



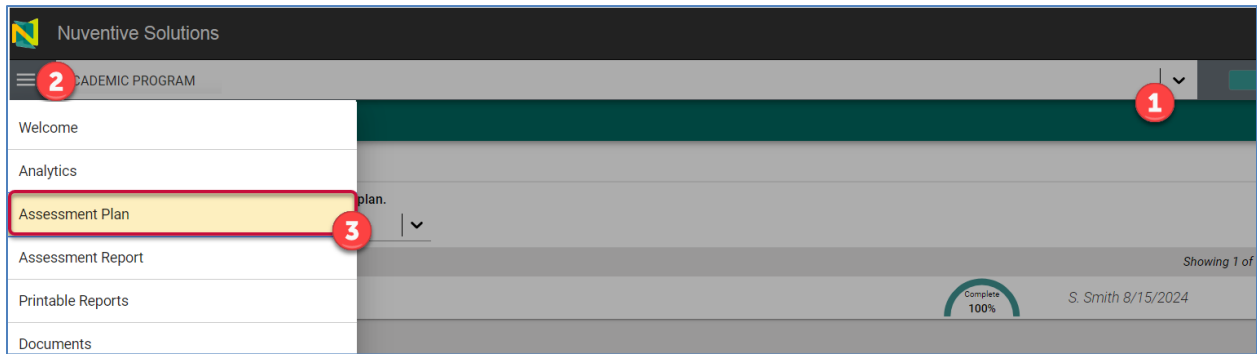
Editing Assessment Plans

The **Assessment Plan** workspace is where programs and units articulate their mission statement and how it aligns with the university's and/or the college's strategic plan. Information from **The Assessment Plan** will appear as the first page of the **Assessment Report**.

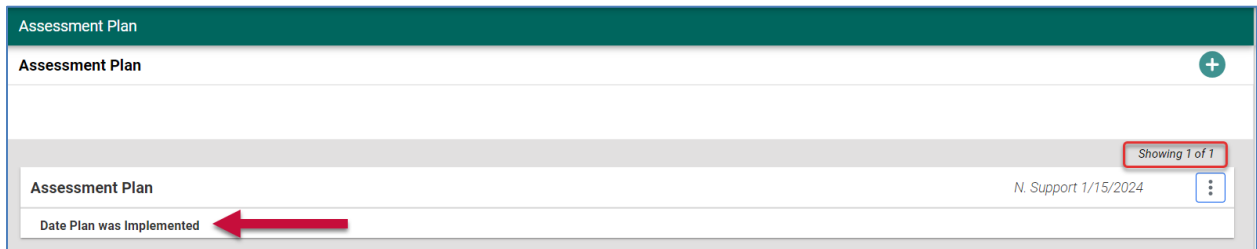
Important! The **Assessment Plan** is a living document and should be updated regularly as needed.

VIEW AN ASSESSMENT PLAN

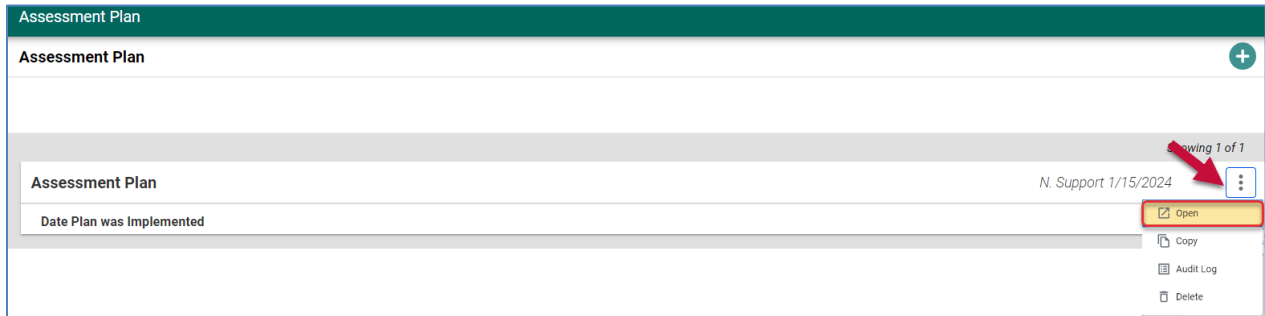
To view or edit **Assessment Plans** for your department, select your department from the **Unit Drop-Down Menu** (1) and then use the **Hamburger Icon** (2) to select **Assessment Plan** from the **Platform Menu** (3).



On the **Assessment Plan** workspace, the number of available **Assessment Plans** will appear in the right-hand corner. Pay close attention to the Date the Plan was Implemented.

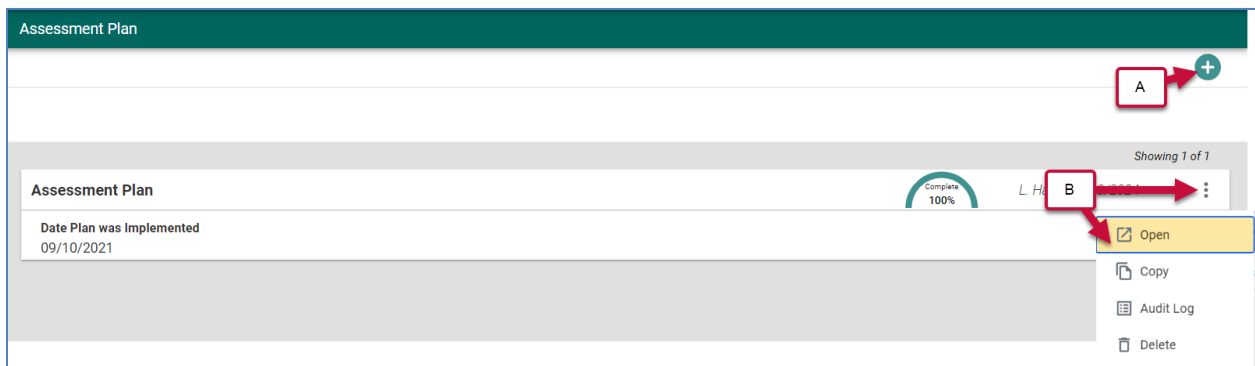


To open the **Assessment Plan**, click the **Ellipse Icon** on the right side of the screen and then select **Open**. You may now view and edit the plan as needed.



EDITING AN ASSESSMENT PLAN

If you need to make changes to the **Assessment Plan**, you can, (A) click on the plus sign and create a new plan or (B) edit the content in the existing plan by selecting the **Ellipsis Icon** in the right corner of the workspace and selecting **Open**.



NOTE: You will only have access to edit or view units assigned to you. If you require access to units not available to you, please send an email (oiie@uhd.edu) to the Office of Assessment & Accreditation for assistance.

When editing the **Assessment Plan**, complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the dropdown lists. Ensure you save your changes frequently by clicking the **Save** button at the top right of the screen. Edit all fields as needed.

NOTE: Fields where you see an Asterisk () next to the name, indicating the field is required, **you will not be able to save the form until information has been entered into the field.***

The last field in the **Assessment Plan** form is **Current Assessment Plan**. In this area, copy and paste your current assessment plan into the space provided and edit as needed according to the following criteria:

- Define your outcomes in specific, measurable terms. They should be monitored and assessed within the designated period you intend for them.
- Indicate the outcome type (i.e., the specific category or the nature of the expected results) for each outcome.

- Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment.
- Describe the instruments used to assess each outcome and what they measure.
- Indicate the success criteria/targets.
- Provide a six-year schedule, ensuring each outcome is assessed at least twice.

NOTE: The Assessment Plan should be entered as a table. You may need to reformat the table once it has been pasted into the **Current Assessment Plan area**. Remember to click the **Information Icon** ⓘ for additional information or help with an area.

How does this Program/Unit Mission Statement align to your College/Division's Mission Statement and Strategic Plan? *

The program's mission aligns strongly with the College's mission statement, particularly in its emphasis on cultivating educators who are both reflective and committed to enhancing educational outcomes. The College's first goal in its strategic plan is to foster educational practices that advance both academic excellence and student well-being. Our program's mission directly complements this by aiming to ensure that future teachers are well-equipped to support both the intellectual and emotional needs of their students. The College's strategic plan also emphasizes preparing educators to be globally-minded and culturally responsive. This focus on innovation and reflection mirrors our mission to prepare reflective educators who are constantly improving their practice.

Current Assessment Plan Press ALT + 0 for accessibility help ⓘ *

Outcome	Outcome Type	Method of Assessment	D/I	Success Criteria	Data Collection Schedule	Evaluated & Reporting
Students will effectively collaborate with PK-12 families, communities, colleagues, and other professionals to promote the learning and growth of PK-12 students	Learning	1. Clinical Observation: Involves direct observation of students during student teaching. These observations will be conducted by mentor teachers using a rubric designed to assess various competencies. One key criteria is collaboration, which will evaluate students' ability to work effectively with PK-12 families, communities, colleagues, and other	Direct	85% of students score at "meets expectations" or "exceeds expectations" on the collaboration criteria of the rubric	Annually	2022-2023 2023-2024 2027-2028


Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen.

Important! The form does not automatically save. If you walk away, Nuventive may time-out and unsaved changes will be lost.

Assessment Plan Close Save

Assessment Plan

This is a living document that should be updated regularly as needed


 S. Smith 8/15/2024