Plan/Report for Learning Improvement Instructions

All Plan/Reports for Learning Improvement are located in AEFIS. AEFIS can be accessed by visiting <https://wcc.aefis.net/> . AEFIS can also be accessed via mywcc, navigating to the faculty tab, and then navigating to the Quick Links tab.



Completing the Plan for Learning Improvement

1. Login to AEFIS using the methods listed above.
2. Once logged in, navigate to the Action Items sidebar.
3. Click on the blue edit button next to the form you wish to complete.
4. Complete Steps 1-3 of this form.
	1. Each step of the form contains a rubric. This rubric is to serve as a guide for you in completing the Plan. An Outcomes Advisory Council member will provide feedback using these rubrics once the data has been collected.

**STEP 1**

Plan-Outcomes: Prepare for Assessment

1. Course Outline review for ICCB
2. For this question, please download your course outline from CurricUNET. For more information on how to access CurricUNET please visit <https://facultydae-edit.waubonsee.edu/development/curriculum-policies-and-procedures>

3. Course Outcomes

* 1. Outcomes should populate from AEFIS. If outcomes need to be updated, please notify the kgorski@waubonsee.edu.
	2. If your discipline/program has National Disciplinary Standards that are followed, please indicate whether the course outcomes are aligned with those standards. If you require assistance in incorporating these standards into outcomes, please contact kgorski@waubonsee.edu.
1. Program Outcomes
	1. In this question, please list the program outcome or discipline goal that aligns with the course you are assessing.
2. College Learning Outcomes
	1. Using the Course Outline, please indicate which College Learning Outcomes align with the course. If these College Learning Outcomes need to be updated, please reach out to Instructional Services. For more information on College Outcomes visit <https://facultydae-edit.waubonsee.edu/instruction/assessment/college-learning-outcomes>

**STEP 2**

Plan- Assessment Artifact(s)/Measure(s)/Target(s)

Use this chart and enter your assessment artifact, the measure you will be using, and the target you aim to achieve.

**Outcomes**

The outcomes from above will be auto-populated from the course that you indicated needed to be assessed. If these outcomes need updating, then please reach out to kgorski@waubonsee.edu.

**Assessment Artifact(s)/Measure(s)**

This is what you will be using to conduct your assessment. Please be sure to have assessment artifact(s)/measure(s) that collect data for all outcomes. This can be completed using one artifact, or multiple. Some examples include:

* A research paper being assessed using a rubric
* Common Multiple Choice questions assessed across sections of a course
* A speech assessed using a rubric

An assessment artifact can be used for all outcomes if question (s) or criteria are aligned to all outcomes. To attach a rubric or assessment artifact to this form, navigate to “Manage Artifacts” which appears next to the “Exit Form” button at the top right of the screen. Navigate to “+Add Documents” at the bottom of this menu, and attach an artifact.

**Target(s)**

This is your goal, so what you are expecting your students to achieve. For example, a target could read, “70% of students will achieve a 3 or higher on the rubric criteria”. This target should be rigorous, but attainable. This target can be the same for all assessment artifacts, but should be reflective of the assessment.

**STEP 3**

Do- Implementation Process and Timeline: Prepare for Assessment

1. The assessment artifact will be administered:
	1. Please indicate which semester(s) this course will run
2. Faculty Members responsible for the coordination of completed
	1. Please indicate which faculty members will be conducting the assessment or who will be coordinating the completion of this report.

After Step 3, you will submit the Plan for Learning Improvement using the “I’m finished, submit” button. These forms are auto-saved as they are completed, so you are able to work on a portion of the form and return to it later. To complete this, please use the “Continue Later” button.

Following the submission of the plan, please collect the data for these courses. Once the data has been collected, it will be completed in the Report for Learning Improvement.

Completing the Report for Learning Improvement

Once the data has been collected for the assessment, it will be reported using the Report for Learning Improvement.



Completing the Report for Learning Improvement

1. Login to AEFIS using the methods listed above.
2. Once logged in, navigate to the Action Items sidebar.
3. Click on the blue edit button next to the form you wish to complete.
4. Complete Steps 4-5 of this form.
	1. Each step of the form contains a rubric. This rubric is to serve as a guide for you in completing the Plan. An Outcomes Advisory Council member will provide feedback using these rubrics once the data has been collected.

**STEP 4**

Check-Results: After the Assessment

1. Summarize the results
	1. In this step, please summarize the results of your assessment. It is best to report your results in the aggregate. There are guidelines that can be accessed using the link “How to Collect & Summarize Results”.
2. Additional information
	1. In this question, please include any additional information you wish to include in this report. This could be qualitative data, or observations gathered over the semester.
3. Assessment Process
	1. In this step, reflect on the Assessment process itself. What went well in collecting the data? What could be improved in the collection of data? Is there anything related to how the assessment was administered you would do differently?
4. Faculty were collectively involved in the evaluation of the assessment data.
	1. In this Yes/No question please indicate whether all faculty in the discipline/program were involved in analyzing the assessment data.

**STEP 5**

ACT- Using Results to Improve Student Learning (Action Plan): After the Assessment

1. Are you planning on making any changes to the course?
	1. Please indicate if you are planning on making any changes to the course as a result of the assessment data? If so, please indicate that here. If your assessment data confirmed that what you are teaching students is working, that is also assessment, and you do not need to make any changes to your course.
2. When are you planning on reassessing the course after changes are made?
	1. As part of closing the loop in assessment, re-assessment happens to ensure that the changes made to the course were effective. Please indicate when you plan to re-assess the course assessed in this report.

Next Steps:

Please choose the correct use of assessment using the checkboxes.

After completing this step, you will submit the Report for Learning Improvement using the “I’m finished, submit” button. These forms are auto-saved as they are completed, so you are able to work on a portion of the form and return to it later. To complete this, please use the “Continue Later” button.

If you have any questions, or need any assistance in completing the forms, please reach out to kgorski@waubonsee.edu.