

Comprehensive Program Review: Running Reports in Improve

Three steps are involved: (A) [running a report](#) consisting of results for the course SLOs that map up to the PSLO(s), (B) analyzing those findings, (C) [inputting your analysis and then running the four column report](#). This latter report you can upload as an attachment with your CPR.

**For step B, consider the following questions as you analyze the course level results.
Your responses will be entered during Step C.**

- What patterns emerge about students' attainment of the SLOs? Even if all the SLOs are met, you may still see ways to strengthen your program, which you can note in the analysis and action plan.
- Conversely, what gaps in learning do you note? Note in your action plan what your department intends to do to address these gaps. In addition to including a time frame for completion (the "action date"), you also may want to include who will be responsible and where these efforts will take place, such as during departmental meetings.
 - These gaps may help determine topics for discussion. For instance, some faculty who have more success with this competency may be invited to share their instructional strategies and assignments. If the department as a whole is struggling, perhaps faculty can explore why students struggle with this competency, and then seek out resources to help students learn, such as with our [Center for Transformative Teaching and Learning](#) (CTTL), professional organizations, conferences, etc.
 - These gaps also may provide insights about curricular alignment. Do students receive adequate exposure and opportunities to practice this competency within the course? Or more largely, for majors, do students

receive adequate exposure and opportunities to practice while proceeding through the required courses? What may emerge from this discussion is a recommendation or revision of a course sequence, such as which courses are best suited for students beginning the major and which are best for more advanced study. Ideally as students take the courses for the major, they will be introduced (I) to the competency, provided opportunities to practice it (P), and eventually develop mastery (D). Curricular alignment will help ensure that students have sufficient learning opportunities, and as such, may constitute your action plan. (See the [Skyline College SLOAC Framework](#), 24-25 for guidelines, and Appendix M for a template. Improve also has this capability; contact [Karen Wong](#) if your department wants access and a tutorial.)

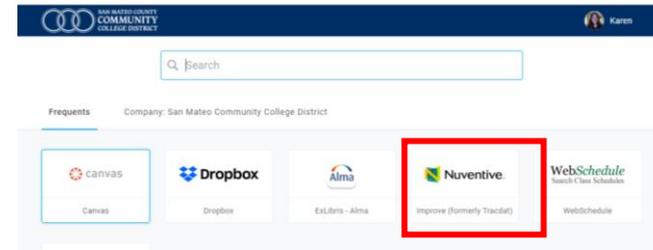
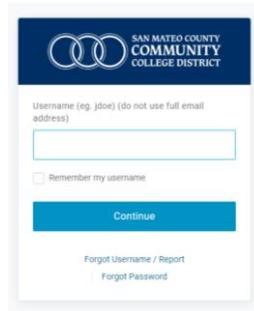
- Note which course level SLOs still need to be assessed. (These SLOs will appear in the report without an assessment method and result.) Overall, have a sufficient number of course level SLOs been assessed to provide insight about the attainment of the PSLO(s)? If not, note which course SLOs need to be assessed in your action plan.
- Do a sufficient number of course SLOs map up to the PSLO? All course level SLOs do not necessarily need to align with a PSLO, but a PSLO should have more than one course level SLO that maps up. Your action plan may be a review and revision of your PSLOs.

Step A: Running a PSLO Report that Shows the Course Level Assessment Results

Step 1:

Log in to Improve:

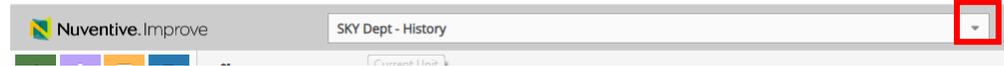
- (a) Use the district single sign-on at <https://smccd.onelogin.com/portal/>, using the first half of your district e-mail address (e.g., wongk) and your usual password, OR
- (b) Access it directly via the button on the [SLOAC Improve](#) page, using the aforementioned user name and password.



Choose Nuventive's Improve (formerly Tracdat)

Step 2:

Access Department by selecting the correct department from the dropdown menu at the top of the page.



Step 3:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Relationship and Assessment: Course Outcomes by PSLOs**.



Step 4:

To run a report that summarizes results for course level SLOs that map up to the PSLOs:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **PSLO Status** and **Course Outcomes Statuses**, and the past six years’ **Reporting Cycle**.

Under **Options**, mark “Show Details” and “Include Course Outcomes with No Results.” The latter information will identify which SLOs need to be assessed ASAP, or at least in the next three-year assessment cycle.

See 4a, 4b, and 4c for additional filter options.

The screenshot shows a report configuration interface with three main sections: Layout, Filter, and Options. Red boxes highlight the following elements:

- Layout:**
 - Format: PDF
 - Report Title: Relationships and Assessment: Course Outcomes by PSLOs
 - Report Logo: Skyline College
- Filter:**
 - PSLO Status: Active
 - Course Outcome Statuses: Active
 - Reporting Cycle: 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012
- Options:**
 - Show Details:
 - Include Course Outcomes with No Results:

Step 4a (Additional Filter Options for Courses or Result Types):

Narrow down which courses appear on the report: For instance, filter for only those courses that have a recommended sequence or those courses that are central to the degree. Choose **Courses Selected**, highlight the courses on the left which you *don't* want on the report, and then click on the single arrow.

Narrow down which courses did not meet the benchmark: Under **Result Types**, choose "Criterion not met."

Narrow down which courses had inconclusive results: Under **Result Types**, choose "Inconclusive." Inconclusive results may suggest that the course needs to be assessed again (perhaps for a longitudinal sample size, if enrollment is small each time it is offered) or that the assessment itself needs to be refined.

The screenshot shows a web-based filter interface. At the top, there is a 'Report Logo' dropdown menu. Below it is a 'Filter' section with several input fields: 'Courses Selected' (highlighted with a red box and showing 'All(14)'), 'PSLO Status', 'Planning Years', 'Course Outcome Statuses', 'Assessment Cycles', and 'Assessment Method Categories'. There are also radio buttons for 'Sort Results' (Ascending and Descending, with Descending selected) and a 'Result Date Between' range selector. Below these is a 'Reporting Cycle' field and a 'Result Types' dropdown menu (highlighted with a red box and showing 'Criterion not met'). At the bottom is an 'Options' section with several checkboxes: 'Show Details' (checked), 'Include Fields With No Data' (unchecked), 'Include PSLOs With No Related Course Outcomes' (unchecked), 'Include Course Outcomes With No Results' (checked), and 'Include Assessment Methods With no Results' (unchecked).

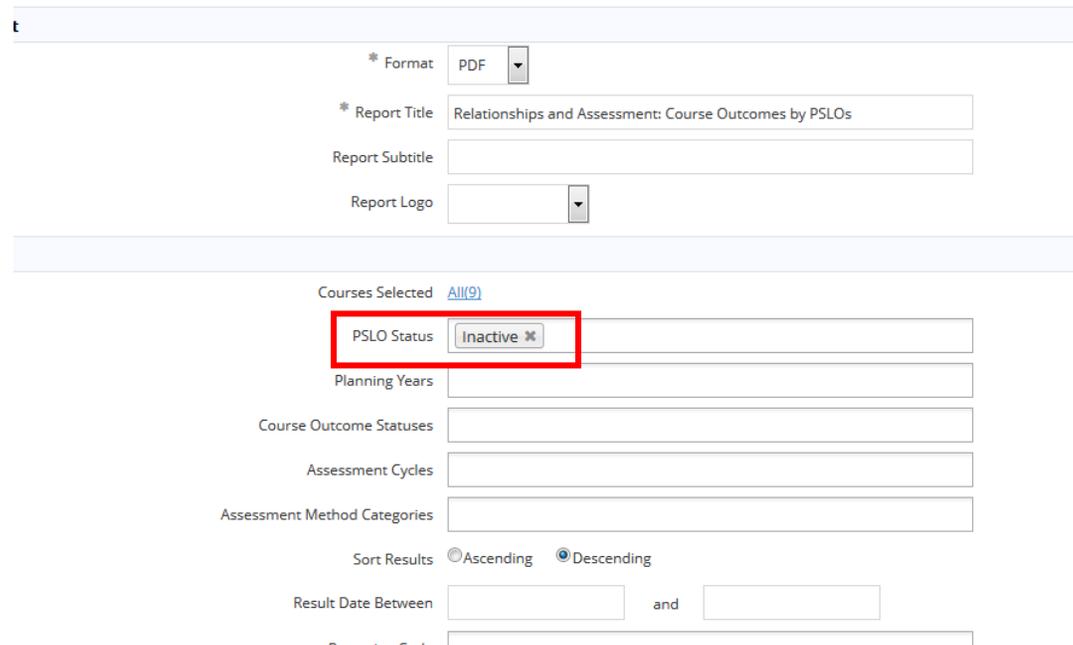
Step 4b (Additional Filter Options for highlighting single PSLOs):

If you want a separate report for each PSLO, temporarily inactivate the PSLO. Under Department Planning, choose **Program Assessment Plan**.

Click the  to the right of the program outcome. Select **Inactive** from the **PSLO Status**

For the **Filter**, choose **“Inactive” PSLO Status**. (See [Step 4](#) for the other filters.)

Once you've run the report, change the **PSLO Status** back to the **Active** status.



The screenshot shows a report generation interface. At the top, there is a light blue header bar. Below it, the following fields are visible:

- * Format: PDF (dropdown menu)
- * Report Title: Relationships and Assessment: Course Outcomes by PSLOs
- Report Subtitle: (empty text box)
- Report Logo: (dropdown menu)

Below these fields is another light blue header bar. Underneath, the following filter options are shown:

- Courses Selected: All(9)
- PSLO Status: Inactive ✖ (This field is highlighted with a red rectangle)
- Planning Years: (empty text box)
- Course Outcome Statuses: (empty text box)
- Assessment Cycles: (empty text box)
- Assessment Method Categories: (empty text box)
- Sort Results: Ascending Descending
- Result Date Between: (empty text box) and (empty text box)

Step 4c (Additional Filter Options for Excluding Results to Ineffective Assessment Methods):

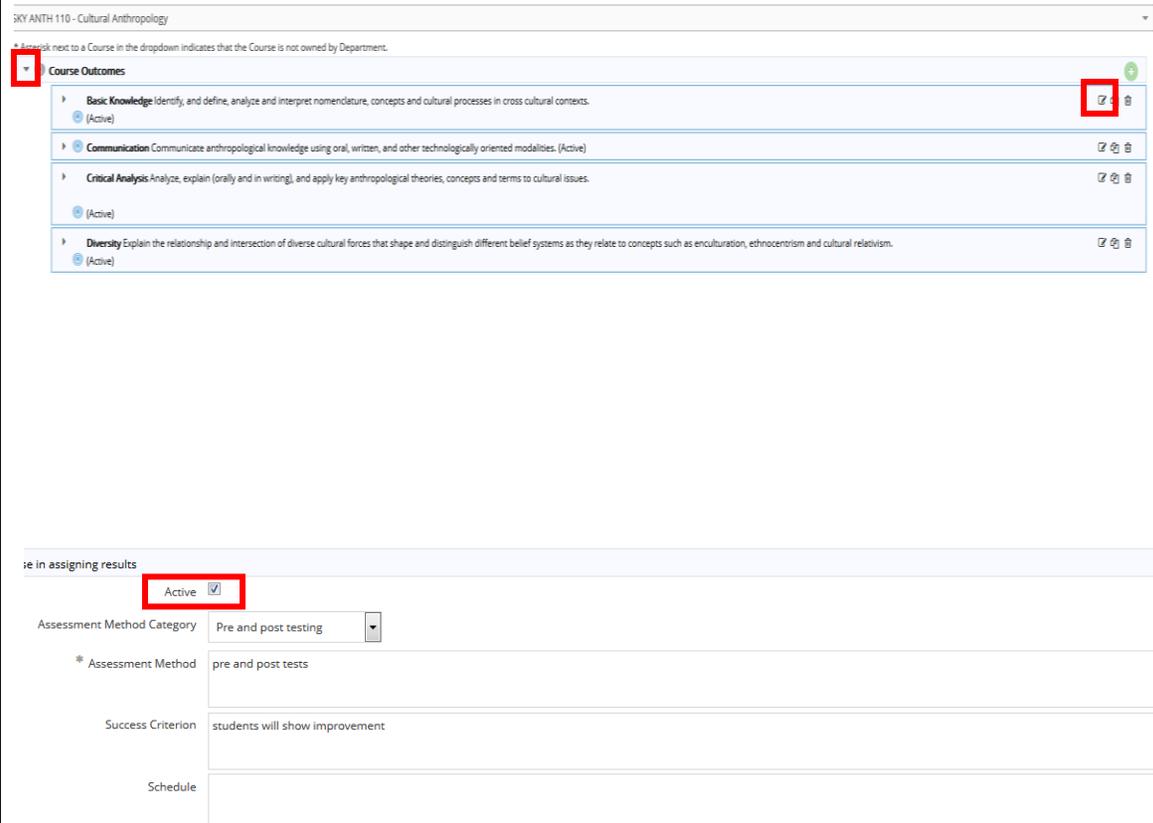
To remove results for course level assessment methods that didn't work well, inactivate them.

Click on the **Course Name** for the appropriate course.

Select the **dropdown** on the SLO and then the Assessment Methods dropdown.

Click the **edit** icon  to update the Assessment Method. Uncheck **Active**.

See [Step 4](#) for the filters. Under Options, the box for "Include Inactive Assessment Methods" should *not* be checked.



SKY ANTH 110 - Cultural Anthropology

A red box next to a Course in the dropdown indicates that the Course is not owned by Department.

Course Outcomes

- Basic Knowledge** Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts. (Active)  
- Communication** Communicate anthropological knowledge using oral, written, and other technologically oriented modalities. (Active)  
- Critical Analysis** Analyze, explain (orally and in writing), and apply key anthropological theories, concepts and terms to cultural issues. (Active)  
- Diversity** Explain the relationship and intersection of diverse cultural forces that shape and distinguish different belief systems as they relate to concepts such as enculturation, ethnocentrism and cultural relativism. (Active)  

is in assigning results

Active

Assessment Method Category: Pre and post testing

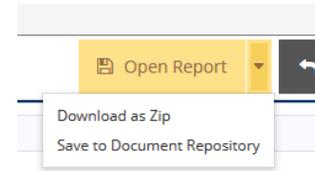
* Assessment Method: pre and post tests

Success Criterion: students will show improvement

Schedule:

Step 5:

Click **Open Report, Download as Zip, or Save in Document Repository** (if you'd like to directly save in an Improve file designated for PSLO reports) in the upper right hand corner.



Step 6:

If you open the report, in the upper right- hand corner, you have options you can exercise:

-  View the report in full-screen format.
-  Print the report.
-  Download the document to save.

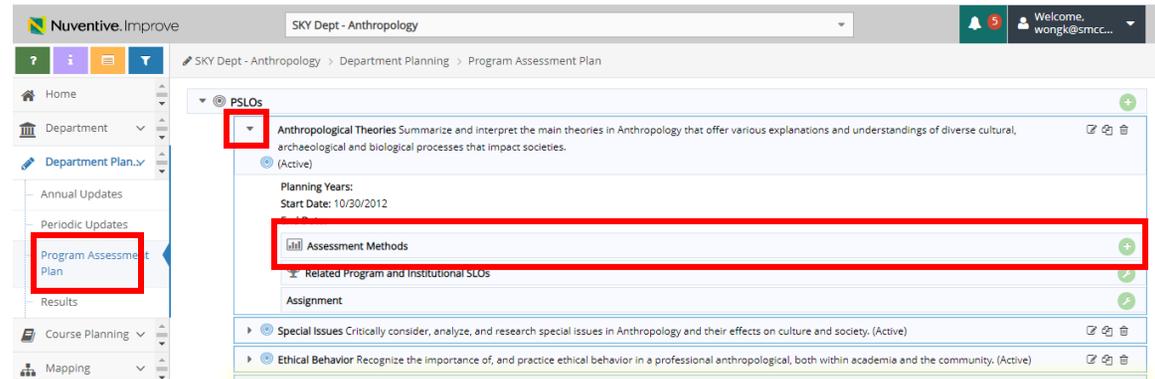


Step C: Inputting your Analysis and Running the Four Column Report

Step 1: Assessment Method

From the options on the left-hand side of the page, click on **Departmental Planning**, and then **Program Assessment Plan**.

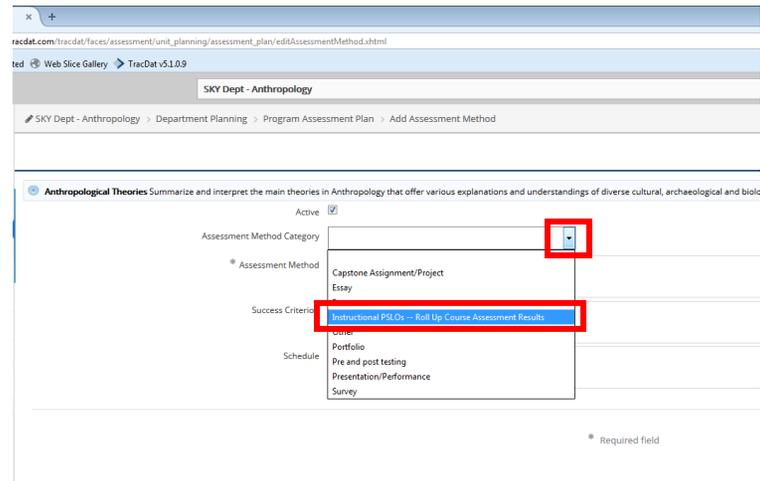
To the right, click on the arrow to the corresponding PSLO. Add an assessment method by clicking on the  to the right of **Assessment Methods**.



Step 2:

From the pull-down menu, choose **Instructional PSLOs—Roll Up Course Assessment Results** (unless you're using a different assessment).

Enter information for the remaining three fields. The success criterion may be a certain percentage of course level results whose criteria are met. The schedule may be the year your department is conducting its Comprehensive Program Review.



Step 3a:

In the upper-right hand corner, choose **Save and Return**.

Step 3b:

To copy the same assessment method to the other PSLOs, choose the middle icon.

Step 3c:

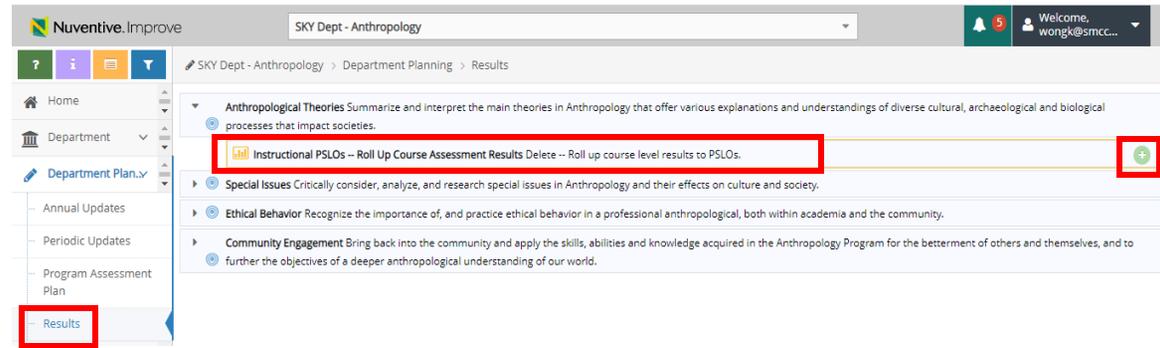
Hold down the ctrl key and left click the remaining PSLOs, and then click on the single arrow. Then **Save**.

The screenshot displays a software interface for managing assessment methods. At the top, there are three buttons: 'Save', 'Save and Return' (highlighted with a red box), and 'Save and Add New'. Below this, a detailed view of an 'Assessment Method' is shown for 'Anthropological Theories'. It includes fields for 'Planning Years' (Start Date: 10/30/2012, End Date:), 'Assessment Methods', and 'Instructional PSLOs - Roll Up Course Assessment Results testing- delete (Active)'. The PSLO details include 'Success Criteria: test', 'Schedule: test', 'Date Added: 02/10/2017', 'Active: Yes', 'Related Documents', and 'Assignment'. A red box highlights a middle icon in the PSLO list. The bottom part of the screenshot shows a navigation bar with 'SKY Dept - Anthropology' and a breadcrumb trail: 'SKY Dept - Anthropology > Department Planning > Program Assessment Plan > Copy Assessment Method'. A 'Save' button is highlighted with a red box. Below the navigation bar, there are two panels: 'Showing all 4' and 'Empty list'. The 'Showing all 4' panel contains a list of PSLOs: 'Community Engagement', 'Ethical Behavior', and 'Special Issues', with a red box highlighting the first two. A red box also highlights a middle arrow icon in the list header.

Step 4: Analysis

From the options on the left-hand side of the page, click on **Departmental Planning**, and then **Results**.

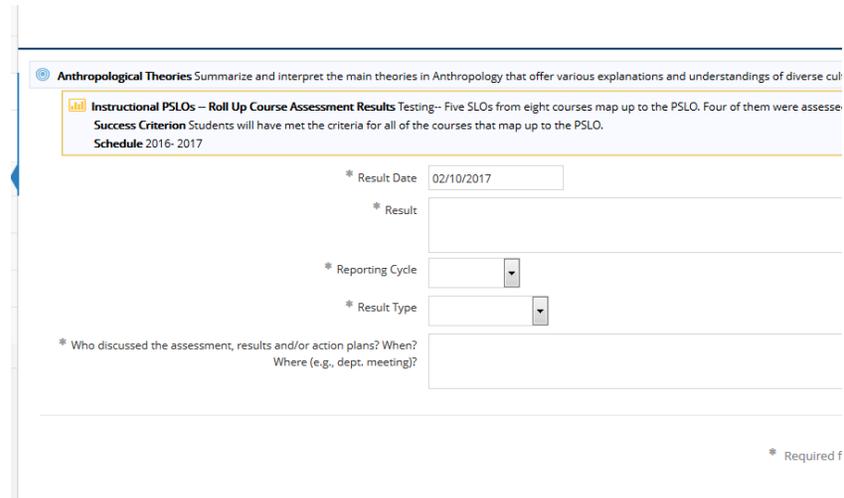
Click on the arrow to the corresponding PSLO. Add a result by clicking on the  to the right of the corresponding assessment method.



Step 5:

Fill in the assessment **Result**, **Reporting Cycle** (academic year the PSLO was assessed), **Result Type**, and **Who Discussed the Results** et. al.

Your Assessment Results will be your responses to [Step B](#).

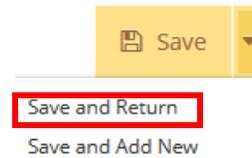


The screenshot shows the 'Add Result' form for the 'Instructional PSLOs' assessment method. The form includes the following fields:

- Result Date:** 02/10/2017
- Result:** (empty text field)
- Reporting Cycle:** (dropdown menu)
- Result Type:** (dropdown menu)
- Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting?):** (empty text field)

A red asterisk indicates that the 'Result' field is required. A legend at the bottom right shows '* Required f'.

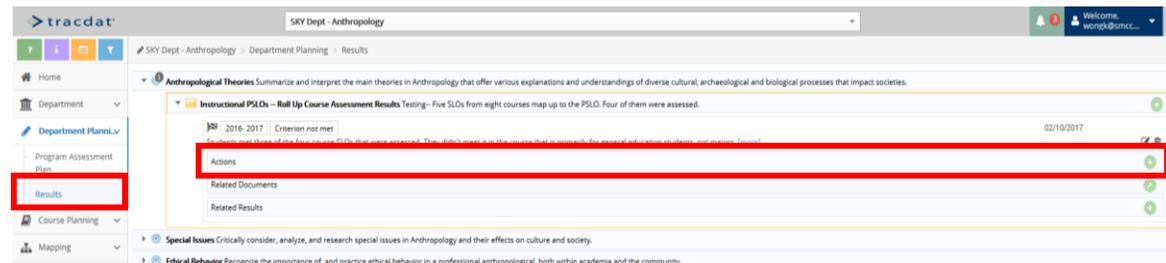
Step 6:
Click **Save and Return** in the upper right-hand corner of the screen.



Step 7a:
Enter an Action plan by clicking on the  to the right of **Actions**.

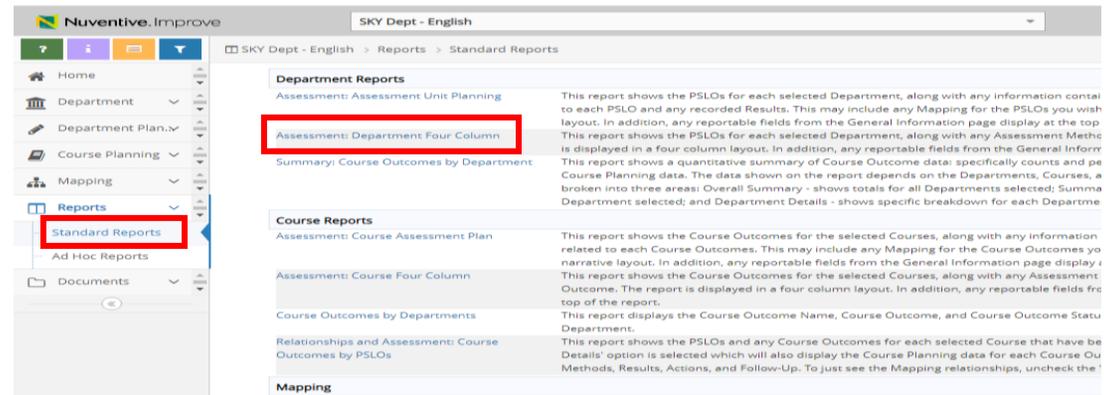
Step 7b:
Enter the date the action will take place by **(Action Date)**, the **Action** to be completed and **Action Plan Category** (optional).

Step 7c:
Click **Save and Return**.



Step 8: Report

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Assessment: Department Four Column** (under Department Reports).



Step 9:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **PSLO Status** and this academic year for the **Reporting Cycle**.

For the **Options**, choose **Include PSLO with no Results**.

The screenshot shows a report configuration interface with three main sections: Layout, Filter, and Options. In the Layout section, the Format is set to PDF, the Report Title is 'Assessment: Department Four Column', and the Report Logo is Skyline College. In the Filter section, the PSLO Status is set to Active and the Reporting Cycle is 2016-2017. In the Options section, the checkbox for 'Include PSLO with no Results' is checked. Other options like 'Include Assessment Methods with no Results', 'Include Inactive Assessment Methods', 'Include Fields With No Data', and 'Include Annual Updates' are unchecked.

Step 10:

Click **Open Report**, **Download as Zip**, or **Save in Document Repository** (if you'd like to directly save in an improve file designated for PSLO or CPR reports) in the upper right hand corner. Upload this report to your CPR/ SPOL.

