Louisiana State University at Eunice

Campus Labs Planning Module
Training Manual

Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab including Editing, Attaching a File, Replacing or Renaming a File, and Relationships

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Revised May 4, 2020

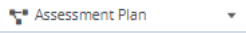## Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab

This section includes:
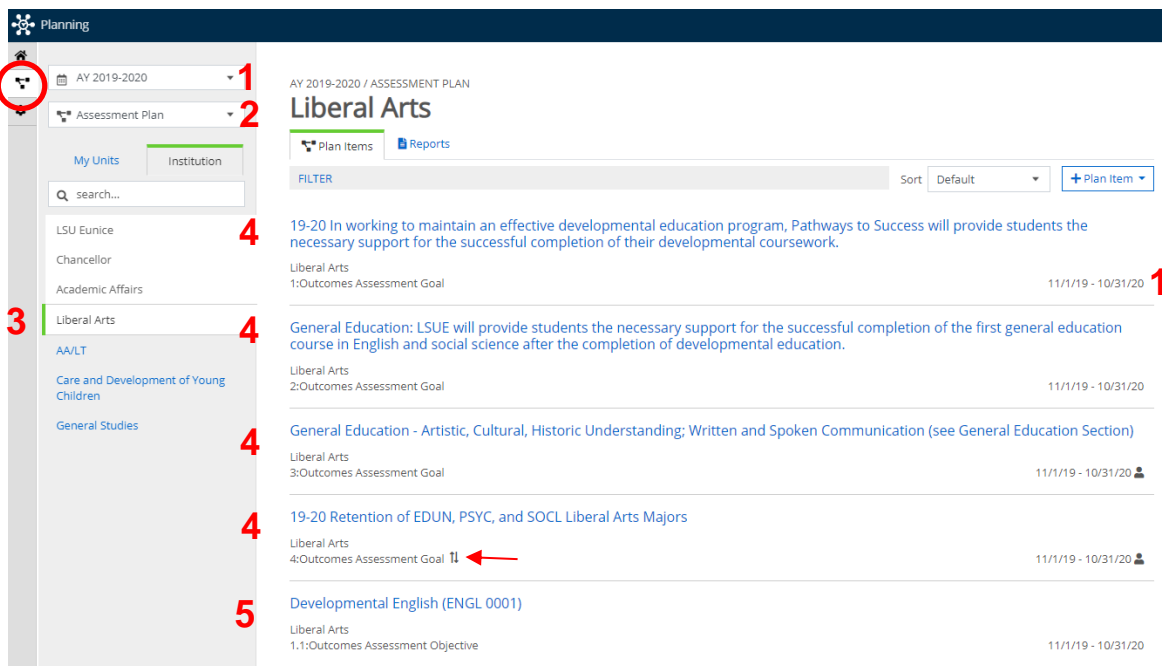
Editing an Existing Outcome Assessment Objective
Attaching Plan Item File to the Outcome Assessment Objective
Replacing or Renaming a PDF File in an Outcome Assessment Objective
Relating an Outcome Assessment Objective

Editing an Existing Outcome Assessment Objective

As a reminder from the last section, clicking the Plans Tab (red circle) returns the user to the Assessment Plans providing that ⌁ Assessment Plan ▾ is chosen. The page is then populated with the Outcome Assessment Goals and Outcome Assessment Objectives as shown in the next screen shot. The left side of the screen shows that the user is in the **1)** AY 2019-2020 planning year shown both in the upper left and at the right for each planning item. The user is currently working with **2)** ⌁ Assessment Plan ▾ and is looking at the **3)** Liberal Arts goals and objectives in the organizational tree. Again, related to the organizational tree, the Institution Tab should default to the user's department. If not, and the user does not want to click through the organizational tree, then the user may click on the My Units Tab. There are four **4)** goals and one **5)** objective in the screen shot below. Note, by the way, that a relationship is now shown for goal 4 as shown by the red arrow.

For this example, the user has clicked on the "Developmental English (ENGL 0001)" so it may be edited. Since it is an existing Outcome Assessment Objective, some text boxes populate with some information transferred from the previous year when it is opened. Note that the red identification letters in the list below will be used for throughout this section to refer to the plan items shown.

A. Identifies that this is an Outcomes Assessment Objective Template that is set up in the system and is in edit mode.

B. Identifies the academic year that is set in the planning system.

C. Identifies the objective number. All objectives in a specific department should have a unique number.

D. The objective title. Each objective should have a short title that will act as the link to open it.

E. Date ranges set by the system. The user should not change the dates.

F. The progress are blank initially and should not be changed by the user. The Director of IE changes the progress when items are complete at the end of the planning year.

G. Liberal Arts is responsible for the completion of this objective.

H. Objective with Intended Outcome Textbox is the actual objective and must be stated in measurable terms. Please use "The student will…"; not the student should be able to or the students will be able to. SACSCOC requires all students at all sites to be assessed in a similar manner regardless of the method of instruction. The objective section is generally completed prior to the academic year beginning and is stated in future tense. For existing objectives, it is "rolled over" from year to year.

I. Assessment/Evaluation/Measures/Strategies Textbox provides a location for the user to identify the method by which the objective (student learning) will be assessed. Note that the assessment needs to be of sound statistical methodology. In this case, student learning outcomes (SLOs) are also stated. Non-academic areas typically do not have SLOs, but still must provide a statistically sound methodology for assessment. A benchmark or target must be stated in this section along with a justification for the benchmark. The strategy section is generally completed prior to the academic year beginning and is written in future tense. For existing objectives, it is "rolled over" from year to year. Note that LSU Eunice does not typically use sampling, especially in the academic areas. Also note that there is a file in the Plan Item Files area. This will be discussed in a later section.

J. Progress Report Textbox is where data will be summarized for the existing year and is written in past tense. Note that all Progress Report Textboxes begin with: For AY _____(last academic year), this outcome was ____ (met/or not met). If the objective was met, then the next paragraph begins. If the objective was not met, then the user must state whether or not the improvement plan was followed from last year and what the results were. If the improvement plan was not followed, then the user must state why.

The second paragraph begins with: For AY ____ (current academic year), begin a discussion of the current data including how many students were in a course on the 14th day for fall and spring (if applicable); how many were assessed (academic) or surveyed (nonacademic); percentage of those enrolled; short statement on methodology to reinforce the strategies section; the actual results by individual LSU Eunice site; how the results compare longitudinally; and whether or not the objective was met. For academic objectives not met, it is important to discuss the data and include an item analysis. For nonacademic objectives not met, it is important to discuss the data and include a frank discussion of why the writer thinks the objective was not met.

Note that tables may be cut and pasted from excel, but will require additional formatting in the planning system. Contact the Director of IE for assistance with tables. Cutting and pasting from word is not recommended.

All objectives should end with a statement similar to: Given that the observed value = ____ > (<) the established benchmark = ____, this objective is met (not met).

K. Improvement Plan Textbox is required by SACSCOC and the Department of Education and can be a combination of past and future tense. Regardless of whether the objective was met or not, the improvement asks how can the user used the results to improve. This allows the user to say how issues in the assessment instrument, methodology, or overall environment influenced the results and how the issues will be addressed. Note on the use of "Monitor Results": The use of the words monitor results requires justification that must be explained in the improvement plan. As noted in a previous section, the use of "monitor results" will be rejected by the Director of IE if it is not explained in the improvement plan.

L. Plan Item Files are simply PDF files that include documentation such as meeting minutes, course syllabi, a survey, or other evidence that a task was accomplished.

M. Clicking 🗑 Delete will remove the item from the planning system. A dialogue box will open asking the user if the item should be removed. <mark>Once deleted and confirmed, the item cannot be recovered</mark>.

N. The 📄 Read View button can be used to open the objective in a separate browser window so that it can be printed or examined for general formatting. As mentioned earlier, the user should be sure that the item has automatically saved by clicking in the same window, but outside the editing text box. A ✅ will appear indicating that the item has been saved. After doing this, then click the 📄 Read View button.

O. Clicking the Done button when finished editing the item. The item will automatically save and will return the user to the Plans Tab for the given year and department.

P. The Permissions Tab indicate the person responsible for the objective. This area is generally controlled by the platform administrator. Contact the Director of IE for additional information.

Q. The ↑↓ Related Tab will relate the department's objective to the departmental goal. Relating the objective to its goal is competed at the goal level so there is no need to use the ↑↓ Related Tab in the objective view. In this case, the relationship has already been established as indicated by the (1).

R. The History Tab will give a detailed view of past versions of the goal.

S. This item is related to **P)** Permissions Tab and indicates the assigned responsible user is the specific person responsible for completing the objective is the Dean of Liberal Arts. Clicking the ⊗ will remove the current assigned user.

T. This item is related to the **P)** Permissions Tab and shows available users who may be assigned to the planning item. Clicking the ➕ sign next to an individual users' name will result in the objective being assigned to that person. A user that has a ☑ has been assigned to complete this objective. As mentioned above, this area is generally controlled by the Director of IE. Please do not change assignments without first contacting the Director of IE.

U. Visibility is whether the item may be viewed by other departments. Please set to public.

Remember, this is an example of an objective that existed in the system so most of the information was prepopulated. As opposed to goals discussed in the last section, objectives require substantially more work. While items **A – I** are prepopulated, some parts may need edited with a new syllabus or other documents uploaded. Items **J – K** require the most work. While every item needs attention to be complete, during a review, most SACSOC reviewers typically focus on items **E, F, G, H, I, J K, L, S,** and **Q**. Please be sure to follow the formatting recommendations above for both the **J)** progress report and **K)** the improvement plan illustrated in Text Defaults and General Formatting. In addition, please be sure to add **L)** PDF documents in the Plan Item Folders to provide as evidence that the user did what was reported.

When editing is completed, click Done.

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

A **Template:** Outcomes Assessment Objective

B →

Objective Number *
C 1.1

Objective *
D Developmental English (ENGL 0001)

Start *
11/01/2019

End *
10/31/2020

E Dates are set by the system. Please do not change.

Progress
F

Progress should be left blank.

Provided By *
G ✐ Liberal Arts

Objective With Intended Outcomes
Plan: Should be measurable, with a time limit, written as a student outcome or implied as a student outcome if possible.

File Edit View Insert Format Tools Table

H Developmental education students will successfully complete their developmental course work gaining competencies in developmental English composition (ENGL 0001) mechanics, sentence structure, and paragraph structure necessary to successfully begin their first general education English composition course.

Plan Item Files
There are no attachments.

Objective section prepopulated in existing objectives and should include the words "The student will…".

Assessment/Evaluation/Measures/Strategies
Do: Tell how assessment will be done: technique, instrument, task, percent

File Edit View Insert Format Tools Table

I **Direct Assessment**
For AY 2017-2018, the outcomes will be directly assessed and analyzed through an internally developed multiple choice examination designed by the English faculty and given during the last two weeks of the semester. All students remaining in the course will be assessed (i.e. no sampling). Assessment will include all students at all sites (LSUE, LSUA site students, dual credit, and online students).

The faculty constructed a 25 question multiple choice examination paralleling the primary objectives for the course. The SLOs for ENGL 0001 as stated in the syllabus are:

Upon successful completion of this course, the student will

1. Write a clear topic sentence that includes the main idea of the paragraph.
2. Develop the body of the paragraph with substantial support: evidence, details, and facts
3. Use proper grammar and punctuation throughout their writing.

The benchmark for all SLOs is 70% based on historical University record and that the 70% is the lowest "average" for the grade of C given on a student's University record.

P » SPAN

Plan Item Files + File + Folder

L ☐ ENGL 0001 Syllabus Fall 2017   ⟳ Replace ✐ Rename 🗑

Strategy section prepopulated in existing objectives.

Assessment/Evaluation Results (Progress Report)
Check: Record results after assessment is done analyzed. Did you meet your objective?

File Edit View Insert Format Tools Table

J

P
Plan Item Files + File + Folder
There are no attachments.

Improvement Plan/ Changes Made
Act: Tell what you did with assessment results and briefly list what changes and/or improvements will be made.

File Edit View Insert Format Tools Table

K

P
Plan Item Files + File + Folder
L There are no attachments.

The progress report section is completed upon the conclusion of the academic year. It begins with a statement about last year.

Note on LSU Eunice Sites:
Data from the various sites are usually included in tabular form in this section.

Ending Statement:

The improvement plan section must be completed whether or not the objective is met or not.

Note on the use of "Monitor Results"
The use of "monitor results" must be justified (why are results being monitored).

M 🗑 Delete   **N** 📖 Read View   **O** Done

P 👥 Permissions   **Q** ↕ Related (1)   **R** 🕓 History

Assign Responsible Users

Responsible Users
S Mahoney, Sandra   Administrator   ⊗

Assigned user. Clicking the x will remove the current assigned user.

Available Users
Select users from the list below or search for a specific user

🔍 Start typing a user's name

+	Ardoin, Brian	Administrator
+	Batiste, Barbara	Administrator
+	Cilano, Joe	Administrator
+	Cormier, Sondra	Administrator
+	Fontenot, Billy	Administrator
+	Fowler, Paul	Administrator
+	Fowler, P	Administrator
+	Fruge, Courtney	Contributor
+	Greaud, Angela	Administrator
+	Guillory, Keisa Renee	Administrator

Show 10 ⇕ Viewing 1-10 of 37
Previous 1 2 3 4 Next

Item Visibility
● **Private** — Item is not public
○ **Org Level Permissions** — Viewable to users at a providing org level or lower
○ **All Users** — Item is viewable to all users in the system

T Available users in the system.

Clicking the + next to an individual's name will assign the goal to that user.

U Contact the Director of IE prior to making any such changes.

Visibility: Please set to public.

After clicking the `Done` button, the user will return to the Plans Tab with a listing of departmental goals and objectives.

Attaching Plan Item File to the Outcome Assessment Objective

In the screen shot of the ENGL 0001 objective above, item **L)** referred to Plan Item Files. Annually, files in the objective are updated to reflect the existing syllabi and efforts to improve. Users should place files below the applicable textbox. For example, syllabi should not be placed in the Progress Report section because the course has generally concluded when that section is written. The best place for a syllabus is generally in the Objective or Strategy Sections depending on how each are written. To insert a PDF Item Analysis file in the progress report section, click +File as noted in the screen shot below.[6] Please be sure to clearly name files so they may be referenced in the text.
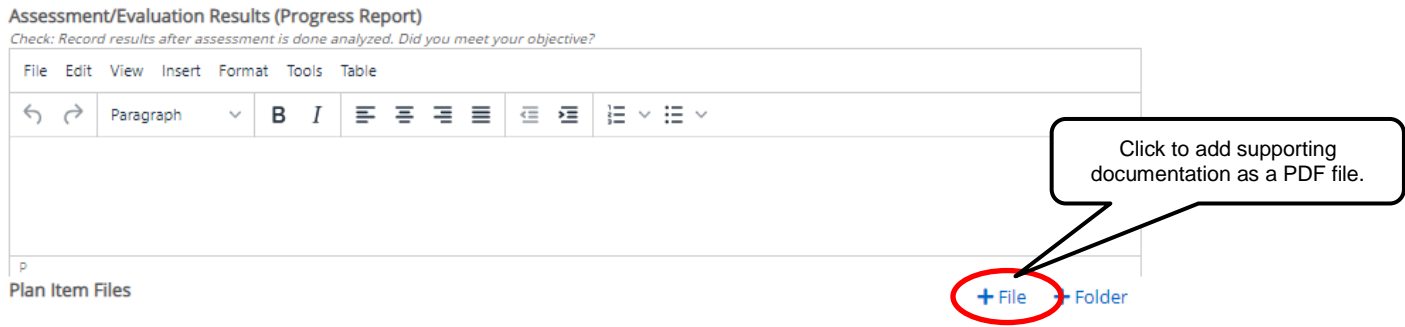

The dialog box from Windows Explorer below will open. Choose the correct file and click open.

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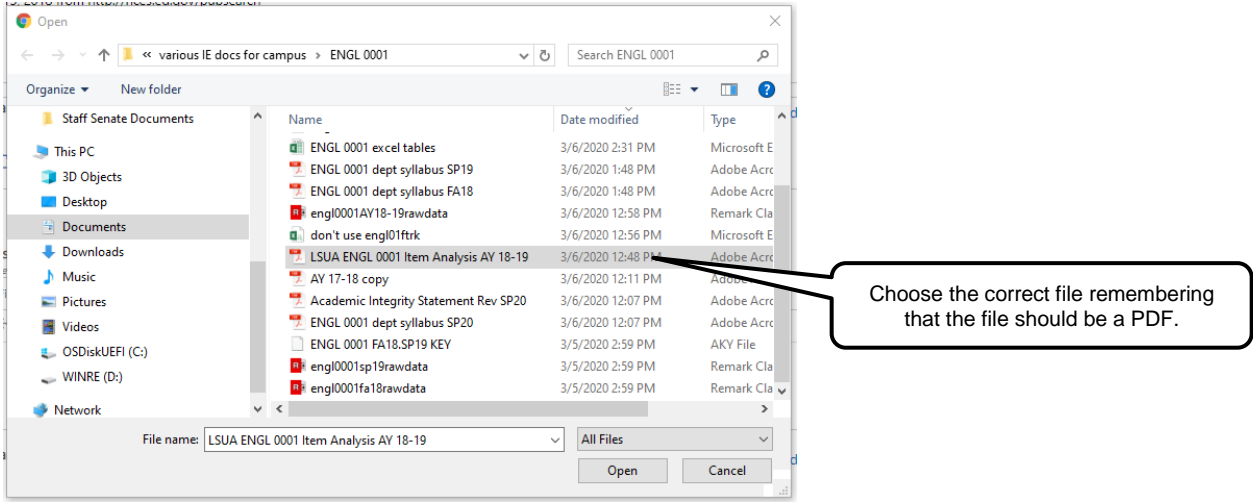
[6] IE documentation generally for the use of files in objectives so please do not use +Folder for any reason.

The fie will upload and appear just below the textbox desired – the Progress Report section in this case – as shown in the next screen shot. The system will show a green upload bar for a moment as it is uploading (depending on internet speed and the size of the file). The user should make sure the correct file has been uploaded. Note also that the file saved automatically as indicated by the ✅ . In a change to the new version of the Planning System, PDF files are no longer hyperlinked to the text in the textbox so it is necessary for the user to be sure to refer to the document by name in the text and put "(see below)" behind the sentence when referring to the file for the first time.
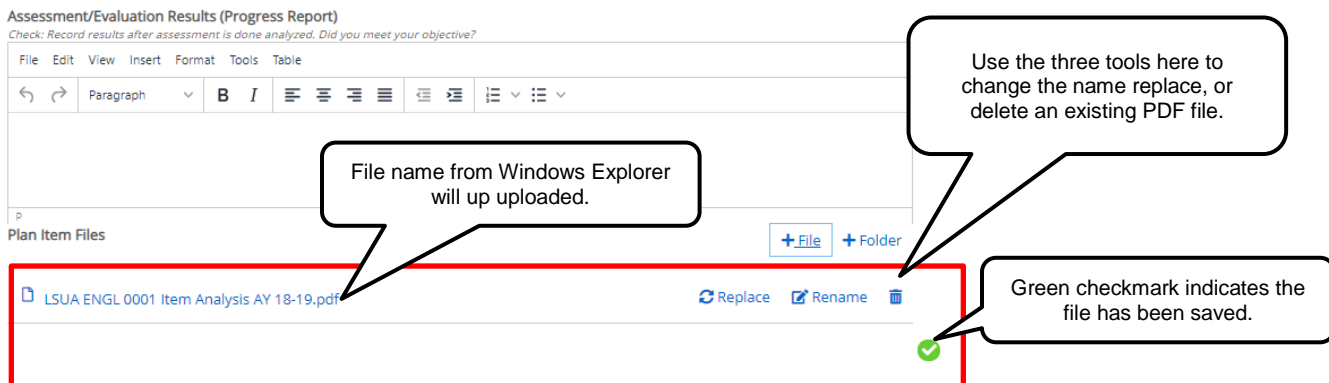
## Replacing or Renaming a PDF File in an Outcome Assessment Objective

The Strategy Textbox actually had a syllabus from fall 2017 that would need to be updated for the current year. It is possible to replace, rename, or delete the PDF altogether using the controls illustrated in the next screen shot in the red circle. This was located just below the Strategy Section for the ENGL 0001 Objective at the beginning of this section. Clicking replace will prompt the system to ask if the user is sure the file is to be replaced.

Click confirm and a dialog box will open the Windows Explorer dialog box below so the user may select the file needed. Please keep in mind that only PDF files may be uploaded to the planning system. Choose the correct file and then click open. The system will show a green upload bar for a moment (depending on internet speed and the size of the file). The user should make sure the correct file is placed under the textbox that they desire.

Indirect Assessment
NOTE: This section of the benchmark was updated to reflect new research. The indirect measurement (course success rates) will be calculated using data from institutional research over the 2017-2018 academic year. The success rate will be calculated using the methodology from the National Center for Education Statistics (NCES) that states the "completion of a remedial course means that

Choose the correct file remembering that the file should be a PDF.
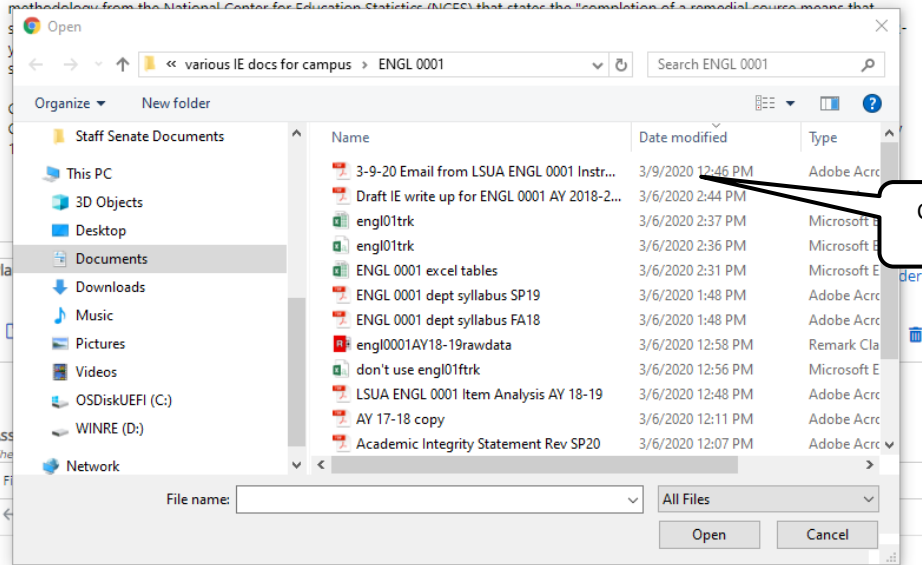
Next, if the name of the file needs to be changed, the click Rename as shown in the screen shot below.

Clicking rename will change the file name to a text box that can be edited as shown below. Edit the name as desired being sure to keep the .pdf and then click save.
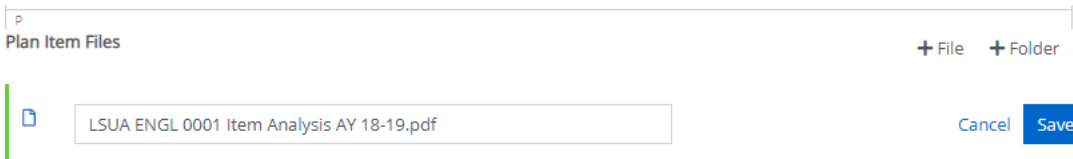
As mentioned previously, users should keep in mind that PDF files are no longer hyperlinked to the text in the textbox so it is necessary for the user to be sure to refer to the document by name in the text and put "(see below)" behind the sentence when referring to the file the first time.

Relating an Outcome Assessment Objective

As mentioned in the last section, Outcome Assessment Objectives like ENGL 0001 in the previous section are **Q)** related to their Outcome Assessment Goals using the ↑↓ Related Tab when editing the goals and not the objective. As a result, there is no need to click on the ↑↓ Related Tab unless it was not taken care of at the goal level. Again, the (1) next to the ↑↓ Related Tab indicates a relationship to a goal (see the screen shot below).

If the user clicks on the ↑↓ Related Tab, the goal will be shown as indicated in the next screen shot. If the goal is incorrect, then it may be removed by clicking the ✪ and correcting the relationship using the existing screen. It is actually recommended that users return the Plans Tab and establish the relationship from the Outcome Assessment Goal using the procedure in the Downward Relationships for an Existing Outcome Assessment Goal in the Plans Tab section.

Note that a relationship from an Outcome Assessment Objective downward is not possible as the objective is the lowest planning item in the system.

Once all editing of the Outcome Assessment Objective is complete, click Done to return back to the Plans Tab. The next section deals with General Education Objectives.