Collecting and Managing Assessment Data
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Steps to Managing your Data

- Plan
- Collect
- Store and Secure
- Document Data Review
Plan

If I'd known they wanted me to use all this info— I would never have asked for it!
Plan

• Incorporate all assessment needs into plan
  – Gen Ed, End of Program, External Accreditation
  – How much overlap is there? Can you use pieces of your end-of-program
    and/or gen ed assessment for your external accreditation or vice versa?

• Which courses best address your student learning outcomes and assessment needs?

• How will the student learning outcomes be measured?
  – Which assessments (papers, exams, projects, etc.) will best address
    your student learning outcomes?
  – How will these assessments be scored and validly and reliably
    aggregated across course sections?
    • Try to get faculty to use the same assessment across sections
    • Recommend using multiple choice exams and creating rubrics to score papers,
      projects, essay exams, etc.
    • Ideally faculty should work together to norm themselves with the rubric(s)

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Plan

• Who will be involved (Coordinator(s), Committee(s), Faculty)?

• Create a timeline of assessment for each year

• Create an assessment plan and update it each year
  – Share with all faculty so they can easily refer to the SLOs, courses
    involved, assessments required, etc.
  – Creating an electronic plan will allow everyone to see the most up-
    to-date plan at all times
    • Smartsheet is $79/year for one license. The license account holder can create,
      edit, and share sheets. Viewers of a sheet do not need a license. Contact Jay
      Killion (jaykillion@unomaha.edu) for more information about a UNO Smartsheet
      account.
    • Trello is also an option for plan creation and management. Trello is free.
    • Identifiable data or sensitive information should not be stored in Smartsheet or
      Trello.

• Meet with all involved faculty to go over the plan and
  ensure everyone is on the same page
Smartsheet Project Management

Can upload plans, notes, rubrics, or links to documents. Do NOT upload sensitive data (e.g., student level data, etc.).

- Smartsheet allows you to sort or filter by column headers. For example, you could filter the sheet so you’re just looking at assessment for SLO 1, a particular instructor, a status, etc. Or, for example, you could sort so items addressing the same SLO are listed together, etc.

Trello Project Management – Organizing by Course

Can upload plans, notes, rubrics, or links to documents. Do NOT upload sensitive data (e.g., student level data, etc.).
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Trello Project Management – Organizing by SLO

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Collect
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Collect

“T have some paperwork to catch up. If I’m not back in two days, organize a search and rescue team!”

Collect

- Move to continuous assessment cycle
  - Taking time off makes it more difficult to get going again
  - Programs should be doing assessment to monitor student outcomes and make program improvements - not just to satisfy assessment and accreditation requirements

- Collect data electronically when possible (excel, word, adobe).
  - Give faculty an electronic template for them to complete
    - Makes it much easier to aggregate results across sections
  - Scanning bubble sheets can generate an excel file
  - Assessments can be given through Blackboard, Canvas, and Qualtrics, and an excel sheet of student results can be downloaded
    - Should be downloading this data at the end of every semester
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Collect

• Make sure you’re collecting data that is granular enough to be useful
  – E.g., Only 50% of the students are scoring at least an 80% on an exam, but in what areas are they struggling? Data needs to be collected and analyzed at the item level to determine, for example, that they are failing questions 10-20 that address skills A, B, and C.

“The bad news is that our data can't exactly show who our customers are. The good news is, we know for SURE they aren't happy.” #betterdata
Additional Examples

- Writing Rubric 1
  https://unomaha.box.com/s/30cerzafgsliyk8j0ps6uju3cn81albd
- Writing Rubric 2
  https://unomaha.box.com/s/i6zq607qbt4su9il3ckjx5027kifet0i
- Writing Summary Data 1
  https://unomaha.box.com/s/ouvanfdwob5d2e87chittwtmto9miu3g
- Writing Summary Data 2
  https://unomaha.box.com/s/wlmrilnp5jtj1d25v2kttv2ocbgz4kxp
- Capstone Presentation Rubric
  https://unomaha.box.com/s/jppbmrx843zngjcp1yqz1du751v0xmwv
- Capstone Presentation Summary Data
  https://unomaha.box.com/s/kftl9234mzvv9wq3u1odtstvx5j6eb8u
- Cumulative Decision Making Summary
  https://unomaha.box.com/s/4jmamkdjkgds0pa95fvkt0w6osl1ofme
- Cumulative Decision Making Data File
  https://unomaha.box.com/s/i59i478vmspwt8jzgg1a5d5b643vz21a

Store and Secure
Store & Secure

- Folders on program’s shared drive (contact UNO help desk to request secured department drive)
- Don’t store assessment data on the desktop or a personal computer/device
  - Could lose data off desktop or employee could leave UNO without transferring data over
  - Documents and data should be available to your department
- Box will soon be secure enough to store identifiable data
  - Announcement should come when security is officially in place
- Create and enforce naming protocols for folders and files to keep everything organized and improve searchability of files
  - E.g., Date, SLO, Assessment, Course, Instructor Name, etc.

Document Data Review
Document Data Review

- Schedule meeting with department to go over assessment results
- Keep meeting minutes to document key findings, discussions, decisions, actions, etc.
- Fill out an online Decision Support Log to assist UNO in the effort to collect information on data-informed decision making across campus
  - Direct Link: about.unomaha.edu/supportlog
  - UNO Webpage: https://www.unomaha.edu/strategic-plan/continuous-quality-improvement.php
  - When you submit a log, you get an email with a copy of your responses and a link to go back and edit your submission.

UNO Decision Support Log

Name and brief description of the data that were reviewed:
Your answer

Summary of key findings derived from the data:
Your answer

Summary of key interpretations, implications, and/or considerations derived from the data:
Your answer

Changes recommended, planned, or implemented based on the review of the data:
Your answer

Committee/Department/Office(s) involved in the data review:
Your answer
Resources

• Rubrics, Assessment Best Practices, and Mini Grants to Support Assessment

• Institutional Assessment Days – Nov 3rd, MBSC Aksarben and Nebraska Rooms

• Assessment in Canvas – Rick Murch-Schafer
  rmurchshafer@unomaha.edu

• Project Management
  – Smartsheet
    • UNO contact: Jay Killion (jaykillion@unomaha.edu)
  – Trello (https://trello.com/)

Discussion