

## Guidance for Completing Expectation 4 Assessment Plan and Collecting Student Work

1. **PIEs are located in Planning** ([wm.campuslabs.com/planning](http://wm.campuslabs.com/planning)).
2. **Review the file** “Instructions for Accessing and Editing Program-Specific Expectations Assessment Plans in CampusLabs Planning Software” (posted as 2\_A&S\_Undergrad\_PIEs\_Instructions\_Prog-Specific\_Expts\_Plans\_2020-21.pdf” under your PIE Documents tab).
3. **Complete these Assessment Plan fields in Planning.** Descriptions of and review criteria for each field are included below.
  - a. **Expectation Name – Required field**  
*Enter the Expectation number and short name of the Expectation (e.g., Expectation 4 - Research) criteria*
  - b. **Expectation Description – Required field**  
*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.*
    - Describe definitively what students will know and be able to do (e.g., “will” rather than “should”).
    - Ensure expectations can be measured through review of student work (e.g., tests, papers, other assignments).
  - c. **Catalog Numbers and Course Names of Curricular Experiences – Required field**  
*Identify the catalog numbers and course names where majors experience this learning and indicate in which courses departments/programs assess student learning for this Expectation.*
    - List catalog numbers and course names where *all* majors experience this learning.
    - Type the letter **A** next to the course(s) **in which you will assess student learning** for this expectation.
  - d. **Description of Student Work Assessed – Required field**  
*Identify specific types of assignments, methods, tests, etc., used to evaluate student learning for this Expectation (e.g., Honors thesis, research paper, essay, exam, presentation, etc.)*  
  
Describe assignments, methods, tests, etc. used to evaluate student learning in the courses listed in the field above.
  - e. **Description of Student Work Sampling Strategy – Required field**  
*Describe the sampling strategy to illustrate representativeness of student work relative to learning experiences and range of performance.*  
  
Describe the student work sampling strategy to ensure it **represents your program’s range of:**
    - **Experiences** (i.e., courses and other curricular/co-curricular experiences);
    - **Student Performance** (e.g., samples of unsatisfactory, marginal, proficient, and excelling work).
  - f. **Description of Process Used to Evaluate Student Work – Required field**  
*Describe who conducts the assessment/evaluation and the process used to evaluate student work.*  
  
Describe the process whereby the program evaluates student experiences and uses information to identify strengths and weaknesses in the curriculum and student learning. The process described leads to changes to enhance student learning. The description should:
    - Describe how the program collects and evaluates student *work* from the relevant courses/experiences.

- Describe who conducts the assessment/evaluation of student *work* (e.g., “Undergraduate Curriculum Committee composed of three program faculty”).
- Describe how the program faculty collectively evaluate student *learning* based on the findings and recommendations from the evaluation of student *work*.

g. **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.*

Describe sources of information/data other than student work samples (e.g., syllabi, placement tests, surveys, etc.) used to evaluate student learning/performance for this expectation and used to analyze the strengths and weaknesses in your program curriculum and courses. You might also consider here how well students display knowledge/skills related to this learning expectation in prerequisite and upper level courses.

h. **Expectation Plan Review Status – *Required***

*Department/Program: Is this Expectation assessment plan ready for review?*

Select “Ready for Review (Department/Program)” from the dropdown list.

4. **Collect Student Work at the End of Spring 2021 Semester**

- Follow your strategy outlined in Expectation 4 field “**Description of Student Work Sampling Strategy**” (see description in in section 3e. above)
- Collect work from the courses/experiences listed in the table in Expectation 4 field “**Catalog Numbers and Course Names of Curricular Experiences**” included in this round of assessment (see section 3c. above).
- Determine and schedule meetings to review student work (August/September 2021) and complete analysis and plans for improvement based on the analysis (September/October 2021).
- You are not required to upload samples of reviewed student work in the subsequent “Summary and Analysis of Assessment Results” and “Use of Assessment Results to Enhance Student Learning” sections of Expectation 4 (these fields are currently blocked from view), but you should securely retain these records (e.g., in Box or a Blackboard Course site) in case ASC or SACSCOC reviewers request data.