INSTRUCTIONS
UWW Summer Assessment Institute
Team Action Plans
June 2017

What concrete actions can your team take to make meaningful progress on your program's assessment of student learning? What processes can you develop and implement to facilitate discussion and use of your data to improve student learning in your program?

There are many possibilities, and different programs are ready for and interested in different actions. The main goal is to move your program's assessment forward and make use of data on student learning to improve the program. It is also important to think about how the processes being developed are sustainable beyond the current year.

Action plans should:
- Be ambitious, yet practical.
- Propose actions and goals that you can achieve, given real limitations.
- Assume resources already available to you, or that are reasonable to acquire.
- Use best practices in assessment.
- Integrate meaningful discussion of assessment and data.
- Move your program toward making use of data on student learning to improve your program.

➢ Create a short-term plan for what you can accomplish during summer 2017 (goals and actions you can achieve by August 2017). You will report the results of this plan at our August 16 follow-up meeting and submit a brief final report by August 25.

➢ Create a long-term plan for what you can accomplish during the 2017-2018 academic year (goals and actions you can achieve by April 2018). You will submit a final report for this project by May 31, 2018.

Poster version (due morning of June 7, for presentation in the Institute)
- Outline the gist of your team's summer 2017 plan and the gist of your AY 2017-2018 plan.
- Display as a poster on flip-chart paper, using colored markers (or use a different visual format, if you prefer).
- Display your poster on the boards in Hyland 2200, by 10:00am.
- Give a 10-15 minute plan overview to further explain your poster and answer questions from other teams and guests.

Continued…
Written version (due June 16, 2017)

Email one written action plan per team to assessment@uww.edu by 4:30 pm on June 16. Please clearly address all of the following in your action plan, then add additional information if/as needed.

1. For your summer 2017 action plan (from now to August 2017):

<table>
<thead>
<tr>
<th>TEAM:</th>
<th>Natgeosci</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBERS:</td>
<td>Dale Splinter, Kerry Katovich, Stephen Levas</td>
</tr>
<tr>
<td>GOALS:</td>
<td>(1) Create a mission statement for ENVSCI; (2) Rearticulate core learning objectives to align with LEAP ELOs; (3) Rearticulate major emphases (Natural Sciences, Geosciences, Environmental Resource Management) learning objectives; (4) Create a new internship survey that allows for students assessment of core learning goals; and (5) Review past ENVSCI 400 capstone projects using modified UW-W writing rubric.</td>
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| ACTIONS with TIMELINE: | • Goals 1-3 will be completed by the end of June.  
  • An email or F-to-F meeting will be scheduled with the ENVSCI advisory board to review changes to the learning objectives by July 15.  
  • Internship survey will be created (and approved by advisory board by August 1)  
  • Review past ENVSCI Capstone projects will be complete by August 10. |
| ASSESSMENT TOOLS & STRATEGIES: | What specific assessment tools will you develop and/or use? What strategies will you use? Include information about:  
  • An indirect assessment from faculty (created by Dale Splinter) that have taught ENVSCI 400 will be used to assess course organization, student preparation, time management, etc.  
  • A direct assessment of ENVSCI 400 capstone projects will be assessed for writing using a modified UW-W writing rubric. |
<p>| DISCUSSION &amp; DATA USE: | Once the core learning objectives and emphases learning objectives are rearticulated a conversation can begin on where these are being assessed in the program and elective courses. In addition, once the capstone papers are assessed a better understanding of experimental design and writing skills will be gained, which might allow for curricular redesign. |</p>
<table>
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<tr>
<th><strong>MOVING FORWARD:</strong></th>
<th>The ENVSCI program will be focused on assessment during the AY 2017-2018. The ENVSCI advisory board is onboard with assessment during the next AY.</th>
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<tbody>
<tr>
<td><strong>RESOURCE NEEDS:</strong></td>
<td>Over the summer, we will need time to meet with the three individuals working on this project (i.e., the ENVSCI Assessment Committee).</td>
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<td><strong>BARRIERS/DIFFICULTIES:</strong></td>
<td>Ability to meet with the advisory board and receive prompt feedback about the assessment project.</td>
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2. Explain your action plan for the 2017-2018 academic year (August 2017 through April 2018):

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<tr>
<th>TEAM: Natgeosci</th>
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<tr>
<td>MEMBERS: Dale Splinter, Kerry Katovich, Stephen Levas</td>
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**GOALS:**
(1) administer a pre/post-test in ENVSCI 200 and ENVSCI 400; (2) create and administer an alumni survey; (3) map ELOs to program courses and select elective/core courses; (4) have members of assessment committee assess ENVSCI 400 capstone projects using oral communication rubric and writing rubric; (5) Identify projects (from courses) that can be used in the assessment of the three program emphases (i.e., Natural Sciences, Geosciences, Environmental Resource Management)

**ACTIONS with TIMELINE:**
- Goal 1. Pre-test will be administered in ENVSCI 200 in fall 2017. Instead of only content knowledge, the test will assess students skills using quantitative literacy, critical thinking, and selected writing passages. This test will be created in late August. The same test will be administered to students in ENVSCI 400 in the spring 2018.
- Goal 2. The alumni survey will sent out in the spring 2018.
- Goal 3. ELOs will be mapped to courses throughout the AY 2017-2018.
- Goal 4. Assessment will take place in May 2018. Assessment committee will meet after finals to discuss results.
- Goal 5. Projects will be identified throughout the AY 2017-2018 year. Assessment may begin in the fall 2018 of a few of these projects.

**ASSESSMENT TOOLS & STRATEGIES:**
- Will use both direct (pre/post-test, ENVSCI 400 project) assessment and indirect (alumni survey) assessment.

**DISCUSSION & USE OF DATA:**
Assessment will be a topic of conversation with the ENVSCI advisory board. We might consider applying for an university or college assessment grant as well.

**MOVING FORWARD:**
The summer 2017 assessment project allowed us to create an assessment committee in the ENVSCI program that are committed to assessing student
learning. We have the support of the ENVSCI advisory board.

<table>
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<tr>
<th>RESOURCE NEEDS:</th>
<th>Time</th>
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<tr>
<td>BARRIERS/DIFFICULTIES:</td>
<td>Working with faculty and staff that teach across campus. The goal is to establish project from elective courses that can help in our program assessment. Without the assistance of these faculty and staff it will be difficult to assess electives that play a critical role in students’ broad learning about environmental science.</td>
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<td>SUSTAINABILITY:</td>
<td>Once we get the assessment moving forward we believe it will be sustainable. Repetition, Repetition, Repetition!</td>
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Progress Checking and Stipend Payments

- After your written plan has been approved, the first part of the stipend (maximum $600) will be released for each team member.

- **All teams will meet on August 16** (half day) to share and discuss the results of their summer project and discuss any revisions to the team’s action plan for AY 2017-2018.

- Final report of summer projects are due by August 25. A template will be provided.

- Final action plans for AY 2017-2018 are due by August 25. Update your initial plan using the template above (on page 3).

- **All teams will meet in January 2018** for a progress check on academic year action plans (half day, specific date TBD).

- Each team submits a poster for Assessment Day, tentatively scheduled for February 2018. Poster proposals will be due in mid-January 2018. Posters can focus on just the summer project, just the ongoing academic year project, or a combination of both. (You can also submit two separate posters.)

- After the January check-in and after Assessment Day posters have been submitted, the last part of the stipend (maximum $400) will be released for each team member.

- Final report of AY 2017-2018 projects are due by May 31, 2018. A template will be provided.

Please note that it can take substantial time to process payments and get them to you, and payment schedules vary across employee categories. Please contact Joan at assessment@uww.edu with questions about payments.

*Mentoring for UWW Summer Institute 2018: Although not required, we hope that some of you will be willing to serve as guests and reviewers for future Institutes!*