CLOSING THE LOOP: REPORTING 2021-2022 IE ASSESSMENT RESULTS
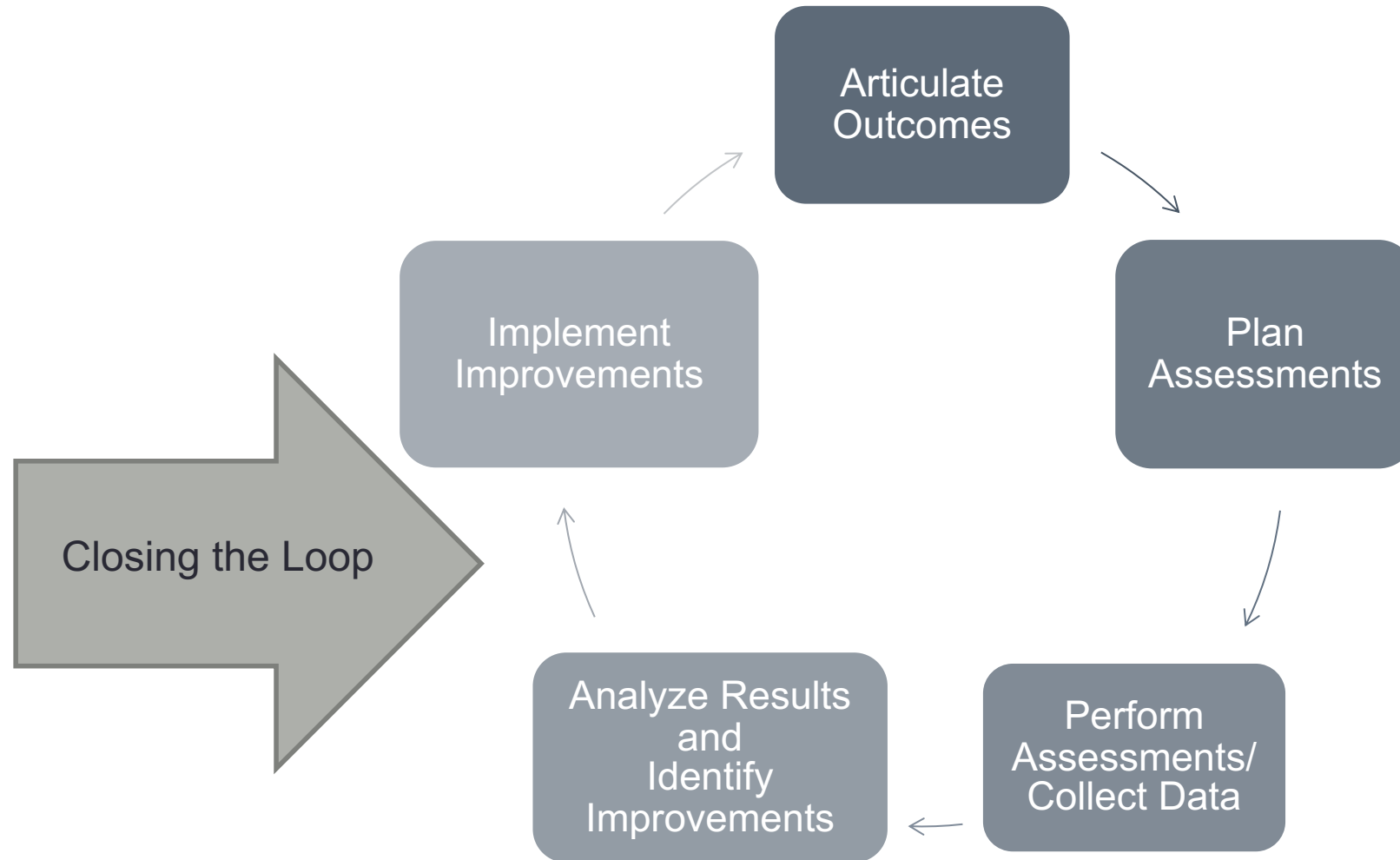
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Continuous Improvement

Why do we report IE assessment results?

- Results from our assessments help us identify strengths and areas for improvement in our programs and services

- Reporting assessment results help us demonstrate a commitment to continuous improvement

- Writing the results report helps us clearly connect our outcomes, results, and actions/changes

- The results report shows that changes and improvements made to a program or unit are rooted in evidence related to student learning or administrative effectiveness

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COMPONENTS OF THE RESULTS REPORT

Was the target met, partially met, or not met?

- Indicate whether the stated target for the measure was met, partially met, or not met.
- Remember, the target was set by the unit.
- It's perfectly ok if the target was not met or partially met.
  - The goal of IE assessment is to identify both strengths and areas for improvement.
    - A result of not met or partially met helps you identify areas that might need improvement.
- If the target was met, you are still expected to provide description of the results and reflective analysis.
- Possible actions for a target that was met include:
  - Reassessing next cycle to see if results are consistent
  - Identifying a new/additional measure for the outcome
  - Increasing/revising target (where appropriate)
  - Revising outcome to be more specific and/or rigorous

Summary of Results

- Describe your results in a few sentences and how the results did or did not meet the target

- Example: *IEA created a communication plan to contact all units at least once a month. This was marked as partially met because, even though IEA office staff were in contact with units throughout the academic year, ALL units were not contacted every month.*

Reflective Analysis

- The analysis provides context for the results and hypothesizes possible contributing factors for the results.

- The analysis is an exploratory narrative about
  - why you might have received these results,
  - what is notable about the results, and/or
  - what the results might mean for improvement or other actions.

- Analysis is generated by reflecting on the results, discussing them with colleagues, and considering any related context/factors

- The analysis should serve as a "bridge" between the results and your planned actions.

Planned Actions Based on Results

- What actions does the unit plan to take based on these results?

  - Actions based on results should be feasible and realistic

  - Ideally, actions are identified collectively by those in the unit/program and approved by the unit head/chair, as appropriate

  - Include the following re planned actions:
    - Type
    - Description
    - Implementation Date
    - Individual responsible
    - When outcome will be re-assessed

  - If no actions are planned: must provide rationale, other next steps

Planned Actions Based on Results

- Example

If yes, please complete the following: ¶

Type of Action: Professional Development ¶

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Description of Action: ¶

IEA will continue to offer virtual workshops for IE planning throughout the academic year to assist units with IE Planning. These will be tracked through a communication plan and evaluated through surveys. ¶

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Date of Implementation of Action: Fall 2022 ¶

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Individual(s) Responsible for Implementing Action: Amanda Wornhoff, Allie Michael, Brandi Bickham ¶

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When will this outcome be reassessed? 2022-2023 ¶

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Process for Submitting Results Reports

- Entire process will occur in Microsoft Teams

- Before writing the Results Report, access your unit's submitted IE Plan in Microsoft Teams

  - All Assessment Coordinators will be added to IE Planning Team

  - This Team will serve as the repository for IE Plans and Results Reports moving forward

- Results Report templates can be accessed in Teams or on the IEA website

  - Make sure you are using the appropriate template based on your unit type (i.e., Administrative Unit, Academic & Student Support Services Unit)

- Submit Results Reports in Microsoft Teams (instructions are on the template) by August 1, 2022

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