

Stephen F. Austin State University
CORE CURRICULUM
Materials to Collect for TracDat Assessment Plans and Results

Plan Data & Materials

1. **Core Objectives**
That is, what are the planned program outcomes, learning outcomes, SLO's?
2. **Method of Assessment** for each objective
For example, will success be measured using surveys, comprehensive exam data, portfolios, etc.?
3. **Criteria for Success** or achievement for each objective
That is, at what level does the core component consider the student or program successful? 85% level of satisfaction on a survey? 75% correct responses on embedded exam questions?
4. **Schedule** for assessment for each method of assessment for each objective
For example, when will particular activities for each objective and the respective assessments take place? Will they occur every fall term, every even numbered spring term, etc?

Results Data & Materials

5. **Number of Students** enrolled in courses
How many students are enrolled in all sections of the core component being assessed?
6. **Sampling Technique**
If a sample will be used in results instead of the entire population, describe the sampling technique used for each method of assessment for each objective (may be the same for all objectives). If the entire population will be used in results, then a statement should be supplied explicitly stating that fact for each method of assessment for each objective (may be the same for all objectives).
7. **Sample Size**
Describe the sample size in relation to the overall population for each method of assessment for each objective (may be the same for all objectives).
8. **Result** (% of students performing at acceptable level according to plan criteria)
Summarize the aggregate results for each method of assessment for each objective.
9. **Result Date**
Record the date for each assessment for each objective.

NOTE: When entering data into TracDat, all date fields will default to the current date. The Result Date Field on the Result Tab **must be changed**. It is vitally important that the Result Date be correct.

To be correct, the Result Date must fall within the term that the assessment occurred. For example, if an exam was administered during the Fall 2009 term, then the Result Date must fall between September 1, 2009 and December 15, 2009.

10. **Result Type**
Determine conclusions for each assessment/each objective based on assessment results: Criterion Met, Criterion Not Met, Inconclusive.

Results Data & Materials - Continued

11. Action Status

Determine the status of the plan for **each** assessment for **each** objective: No Action Required, Implement Action Plan, Inconclusive

12. Action Plan to use results and Action Plan Date

Describe how the unit plans to use the results for **each** method of assessment for **each** objective. What changes or improvements will be made to the course?

NOTE: In initial training, Action Plan Update Dates were **not required**. However, upon review, it has been determined that Action Plan Dates will be crucial to tracking the progress of Core Curriculum improvement.

When entering data into TracDat, all date fields will default to the current date. The Action Plan Date Field on the Result Tab – Action Plan Sub-Tab **must be changed**. It is vitally important that the Action Plan Date be correct.

Initial action plans should occur during the semester results are collected and analyzed. To be correct, the Action Plan Date must fall within the term/academic year that the action plan occurred. For example, if an improvement was implemented during the Fall 2009 term, then the Action Plan Date must fall between September 1, 2009 and December 15, 2009.

13. Follow-Up Plan for previous results and Follow-Up Plan Date

Compare current results with previous results and address success of changes based on assessment results if appropriate.

NOTE: In initial training, Follow-Up Plan Dates were **not required**. However, upon review, it has been determined that Follow-Up Plan Dates will be crucial to tracking the progress of Core Curriculum improvement.

When entering data into TracDat, all date fields will default to the current date. The Follow-Up Plan Date Field on the Result Tab – Action Plan Sub-Tab **must be changed**. It is vitally important that the Follow-Up Plan Date be correct.

To be correct, the Follow-Up Plan Date must fall within the term/academic year that the follow-up action was determined. For example, if a follow-up action was determined during the Fall 2009 term, then the Follow-Up Plan Date must fall between September 1, 2009 and December 15, 2009.

Attached Documents

14. Frequency table with assessment results

For **each** assessment for **each** objective, provide a table that summarizes the results on each question or element of the rubric used for the assessment.

15. Copy of exact assessment instrument

For **each** assessment for **each** objective, attach an electronic version (either a scanned document or the Word, Excel, etc. document) of the assessment instrument and/or directions provided to students.

16. Copy of scoring guides, evaluation criteria, rubrics, or correct answers

For **each** assessment for **each** objective, attach scoring keys, rubrics, etc. (scanned documents or original Word, Excel, etc. documents)