

WILLIAM PATERSON UNIVERSITY

OFFICE OF INSTITUTIONAL EFFECTIVENESS

**Anthology (Campus Labs) Planning Program
Assessment Manual**

Assessment of Program Level
Student Learning Outcomes

Revised
June 10, 2021

Overview

Program assessment at William Paterson University is a collaborative process between departmental assessment coordinators and the Office of Institutional Effectiveness (IE). Participating programs are given a systematic process for measuring student learning outcomes and for using assessment results to guide periodic and sustained program improvement efforts. The process is available to all undergraduate and graduate programs at the University along with ongoing guidance and support from the Office of Institutional Effectiveness. Programs without accreditation by a professional organization in their discipline should utilize this process as per our accreditation agreement with the Middle States Commission on Higher Education. Programs with professional accreditation are encouraged to meet with the Office of Institutional Effectiveness to discuss how this process might support their accreditation efforts.

WP's program student learning outcome assessment model is characterized by the following:

- The process is designed for assessment at the **program level** and does not cover assessment of learning at other unit levels such as the college, department, or course levels.
- The process is designed for **summative assessment** and measures how well students are able to demonstrate achievement of learning outcomes upon completion of the program.
- This process utilizes **direct measures** of student learning by assessing actual samples of student work. Examples include: exams/tests, papers, projects, presentations, performances, field/clinical evaluations, capstones etc.

Because direct measures capture what students can actually do, they are the preferred method for assessing student learning. Only once programs have successfully implemented a process using direct measures will they be encouraged to incorporate indirect measures to support a more holistic view of learning and achievement.

Implementation of program assessment will be undertaken in four steps. The four steps and their corresponding deliverable reports are:

- Step 1: Curriculum mapping
- Step 2: Development of Assessment Plan in Anthology Planning (previously Campus Labs Planning)
- Step 3: Data entry in Anthology Outcomes (previously Campus Labs Outcomes), connecting results from Outcomes to Planning to generate a Report
- Step 4: Generation of Annual Assessment Reports and saving a copy of the report in the Anthology Planning documents folder

Step 1: The Curriculum Map

Working with faculty in respective programs, the program assessment coordinators will complete a Curriculum Map for each degree program to be assessed. This could be done in Microsoft excel. Once completed, a copy of the curriculum map would be saved in the documents folder in Planning for each degree program.

Below is a sample of what a curriculum map looks like.

Example of Curriculum Map: Geology (BS)

I= Introduced; R= Reinforced; M= Demonstration of Mastery

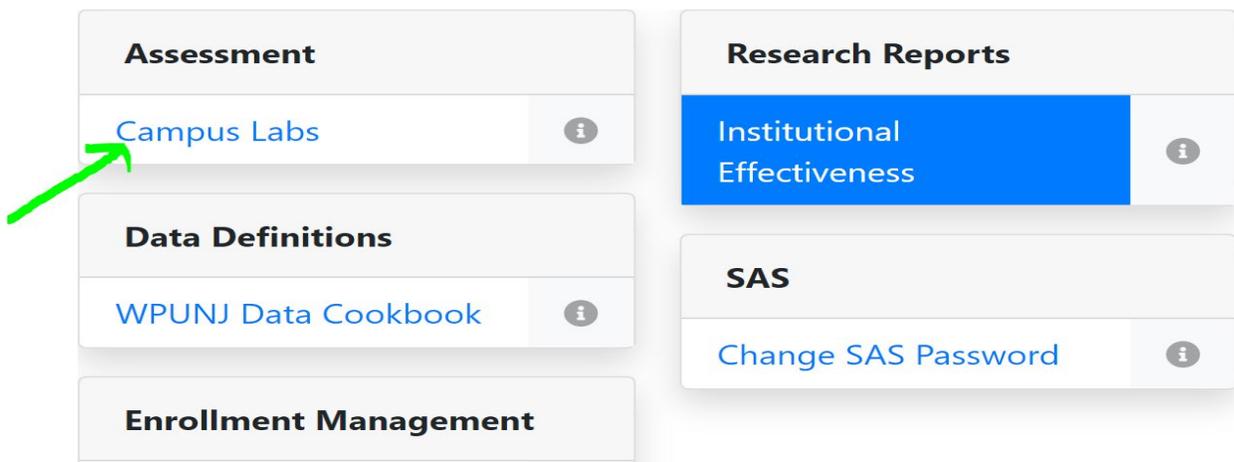
		Courses Aligned with PLOs									
SLO No.	Program Learning Outcomes (PLOs)	GEO 1010	GEO 1020	GEO 2000	GEO 2040	GEO 3010	GEO 3300	GEO 3700	GEO 4010	GEO 4020	GEO 4060
SLO 1	Students will be able to describe the fundamental concepts of geology including the origin, composition, and evolution of the Earth, and how the Earth system responds to internal and external forces, including the forces of humans.	I	R	R		R	R		M	M	
SLO 2	Students will be able to apply geologic knowledge, scientific research principles, and critical thinking skills to address a range of problems.		I		R	R		R		M	M
SLO 3	Students will be able to demonstrate interdisciplinary approaches by applying physics, chemistry, biology and mathematics, as appropriate, to understand geological processes.		I		R					M	M
SLO 4	Students will be able to utilize computers, field and laboratory equipment, software, and instrumentation appropriate to the field of geology.			I		R		R			M
SLO 5	Students will be able to effectively conduct a scientific field research project and communicate research results in both written and oral form.	I	R	R		R		R	R	M	M

Logging into Anthology Planning (formerly Campus Labs Planning)

Log into WPCONnect and search for “Campus Labs”. Click on the link (Campus Labs) when you see it.



OR click on the ‘Employee’ tab, then click on “Institutional Reports” followed by a click on the “Campus Labs” link under “Assessment”. Log in with your WPCONnect log in information if prompted to do so.



Click on “Planning” as shown below.

William Paterson University of New Jersey

Baseline
Assess student learning and success through surveys, rubrics, and benchmarking

Compliance Assist
Connect and manage your program review and accreditation efforts

Course Evaluations
Elevate teaching and learning with meaningful data

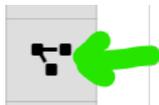
Engage
Promote meaningful engagement experiences across campus

Faculty
Manage course rosters, course evaluations, and more with a personalized dashboard

Outcomes
Assess academic and co-curricular alignment and performance

Planning
Connect and manage your strategic planning efforts

Rubrics
Conduct direct assessment using customized and best practice rubric

Next, click on the three black dotted square triangle as shown here .

Select the right fiscal year (FY) by clicking on the drop down shown below. Next, click on the second drop down to select “Academic Program Assessment”. It is important to select this. Otherwise, you will not see your program goals, SLOs and measures.

Planning

FY 2021

Academic Program Assessment

My Units Institution

search...

William Paterson University

Division of Academic Affairs

FY 2021 / ACADEMIC PROGRAM ASSESSMENT

William Paterson University

Plan Items Reports Documents

FILTER Sort

There are no plan items associated with the current Time Period, Pl.

Show 10 Viewing 0-0 of 0

If you log in and do not see your program, click on “Division of Academic Affairs”, and “Curriculum and International Studies”. Locate the name of your college. Click on it to access your degree program.

Academic Program Assessment

My Units Institution

search...

William Paterson University

Division of Academic Affairs

Curriculum & International Studies

Center for International Education

Cheng Library

College of Arts & Communication

College of Education

College of Humanities & Social

Curric

Plan Item

FILTER

Program Mi

Curriculum & I
Program - Miss

Measure 1X

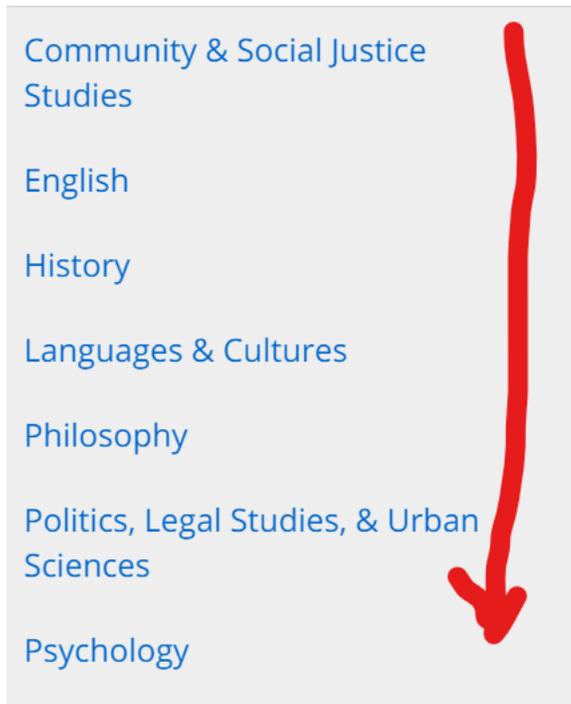
Curriculum & I
Program - Mea

SLO 1 XXXX

Curriculum & I
Program - Stuc

Click on your program. See the example below.

College of Humanities & Social Sciences

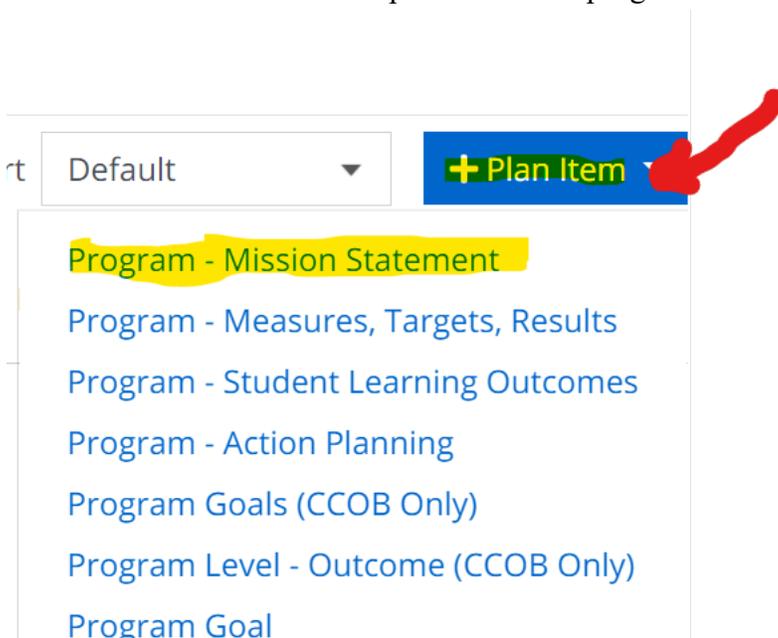


How to Create a Mission Statement, Goals, SLOs, Measures and Targets using Templates in Planning.

These are already created for nearly all degree programs in Planning. You can edit existing content associated with the created templates by clicking on the name and link to each template, making your changes, scrolling to the bottom and clicking ‘done’. To add a new content to what is already entered, follow the steps below.

Mission

Click on the “+Plan Item” dropdown at the top right corner. Next, click on Program Mission Statement.



Enter a name for your Mission Statement under “Name*”. Example, “Astrology Mission Statement”.

Edit Plan Item

Template: Program - Mission Statement

Name *

Astrology Mission Statement

Start *

Scroll down to the text box for “Mission Statement”. Copy and paste your program mission statement in there or type it in. Click “Done” when all entered.

Mission Statement Type

Select whether this is a departmental mission statement or specific to this individual program.

Mission Statement

File	Edit	View	Insert	Format	Tools	Table				
↶	↷	Paragraph	▼	B	<i>I</i>	≡ ≡ ≡ ≡	≡ ≡	≡ ≡	≡ ≡	≡ ≡
P 										

 Delete

 Read View

Done

Program Goals

Click on the “+Plan Item” dropdown and click on “Program Goal”. Under “Name*”, enter a name for the program goal as shown below. Example, Goal 1. **Do not change the ‘Start’ and ‘End’ dates. Leave them as is.**

Template: Program Goal

Name *

Goal 1

Start *

10/01/2020



End *

09/30/2021



Progress

Scroll down to the “Program Goal” text box and type in Goal 1 content or copy and paste it in there.

Program Goal

Please enter program goal here.

File	Edit	View	Insert	Format	Tools	Table			
↶	↷	Paragraph	▼	B	<i>I</i>	≡ ≡ ≡ ≡	≡ ≡	≡ ≡	≡ ≡
P									



Delete

Read View

Done

Click “Done” when completed. Repeat this process for all the goals that need to be added.

Program Student Learning Outcomes (SLOs)

Click “+Plan Item” dropdown and click on “Program Student Learning Outcomes”. Under “Name*”, enter a name for the SLO. Example SLO 1. **Leave the ‘Start’ and ‘End’ dates as they are.**

Default	▼	+ Plan Item	▼
Program - Mission Statement			
Program - Measures, Targets, Results			
Program - Student Learning Outcomes			

Outcome and Summary Result

Please use the "+Outcome" link below to add results from Campus Labs Outcomes for this SLO. Make sure to add results from the proper time period. Please provide a brief analysis of the SLO achievement.

File	Edit	View	Insert	Format	Tools	Table				
↶	↷	Paragraph	▼	B	<i>I</i>	≡ ≡ ≡ ≡	≡ ≡	≡ ≡	≡ ≡	≡ ≡
P										

[+ Outcome](#)

Program Measures, Targets and Results

Click on "+Plan Item" dropdown and select "Program-measures, targets and results". Next, provide a name (E.g. Measure 1). Leave the 'Start' and 'End' dates as they are.

Default	▼	+ Plan Item	▼
Program - Mission Statement			
Program - Measures, Targets, Results			

Measure Name *

Please use the format "Measure X.Y" where X represents the corresponding SLO and Y represents the measure pertaining to that SLO. For example if SLO 3 has measures they would be named "Measure 3.1" and "Measure 3.2".

Start *

End *

Scroll down and enter the course(s) number (s) that would be used to assess this measure under "Course". Next, in the "Measure Description" text box, enter descriptions on the rubrics or measures to be used for this assessment.

Course

Please enter the course that this measure will be drawn from. **IMPORTANT** - The course must have an "M" in the curriculum map for that particular outcome.

Measure Description

Please give a detailed description of the measure/metric that will be used to assess this outcome. Measures can consist of examinations, writing assignments, clinical evaluation criteria or forms, oral presentations, etc. Please feel free to attach any relevant documents such as assignments outlines, instruments, or grading rubrics.

File	Edit	View	Insert	Format	Tools	Table						
↶	↷	Paragraph	▼	B	<i>I</i>	☰ ☰ ☰ ☰	☰ ☰ ☰	☰ ☰ ☰	☰ ☰ ☰	☰ ☰ ☰	☰ ☰ ☰	☰ ☰ ☰
<input type="text"/>												

Next, enter your target or threshold (benchmark) for the measure.

Target

Please enter your aspirational level of achievement for this measure. Please use the format: "X% of students will achieve a score of Y or higher." Where X is your target and Y is your threshold. Example: 90% of students will achieve a score of 80 or higher.

Do not use the "Results Summary" text box. Click done. Repeat this process for all the measures that need to be added.

Program-Action Planning

This template will be used after the end of the academic year when assessments are concluded. It will be used to develop action plan for areas revealed by the assessment as needing changes/improvements.

Give it a name. Example, SLO 1 Action Plan.

Name *

Please use the format "SLO X - Action Plans" where X refers to the the corresponding SLO.

Add the action plan descriptions in the text box under "Action Plans and Updates". Click done.

Action Plans and Updates

Dating each entry, describe what actions will be undertaken based on the results of this assessment. You may come back to add updates. Please add dates to all entries.



Plan Item Files

There are no attachments.

[+ File](#) [+ Folder](#)

Relating Templates: Connecting SLOs to Goals and SLOs to Measures

After all the templates are created, each SLO will need to be connected to a corresponding goal as well as connected to a corresponding measure. Thus, SLO 1 would be related to Goal 1 as well as Measure 1. In the same way, SLO 2 would be linked to Goal 2 and Measure 2 in that order.

To establish the connections, click on the SLO to be connected (e.g. SLO1). Then click on “Related” at the top right.



Supports
(Connected Up)

[+ Supports](#)

To connect SLO 1 to Goal 1, click on “+Supports” adjacent to “Supports Connected Up”.



Supports
(Connected Up)

[+ Supports](#)



Click on your program to establish the connection. If your degree program is not showing on the left side, click on “Academic Affairs” followed by “Curriculum and International Studies”.

Division of Academic

Affairs

Curriculum & International

Studies

Next, click on your college followed by a click on your program. Scroll up. You will see your goals (e.g. Goal 1). Click on the plus sign by the goal to connect.

Measure 1



Women & Gender Studies

Program - Measures, Targets, Results 10/1/20 - 9/30/21

Goal 1



Women & Gender Studies

Program Goal 10/1/20 - 9/30/21

William Paterson
University

Division of Academic
Affairs

Curriculum & International
Studies

College of Humanities &
Social Sciences

Women & Gender Studies

You will see a green check mark, which indicates a connection has been established.

You will see the connected goal on the top right. Repeat this process for all the SLOs that need to be connected to goals.

FILTER

Measure 1



Women & Gender Studies

Program - Measures, Targets, Results 10/1/20 - 9/30/21

Goal 1



Women & Gender Studies

Program Goal 10/1/20 - 9/30/21

Supports (Connected Up)

Goal 1



Women & Gender Studies Program
Goal

This Item

Click “Back to Plan Item”.

Supported By (Connected Down)

No Connections have been added.

[← Back to Plan Item](#)

Next, connect your SLO to your Measure by clicking on “+ Supported By” associated with “Supported by (Connected Down)” .

This Item

Supported By (Connected Down)

+
Supported
By

No Connections have been added.

Next, click on the plus sign associated with Measure 1. A green check mark shows a connection has been established.

[FILTER](#)

Measure 1



Women & Gender Studies

Program - Measures, Targets, Results 10/1/20 - 9/30/21

The connected Measure to the SLO will also be shown at the top right as highlighted below. Repeat this step for all the Measures you want to connect to respective SLOs.

Measure 1



Women & Gender Studies

Program - Measures, Targets, Results 10/1/20 - 9/30/21

Show 10 ▾ Viewing 1-1 of 1

(Connected Up)

Goal 1

Women & Gender Studies Program Goal



This Item

Supported By (Connected Down)

Measure 1

Women & Gender Studies Program - Measures, Targets, Results



NB: The SLOs are connected to the Goals using the “Supports (connected up)” link while Measures are connected to the SLOs using the “Supported by (connected down)” link.

Connecting Outcomes Assessment Results to Planning

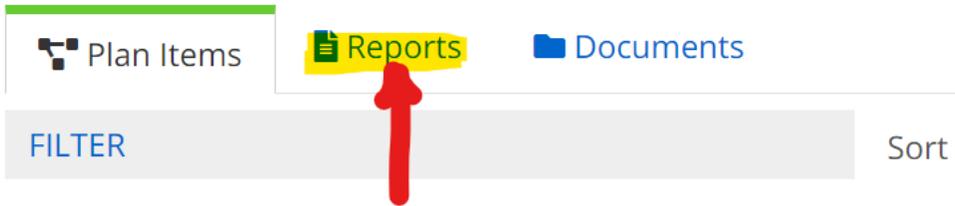
Log into Outcomes, select appropriate academic year to be connected, and click on your degree program. Next, click on each SLO you want to connect from Outcomes to Planning. For more information about this process, see page 23 of “Campus Labs Outcomes SLO Assessment Manual” on the IE website for directions.

Running a Report after Assessment Findings are Connected from Outcomes to Planning

After all assessed SLOs in Outcomes are connected to the same labeled and numbered SLOs in Planning and all SLOs are related to goals just as the SLOs are related to corresponding Measures, you are ready to run a report. To run the report, click on the “Reports” tab in Planning.

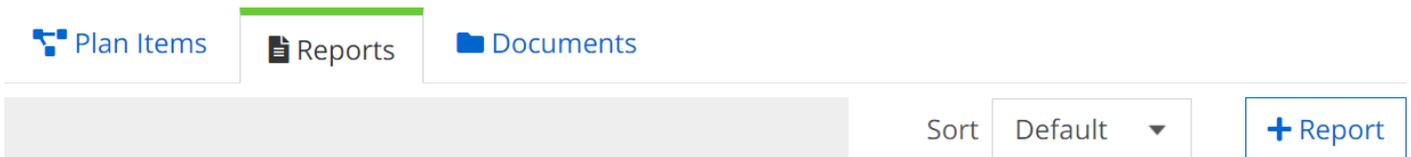
FY 2021 / ACADEMIC PROGRAM ASSESSMENT

Women & Gender Studies



Next, click on the dropdown box for “View report” as shown below.

Women & Gender Studies



Sample Report Academic Program Assessment

This report has been shared from William Paterson University and can only be modified there.

Report created by Campus Labs consultant to demonstrate reporting functionality.

[View Report: 10/1/20 - 9/30/21](#)

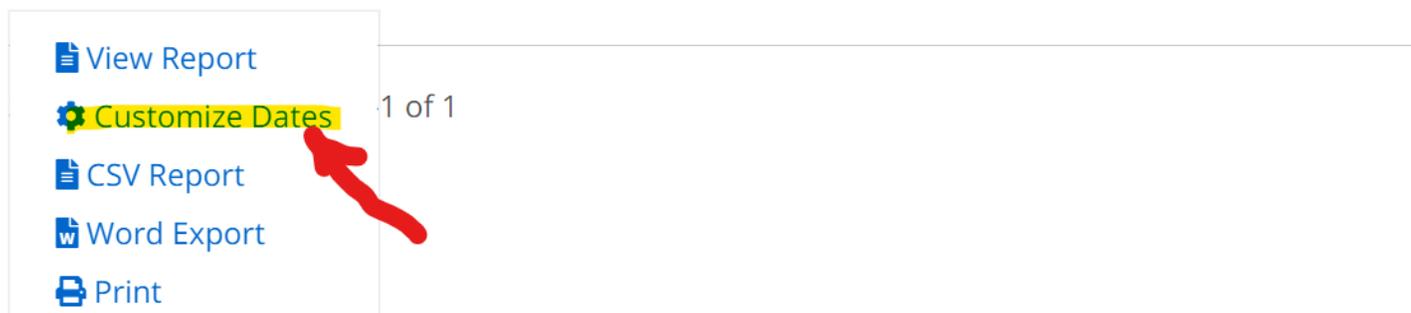
Next click on “Customize Dates” as shown below.

Sample Report Academic Program Assessment

This report has been shared from William Paterson University and can only be modified there.

Report created by Campus Labs consultant to demonstrate reporting functionality.

[View Report: 10/1/20 - 9/30/21](#)



Type in or select the academic year for which you want to run the report for. For example, a report for the 2020-2021 academic year will have the start and end dates as shown below. If you want a report for the 2019-2020 academic year, you will enter a start date of 10/01/2019 and an end date of 9/30/2020.

Custom Report Date Range

Sample Report Academic Program Assessment

Report created by Campus Labs consultant to demonstrate reporting functionality.

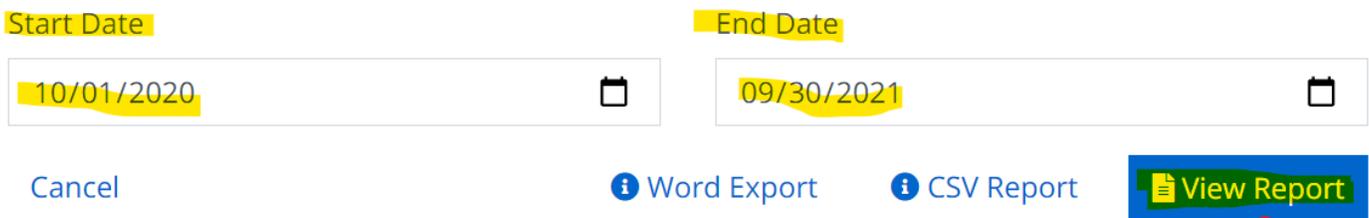
Date Range

Adjust the start and end dates and click, View Report

Start Date **End Date**

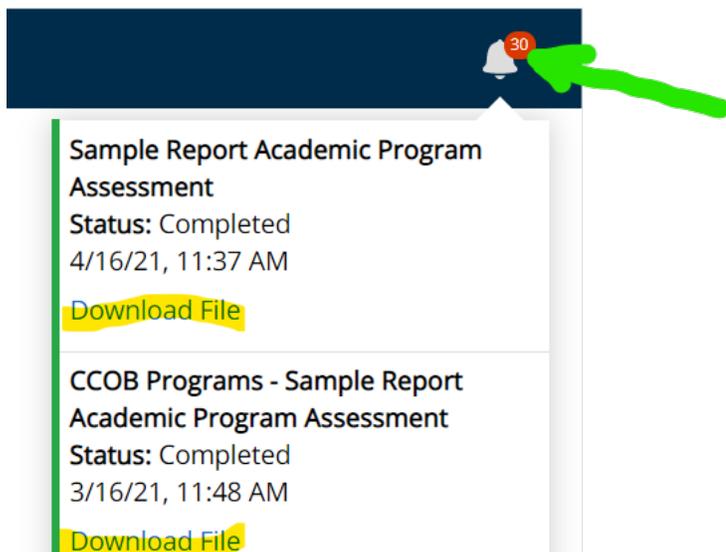
10/01/2020 09/30/2021

Cancel [Word Export](#) [CSV Report](#) [View Report](#)



Next, click on “View Report” as shown above if you want to view the report.

You can also run and export the report in Word or CSV by clicking on the links as shown above. If you click on ‘Word’ or ‘CSV’ and you do not see the report downloaded, it may be processing under the red colored bell shaped icon at the top right corner. See below.



30

Sample Report Academic Program Assessment
Status: Completed
4/16/21, 11:37 AM
[Download File](#)

CCOB Programs - Sample Report Academic Program Assessment
Status: Completed
3/16/21, 11:48 AM
[Download File](#)

Click on it and it will indicate the status of the report download. If not downloaded, it will indicate ‘processing’. If it is processed and ready to be downloaded, you will see a download link. Click on “download file” to save or print a copy of the report.

Save a copy of the report in the “Documents” folder in Planning.

Documents Folder

Save a copy of the report in the appropriate folder associated with each academic year. Follow the steps below to create folders for respective academic years if they are not already created.

Creating Folders for Reports and Documents in “Documents”

Create the folders if they are not already created. While logged into Planning and under your program portal, click on the “Documents” tab at the top.

FY 2020 / ACADEMIC PROGRAM ASSESSMENT

MA Communication

 Plan Items

 Reports

 Documents

Documents

[+ File](#) [+ Folder](#)

Note: To relate a single document to multiple organizational units the document must be added to each organizational unit separately.

There are no attachments.

Click “+Folder” and type in folder name (e.g. AY 2019-2020). Then click save.

MA Communication

[Plan Items](#) [Reports](#) **Documents**

Documents

[+ File](#) [+ Folder](#)

Note: To relate a single document to multiple organizational units the document must be added to each organizational unit separately.

There are no attachments.

Directory Name

AY 2019-2020

Cancel

Save

Upload the report and other documents into the folder by clicking on “+File”.

MA Communication

[Plan Items](#) [Reports](#) **Documents**

Documents

[+ File](#) [+ Folder](#)

Note: To relate a single document to multiple organizational units the document must be added to each organizational unit separately.

AY 2019-2020

+ File

[+ Folder](#)

[Rename](#)

[Delete](#)

Taking Action on the Action Plan

Use the Action Plan template developed to take action on observed gaps identified as a result of assessment done for the academic year. Assess the identified gap(s) in the coming academic year to ensure a change or improvement.