Review and update mission/benchmarks/opportunities for long-term growth, etc. [Rubric to be determined to support self-assessment.]**

What UMB Administrative units would you suggest serve on your internal review team? Suggest up to three units (Required)

# ADPAIR Requirements

- Two Reporting cycles per year
  – Annual Program Review and Goal-setting
  – Year-End Assessment Report
- Approvers/Contributors/Viewer Structure

# IESPA Next Steps

**1** Schedule training session for APAIR community on YE assessment reporting requirements (Mid-March – April 14)

**2** Meet with Student Affairs & Select Admin Units to refine the ADPAIR

**3** Work with CITS to create AD-PAIR; test in May-June 2023 timeline

# Institutional Evaluation and Assessment Tracking

**IESPA-Produced Reports**

- APAIR/AD-PAIR Completion by School OR VP Unit/Program
- ILO Status by School/Program
- Evaluation/ Assessment History
- Programs Reviews status
- Goal Status / Type
- PPI(s) monitored

# For More Information

BPAG meeting information is available for review on the Institutional Effectiveness, Strategic Planning, and Assessment website:

[www.umaryland.edu/iespa](www.umaryland.edu/iespa)

Email: UMBAssessment@umaryland.edu

Contacts:
Karen Matthews karen.matthews@umaryland.edu 6-2422
Greg Spengler gspengler@umaryland.edu 6-1264