Arts & Sciences Graduate PIEs

Instructions for Accessing, Editing, & Submitting
Expectation Assessment Plans & Analysis and Use of Results
in Anthology Planning Software

WILLIAM & MARY

CHARTERED 1693

1

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o Go to
https://wm.campuslabs.com
/planning/dashboard

o Enter your W&M User ID &
Password.

W&M Central Authentication Service

WMuserid:

Password:

☐ I am at a public workstation.

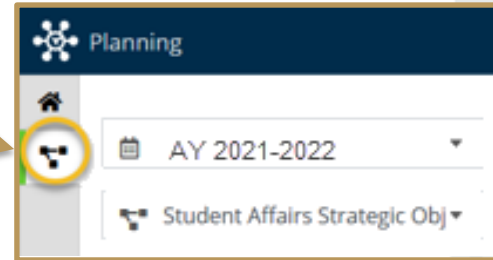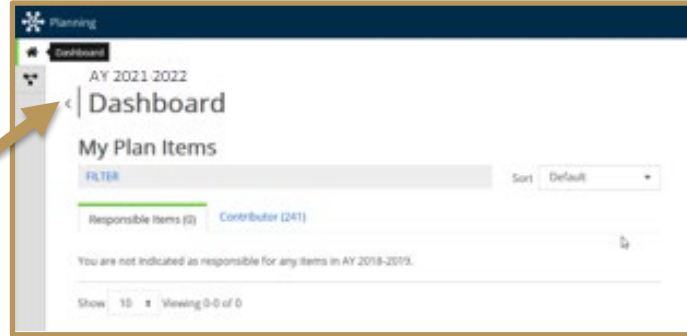**LOGIN**

2

o Your **Dashboard** displays here.

o Select the **Plans** icon to access your PIE(s).

1693
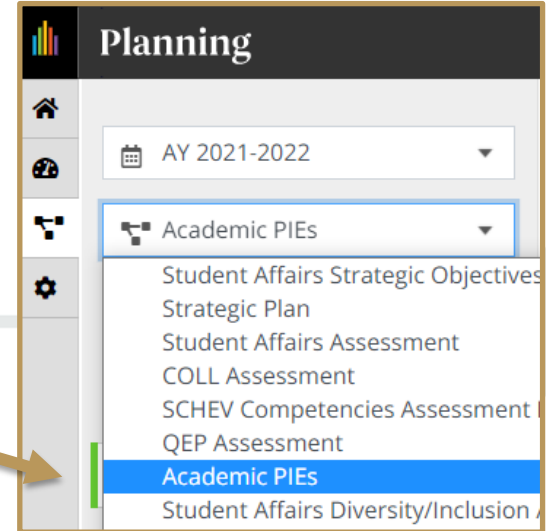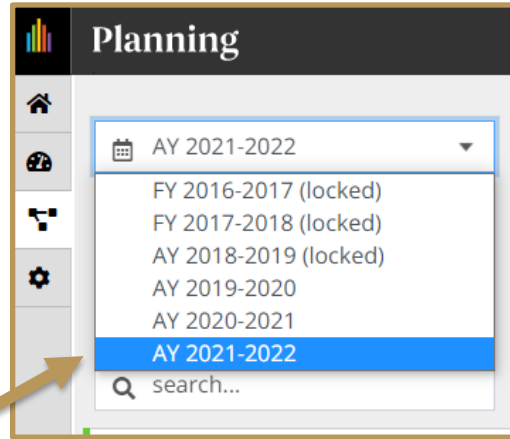
3

o Ensure you are working in the current **Academic Year**.
Planning is set to default to the current year.

o Select **Academic PIEs** inside the dropdown list.
Academic PIEs may be the only item in your list.

4

My Units Institution

Q search...

Institutional Accreditation and Effectiveness

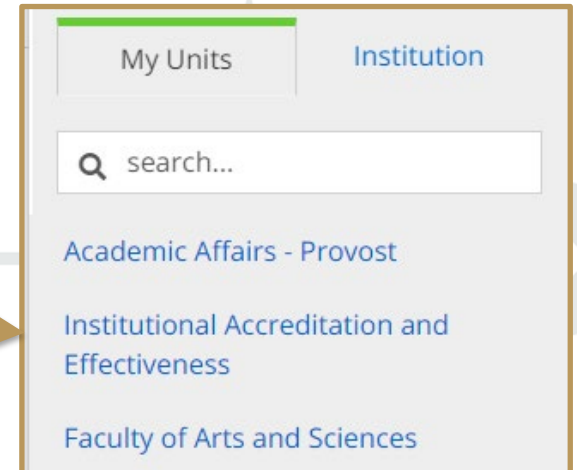American Studies

o Select **My Units** Tab in the left-hand navigation menu.
The department(s)/program(s) to which you have permissions will display.

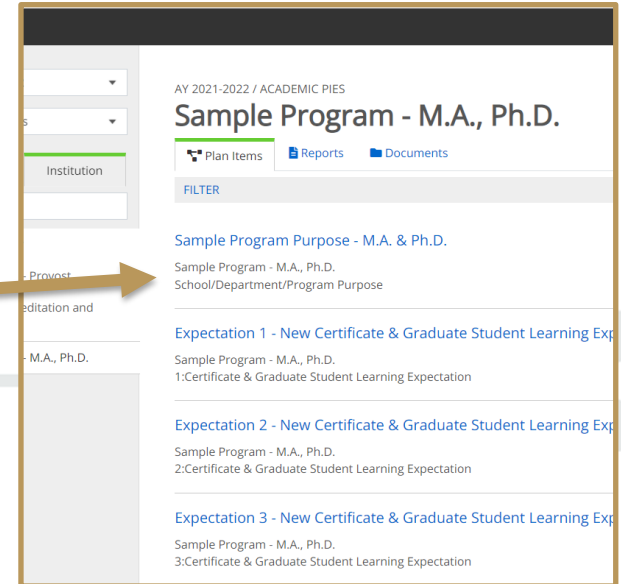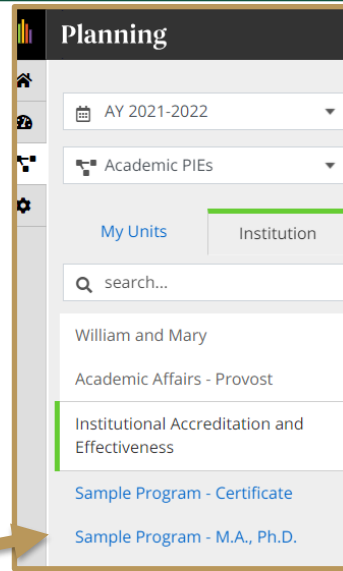o Select your department.
e.g., Institutional Accreditation and Effectiveness

My Units   Institution

Q search...

Academic Affairs - Provost

Institutional Accreditation and Effectiveness

Faculty of Arts and Sciences

General Instructions

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o Select your graduate degree-level PIE from the left-hand navigation pane.
e.g., Sample Program - M.A., Ph.D.

o Your PIE displays here.
The **Plan Items** tab contains your Department/Program **Purpose & Learning Expectations**.

Planning

AY 2021-2022

Academic PIEs

My Units | Institution

search...

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Academic Affairs - Provost

Institutional Accreditation and Effectiveness

Sample Program - Certificate

Sample Program - M.A., Ph.D.

AY 2021-2022 / ACADEMIC PIES

Sample Program - M.A., Ph.D.

Plan Items | Reports | Documents

FILTER

Sample Program Purpose - M.A. & Ph.D.
Sample Program - M.A., Ph.D.
School/Department/Program Purpose

Expectation 1 - New Certificate & Graduate Student Learning Exp
Sample Program - M.A., Ph.D.
1:Certificate & Graduate Student Learning Expectation

Expectation 2 - New Certificate & Graduate Student Learning Exp
Sample Program - M.A., Ph.D.
2:Certificate & Graduate Student Learning Expectation

Expectation 3 - New Certificate & Graduate Student Learning Exp
Sample Program - M.A., Ph.D.
3:Certificate & Graduate Student Learning Expectation

6

o Select an **Expectation** to view, edit, and complete each assessment plan.

o The **title** and **general instructions** display at the top of each field.
Additional specific instructions, as applicable, are italicized inside text boxes.

o Clicking anywhere outside of text boxes will **save** your edits.
You will see a green circle with a check mark to the right of the box.

Expectation 1 - New Certificate & Graduate Student Learning Expectation Item

Sample Program - M.A., Ph.D.
1:Certificate & Graduate Student Learning Expectation

Expectation 2 - New Certificate & Graduate Student Learning Expectation Item

Sample Program - M.A., Ph.D.
2:Certificate & Graduate Student Learning Expectation

Expectation Number *

1

Expectation Name *

Enter the Expectation number and short name of the Expectation (e.g., Expectation 1 - Critical Thinking).

Expectation 1 - New Certificate & Graduate Student Learning Expectation Item

Expectation Description

What do we expect our majors to learn? Learning expectations should be measurable and define skills, competencies, or knowledge for all majors in the degree program.
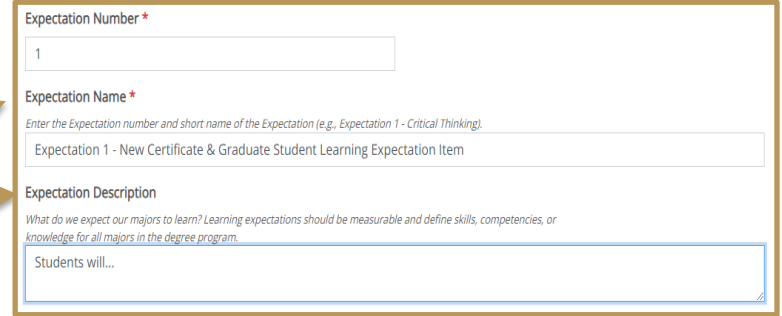
Students will...

Auto Saved: Jan 9, 2019, 1:07:23 PM

Complete/Edit Assessment Plan for Expectations

Expectation Number *

```
1
```

Expectation Name *

Enter the Expectation number and short name of the Expectation (e.g., Expectation 1 - Critical Thinking).

```
Expectation 1 - New Certificate & Graduate Student Learning Expectation Item
```

Expectation Description

What do we expect our majors to learn? Learning expectations should be measurable and define skills, competencies, or knowledge for all majors in the degree program.

```
Students will...
```

o Enter your **Expectation Name** and provide a description of what you expect all your students to learn.
If fields are prepopulated, you may edit the content.

o Your "old" PIE is uploaded under the **Documents** tab for your reference and to help you to complete **Expectations**.
These instructions and other instructions for completing PIEs are located here, as well.
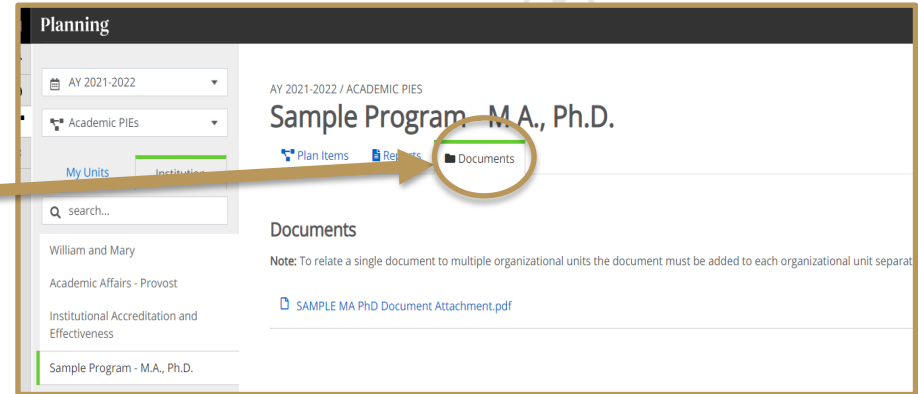
Planning

AY 2021-2022

Academic PIEs

My Units | Institution

🔍 search...

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Academic Affairs - Provost

Institutional Accreditation and Effectiveness

Sample Program - M.A., Ph.D.

AY 2021-2022 / ACADEMIC PIES

Sample Program - M.A., Ph.D.

📑 Plan Items | 📄 Reports | 📁 Documents

Documents

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

📄 SAMPLE MA PhD Document Attachment.pdf

o **Expectation Assessment Plan:** Complete the following 4 required fields (and 1 optional field, if applicable).

o **Curricular Experiences (Required):** Describe how students learn what faculty expect them to learn. Describe how and where learning Expectations are addressed in the curriculum & co-curriculum, if applicable.

Expectation Assessment Plan

Complete the 4 required fields (and 1 optional field, if applicable) below.

Curricular Experiences - Required

Describe how and where learning expectations are addressed in the curriculum (and co-curriculum, if applicable); describe how students learn what faculty expect them to learn. If applicable, identify the catalog numbers and course names where students experience learning for this Expectation.

File   Edit   View   Insert   Format   Tools   Table

Paragraph   **B** *I*

[Insert text here.]

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9

o **Description of Student Work Assessed (Required):** List and describe specific course work used to assess student learning for this expectation.

o **Description of Student Work Sampling Strategy (Required):** Describe the student work sampling strategy to ensure it represents the range of experiences and student performance for this expectation.

Description of Student Work Assessed - Required
Identify specific types of course work used to evaluate student learning for this Expectation (e.g., Master's thesis, dissertation, comprehensive exam, practicum, presentation, etc.).

File   Edit   View   Insert   Format   Tools   Table

↶ ↷   Paragraph ⌄   **B** *I*   ≡ ≡ ≡ ≡   ⇤ ⇥   ⋮≡ ⌄ ☰ ⌄

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Description of Student Work Sampling Strategy - Required
Describe the sampling strategy to illustrate representativeness of student work relative to learning experiences and range of performance.

File   Edit   View   Insert   Format   Tools   Table

↶ ↷   Paragraph ⌄   **B** *I*   ≡ ≡ ≡ ≡   ⇤ ⇥   ⋮≡ ⌄ ☰ ⌄

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Complete/Edit Assessment Plan for Expectations

o **Description of Process Used to Evaluate Student Work (Required):** Describe the process used and who conducts the evaluation of student work in your department/program.

o **Other Data/Evidence Collected and Reviewed** *(Optional)*: Describe any data you collect and review other than student work. You may upload supporting documentation here by clicking the **+File** or **+Folder** icons.

Description of Process Used to Evaluate Student Work - Required
Describe who conducts the assessment/evaluation and the process used to evaluate student work.

File   Edit   View   Insert   Format   Tools   Table

Paragraph   ∨   **B**   *I*

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Description of Other Data/Evidence Collected and Reviewed - Optional
Describe data/evidence other than student work collected and reviewed, as applicable. You may upload supporting documentation here.

File   Edit   View   Insert   Format   Tools   Table

Paragraph   ∨   **B**   *I*

Plan Item Files   **+** File   **+** Folder

o **Data, Analysis & Use of Results:** Complete the following 3 required fields (and 1 optional field, if applicable) after collecting and analyzing data/information.

o **Summary of Previous Assessment (Required):** Describe previous assessment results and use of results to seek improvement and/or enhance student learning experiences.

Data, Analysis, and Use of Results

Complete the fields below after you have collected and analyzed data.

Summary of Previous Assessment - Required

Describe the PREVIOUS cycle assessment results, analysis, and use of results to enhance student learning/seek improvements for this expectation. 1) What were the results of the previous assessment? 2) How did you use the data to inform changes based on your analysis of the findings? 3) What improvements were planned and implemented? NOTE: If this expectation is new (not previously assessed by your program), please state so below and that there has been no previous assessment of this expectation.

File Edit View Insert Format Tools Table

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Plan Item Files   **+** File   **+** Folder

○ **Summary & Analysis of Assessment Results (Required):**

- Summarize the results of this assessment as out-lined in the plan above.

- Describe strengths & weaknesses in your curriculum & courses.

- Describe the results of other evidence collected and reviewed.

- Upload files, if applicable.

Summary and Analysis of Assessment Results - Required

1) Summarize in this field the results of your assessment of student work for this expectation as outlined in your assessment plan above. You may attach full results/reports below the text box. 2) Based on these assessment results, describe the strengths and weaknesses in your program curriculum and courses. Also, describe here the results of any other data/evidence collected and analyzed to assess this expectation (e.g., syllabi, surveys, etc.).

File   Edit   View   Insert   Format   Tools   Table

Paragraph

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Plan Item Files   ✚ File   ✚ Folder

o **Use of Assessment Results to Enhance Student Learning (Required):**

• Describe how you use the analysis above to enhance student learning experiences.

• Identify when enhancements are being implemented.

o **Additional Department/ Program Comments** *(Optional)*: Include comments helpful to reviewers, if applicable.

Use of Assessment Results to Enhance Student Learning - Required

Based on the above analysis of assessment results, list and discuss your use of these results to seek improvement or enhance student learning/experiences at the course and program levels. Include the evidence used for identifying these changes and when the changes were/are being implemented.

| File | Edit | View | Insert | Format | Tools | Table |

Paragraph ∨ | **B** | *I* | ≡ ≡ ≡ ≡ | ⇥ ⇤ | ☰ ∨ ☰ ∨

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Plan Item Files   + File   + Folder

Additional Department/Program Comments - Optional

Use this section for additional comments about the assessment of this Expectation that might be helpful to ASC reviewers.

| File | Edit | View | Insert | Format | Tools | Table |

Paragraph ∨ | **B** | *I* | ≡ ≡ ≡ ≡ | ⇥ ⇤ | ☰ ∨ ☰ ∨

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Plan Item Files   + File   + Folder

Submit Completed Expectation for Review

o **Expectation Analysis & Use of Results Review Status:** Select "**Ready for Review**" in the drop-down box. If still editing, select "**Not Ready for Review**." Remember to select "Ready for Review" when the expectation is complete.

o Click **Done** at the bottom of the page to return to your PIE **Plan Items**.

Department/Program: Expectation Analysis and Use of Results Review Status

Is this Expectation ready for Assessment Steering Committee (ASC) review?

Read V... Done

15 Complete Assessment Plan & Use of Results for Expectations

o Repeat the steps for remaining **Expectations.**

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o Click on your name in the top right corner to sign out of **Planning** and the **Anthology** platform.

o Close your browser to fully complete the sign out process.

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Support

Sign Out