INSTRUCTIONS
UWW Summer Assessment Institute
Team Action Plans
June 2016

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 2016 (goals and actions you can achieve by August 2016). You will report the results of this plan at our August 17 follow-up meeting and submit a brief final report by August 31.
➢ Create a long-term plan for what you can accomplish during the 2016-2017 academic year (goals and actions you can achieve by April, 2017). You will submit a final report for this project by May 31, 2017.

Poster version (due morning of June 15, for presentation in the Institute)

● Outline the gist of your team’s summer 2016 plan and the gist of your AY 2016-2017 plan.
● Display as a poster on flip-chart paper, using colored markers.
● Display your poster on the boards in Hyland 2200, by 10:15am.
● Give a 5-10 minute plan overview to further explain your poster and answer questions from other teams and guests.

Continued …
**Written version** (due June 30, 2016)

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

1. For your summer 2016 action plan (from now to August 2016):

<table>
<thead>
<tr>
<th>TEAM:</th>
<th><strong>Integrated Science and Business</strong></th>
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<tbody>
<tr>
<td>MEMBERS:</td>
<td>John Ejnik, Stephanie Douglas, Dennis Kopf, Dale Splinter</td>
</tr>
<tr>
<td>GOALS:</td>
<td>Complete data analysis and summaries for three surveys and complete analysis of a sampling of 4 student senior projects.</td>
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<td>ACTIONS with TIMELINE:</td>
<td>Dennis Kopf will complete Program student survey (SCIBUS 485). Dale Splinter will complete Employer internship survey. John Ejnik will complete student internship survey. Each question on these surveys will be mapped to SLOs. These surveys will be completed by July 31st. Four student senior projects will be randomly selected and scored by all four team members using the course rubric. The senior project will be mapped to SLO's. These will be completed by July 18th. All the information will be compiled by August 17th.</td>
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</table>
| ASSESSMENT TOOLS & STRATEGIES: | What specific assessment tools will you develop and/or use? What strategies will you use? Include information about:  
  ● The goal is to map all the SLOs to four assessment tools in which data has already been collected.  
  ● A sampling of Senior projects (from SCIBUS 485) and employer surveys (from SCIBUS 493) will be used at direct measures of student learning.  
  ● Student surveys from internships (SCIBUS493) and students surveys for the program will be used as indirect measures of student learning. |
| DISCUSSION & DATA USE: | The plan includes linking the data to SLOs and formatting the data into summaries that will be manageable to understand for the Program Steering Committee members by August 2016. The summarized data will be reviewed by the the Steering Committee |
monthly during the 2016-2017 academic year to discuss if the SLOs are being met based at the results from the data. Once SLOs have been assessed, the program can make program decisions and changes on how to better achieve SLO’s.

**MOVING FORWARD:**
By analyzing the data, the ISB program hopes to determine if SLO are being met or which SLOs can be improved.

**RESOURCE NEEDS:**
1) Program should have two coordinators as a team (one from L&S and one from B&E). Each coordinator needs a 33% release that includes administrative functions and shared responsibility of teaching 7 credits of SCIBUS (7 credits is a 44% teaching load divided by two is 22% for each coordinator) each semester. The 33% release for each coordinator is broken down into 22% teaching and 11% administrative functions. (The 33% release needs to include teaching responsibilities so the department assigning teaching responsibilities does not assign teaching overloads). The total of ~25% administrative release is the same as the current 25% release for the program coordinator. The extra release time is simply to account for teaching load.

2) For SCIBUS 485, each faculty member mentoring a student’s senior project will get a stipend from their college. Each student in SCIBUS 485 is required to have two faculty mentors (one from each college). As part of the faculty’s stipend, the faculty mentors will complete an assessment rubric for the student’s senior project. The two program coordinators can also assess senior projects as part of program assessment data.

**BARRIERS/DIFFICULTIES:**
Resources.

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2. Explain your action plan for the 2016-2017 academic year (May 2016 through April 2017):

**TEAM:**
Integrated Science and Business
| **MEMBERS:** | John Ejnik, Stephanie Douglas, Dennis Kopf, Dale Splinter |
| **GOALS:** | Complete data analysis and summaries for three surveys and complete analysis of a sampling of 4 student senior projects. Review data summaries and have written conclusions and recommendations by May 2017. |
| **ACTIONS with TIMELINE:** | The data will be summarized by August 2016 and the data will be reviewed with conclusions during the 2016-2017 academic year. Steering committee will meet once a month during 2016-2017 academic year. |
| **ASSESSMENT TOOLS & STRATEGIES:** | What specific assessment tools will you develop and/or use? What strategies will you use? Include information about:  
- The goal is to map all the SLOs to four assessment tools in which data has already been collected.  
- A sampling of Senior projects (from SCIBUS 485) and employer surveys (from SCIBUS 493) will be used at direct measures of student learning.  
- Student surveys from internships (SCIBUS493) and students surveys for the program will be used as indirect measures of student learning. |
| **DISCUSSION & USE OF DATA:** | The plan includes linking the data to SLOs and formatting the data into summaries that will be manageable to understand for the Program Steering Committee members by August 2016. The summarized data will be reviewed by the the Steering Committee monthly during the 2016-2017 academic year to discuss if the SLOs are being met based at the results from the data. Once SLOs have been assessed, the program can make program decisions and changes on how to better achieve SLO’s. |
| **MOVING FORWARD:** | By analyzing the data, the ISB program hopes to determine if SLO are being met or which SLOs can be improved. |
| **RESOURCE NEEDS:** | 1) Program should have two coordinators as a team (one from L&S and one from B&E). Each coordinator needs a 33% release that includes administrative functions and |
shared responsibility of teaching 7 credits of SCIBUS (7 credits is a 44% teaching load divided by two is 22% for each coordinator) each semester. The 33% release for each coordinator is broken down into 22% teaching and 11% administrative functions. (The 33% release needs to include teaching responsibilities so the department assigning teaching responsibilities does not assign teaching overloads). The total of ~25% administrative release is the same as the current 25% release for the program coordinator. The extra release time is simply to account for teaching load.

2) For SCIBUS 485, each faculty member mentoring a student’s senior project will get a stipend from their college. Each student in SCIBUS 485 is required to have two faculty mentors (one from each college). As part of the faculty’s stipend, the faculty mentors will complete an assessment rubric for the student’s senior project. The two program coordinators can also assess senior projects as part of program assessment data.

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<th>BARRIERS/DIFFICULTIES:</th>
<th>Resources.</th>
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<tr>
<td>SUSTAINABILITY:</td>
<td>To obtain sustainability, the resources needed must be provided by colleges.</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 17** (half day) to share and discuss the results of their summer project and discuss any revisions to the team’s action plan for AY 2016-2017.

- Final report of summer projects are due by August 31. A template will be provided.

- Final action plans for AY 2-16-2017 are due by August 31. Update your initial plan using the template above (pages 2-3).

- **All teams will meet in January 2017** 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 2017. Poster proposals will be due in mid-January 2017. 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 2016-2017 projects are due by May 31, 2017. 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 Leah Grochowske (grochowl@uww.edu) with questions about payments.

*Mentoring for UWW Summer Institute 2017: Although not required, we hope that some of you will be willing to serve as guests and reviewers for future Institutes!*