

Educational Programs Assessment Worksheets

Overview

This set of worksheets was created to provide a resource that educational programs could use when discussing assessment in their programs. While programs are not required to use this tool, IPAR recommends it as a useful way to structure assessment-related discussions and working sessions to support assessment reporting.

When conducting working session(s) to discuss assessment results, please have available:

1. summarized data on student performance and
2. copies of ECU IPAR's [Assessment Report Guidelines](#).

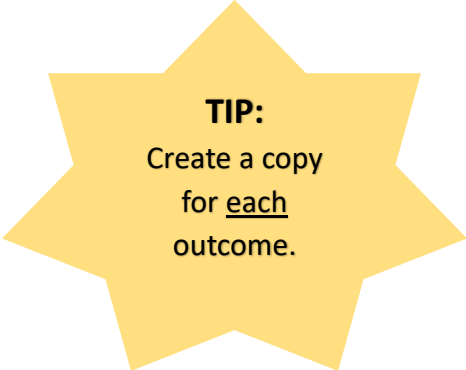
Worksheets

This workbook includes worksheets that align with our Nuventive Improve Reporting Areas:

1. Actions Taken Worksheet
2. Results Worksheet
3. Analysis of Results Worksheet
4. Actions Planned Worksheet.

An additional worksheet is available to support evaluation of your assessment process:

5. Evaluating the Assessment Process Worksheet.



TIP:
Create a copy
for each
outcome.

IPAR INSTITUTIONAL PLANNING,
ASSESSMENT AND RESEARCH

East Carolina University | Office of Institutional Planning, Assessment, & Research
Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

ACTIONS TAKEN WORKSHEET

Actions Taken are a summary of the curricular and pedagogical actions faculty took to improve student learning that are related to the outcome.

Use the questions below to assist with thinking through how you can report Actions Taken in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
1. Was the last action plan implemented? 2. What curricular/pedagogical changes were made? 3. Was the curriculum delivered differently?		



East Carolina University | Office of Institutional Planning, Assessment, & Research
Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

RESULTS WORKSHEET

Results are a summary of the data collected from the Means of Assessment (MoA) and should be stated in terms of the Criterion for Success.

Use the questions below to assist with thinking through how you can report Results in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<ol style="list-style-type: none"> 1. What results were generated from the Means of Assessment (MoA)? 2. Were multiple MoAs used? 3. Was the Criterion for Success met? 		



East Carolina University | Office of Institutional Planning, Assessment, & Research
 Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

ANALYSIS OF RESULTS WORKSHEET (1 OF 2)

The Analysis of Results should include two parts:

- a) a summary of the relationship between Actions Taken by faculty to improve student learning and the Results, and*
- b) faculty's interpretation of the Results with the identification of an area for improvement or reinforcement.*

Use the questions below to assist with thinking through how you can report Analysis in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<p>Part A – relationship between Actions Taken and Results</p> <ol style="list-style-type: none"> 1. How do findings on this outcome compare to past results on the outcome? 2. In faculty's professional judgment, does it appear that the Actions Taken (based on last year's action plan) had an impact on your Results? <p>Part B – faculty interpretation and area of improvement</p> <ol style="list-style-type: none"> 3. What do the assessment results say about how well all students, or subgroups of students, achieved the intended program SLO? 4. On what criteria or sub-skills do students seem to be doing particularly well or seem to be struggling? 		



East Carolina University | Office of Institutional Planning, Assessment, & Research
 Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

ANALYSIS OF RESULTS WORKSHEET (2 OF 2)

The Analysis of Results should include two parts:

- a) a summary of the relationship between Actions Taken by faculty to improve student learning and the Results, and
- b) faculty's interpretation of the Results with the identification of an area for improvement or reinforcement.

Use the questions below to assist with thinking through how you can report Analysis in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<p>Part B – faculty interpretation and area of improvement</p> <p>5. What about the results is surprising?</p> <p>6. Based on the interpretation of the results, what are the area(s) of particular concern where you would like to see student performance improved or reinforced?</p> <p>7. Were there other variables that could have impacted the Results? If so, what were they?</p> <p>8. What types of circumstances remained constant or changed so that faculty could see the impact of the Actions Taken (i.e., delivery method, instructor, class schedule, etc.)?</p>		



East Carolina University | Office of Institutional Planning, Assessment, & Research
 Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

ACTIONS PLANNED WORKSHEET (1 OF 2)

Actions Planned summarize the curricular or pedagogical steps faculty will take to improve or reinforce student learning for the area identified in the analysis.

Use the questions below to assist with thinking through how you can report Actions Planned in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<ol style="list-style-type: none"> 1. Based on the area of improvement identified in the analysis, where in the program could you take curricular or pedagogical actions to contribute to the learning outcome? 2. What other actions could be implemented to impact the outcome outside of the course where it is assessed (i.e., series of courses, out of class experiences, internship, clinical rotation)? 3. Who else needs to know about these findings and next steps? 		



East Carolina University | Office of Institutional Planning, Assessment, & Research
 Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

ACTIONS PLANNED WORKSHEET (2 OF 2)

Actions Planned summarize the curricular or pedagogical steps faculty will take to improve or reinforce student learning for the area identified in the analysis.

Use the questions below to assist with thinking through how you can report Actions Planned in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<p>4. Who is responsible for making sure that the actions planned are implemented? Note: For Nuventive Improve, don't enter a person's name; instead, enter the person's title / role (course instructor, program director, department chair, etc.).</p> <p>5. What steps will you take in the coming year to capitalize on the positives and to make improvements?</p> <p>6. If you will need any resources or supports to facilitate these steps, what might they be?</p>		



East Carolina University | Office of Institutional Planning, Assessment, & Research
 Greenville Centre, Suite 2700 | 2200 South Charles Blvd. Greenville NC, 27858 | (252) 328-9492

Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.