Lisa O. Stoothoff

Donnelly College Assessment Day April 29, 2022

***Each year, roughly two million students enter postsecondary education, however, eight years later, one-third of those individuals are no longer enrolled and have not earned any formal credentials, according to the National Student Clearinghouse Research Center’s Some College, No Degree report. https://www.studentclearinghouse.org/nscblog/5-practices-for-improving-higher-education-retention-rates/***

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ASSESSMENT DAY WORKBOOK

In education, assessment refers to a wide variety of methods or tools used to evaluate and/or measure student progress specific to student learning outcomes.  These learning outcomes start at the course level and are linked to the appraisal of program outcomes and eventually institutional learning outcomes.  Assessment in higher education measures the educational effectiveness and quality of an institution's offering.  Assessment informs stakeholders--students, instructors, administrators and external agencies--on the quality and credibility of an institution.

Assessment exercises at Donnelly College occur throughout the academic year.  Donnelly College formalizes this process with a dedicated day the last day of April on which the campus community convenes to gather information on how well the College is doing in meeting our mission to create a community of learners. All classes scheduled that day will be held asynchronously to allow faculty and staff to engage in assessment activities. Students will also be asked to complete course assessment activities.

This handbook serves as a resource to academic leadership and all faculty/staff in the preparation and reporting of assessment day activities.

**Assessment Council 2021-2022:**

Patty Palmietto, Director of Nursing-Co-Chair (Aug.-Jan.)

Gretchen Meinhardt, Director of Success First-Co-Chair (Jan.-June)

Dr. Richard Wallace, Director of Baccalaureate Programs Co-Chair

Laura McKnight, Grants

Russell Robinson. Assistant Professor of Nursing

Dr. Mary Pflanz, Assistant Vice President of Student Affairs

Jean Janasz, Assistant Professor of Philosophy

Ana Maradiaga, Director, Liberal Arts and Sciences

Dhuha Shareef, Associate Professor-Mathematics

Jennifer Bales, Director of Institutional Effectiveness

Lisa Stoothoff, Chief Operating Officer

**HIGHER LEARNING COMMISSION**

**1.D.2** Consistent with its mission and in the context of and in comparison, with regional and national peer institutions, the institution establishes and shares widely a set of indicators for student achievement including, but not limited to, persistence, completion, **retention**, and postgraduation success. Such indicators of student achievement should be disaggregated by race, ethnicity, age, gender, socioeconomic status, first generation college student, and any other institutionally meaningful categories that may help promote student achievement and close barriers to academic excellence and success (equity gaps).

**Assessment Focus 2021-22 RETENTION: What measures has your course, department, program taken to: improve student learning and increase retention?**

* Each department will create a poster focusing on how their efforts increase student retention. Documentation will be displayed on a poster created in the Vengage poster software and placed for display during the annual Assessment Day.
* Each program will establish detailed measurable points
* Reporting should include:
  + - Data dashboard
    - Target goals
    - Change over Time/Years
    - Recommendations for improvement
    - Graphs or Tables of trends with 3-5 data points
* Assessment Day Friday April 29, 2022

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| * Posters due date – First Draft is due February 15th |
| * AC comments on posters (rubric) and data surveys are due March 1 |
| * Final Drafts of Posters are due April 1st |
| * + Week April 4th Sendoff posters for printing and send pdf with posters and guiding questions to faculty and staff |
| * + Assessment Day Guide and Agenda (Create a pdf with guiding questions with posters and a due date is April 15) sent to community. |

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| **Donnelly College Assessment Day Poster Rubric**    **AY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Theme: RETENTION** | | | | |
| **CATEGORY** | | **4** | **3** | **2** | **1** |
| **Content** | | The content is relevant, organized, and easy to understand | All required elements are included on the poster. | There is not enough detail to understand the results | Several required elements were missing. |
| **Labels** | | All items of importance on the poster are clearly labeled with labels that can be read from at least 3 feet away. | Almost all items of importance on the poster are clearly labeled with labels that can be read from at least 3 feet away. | Many items of importance on the poster are clearly labeled with labels that can be read from at least 3 feet away. | Labels are too small to view OR no important items were labeled. |
| **Graphics - Relevance** | | All graphics are related to the topic and make it easier to understand. All borrowed graphics have a source citation. | All graphics are related to the topic and most make it easier to understand. Some borrowed graphics have a source citation. | All graphics relate to the topic. One or two borrowed graphics have a source citation. | Graphics do not relate to the topic OR several borrowed graphics do not have a source citation. |
| **Attractiveness** | | The poster is exceptionally attractive in terms of design, layout, and neatness. | The poster is attractive in terms of design, layout, and neatness. | The poster is acceptably attractive though it may be a bit messy. | The poster is distractingly messy or very poorly designed. It is not attractive. |
| **Grammar** | | There are no grammatical/mechanical mistakes on the poster. | There are 1-2 grammatical/mechanical mistakes on the poster. | There are 3-4 grammatical/mechanical mistakes on the poster. | There are more than 4 grammatical/mechanical mistakes on the poster |

* + **Branding:**

For all Donnelly branding, please use the marketing-provided logos found here: [w](http://www.donnelly.edu/news-events/logo)ww.donnelly.edu/news-events/logo

* **Where to create your poster “**

Donnelly uses [www.venngage.com](http://www.venngage.com) pro to create the posters and print files. Department representatives will meet with Assessment Council to review procedures. Additional work time can be scheduled with Institutional Effectiveness.