## (Plan)for Learning Improvement 20-21 Instructions
Step-by-Step...

All Plan/Reports for Learning Improvement are 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.
   a. 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.
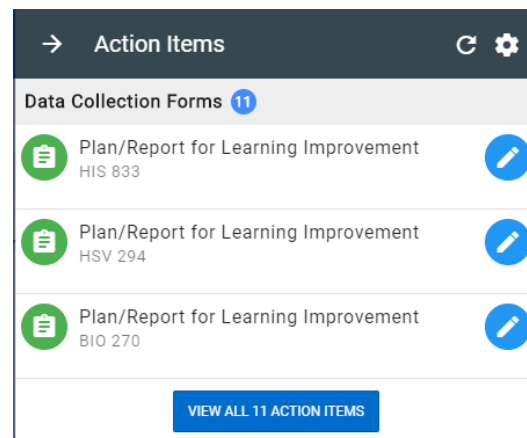
Note: Plans to be completed fall 2020 will be in the Course Coordinator Submit stage in AEFIS
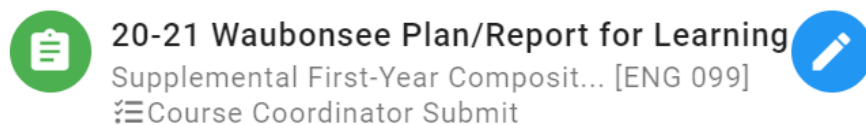
All faculty are called "Course Coordinators" in AEFIS language.
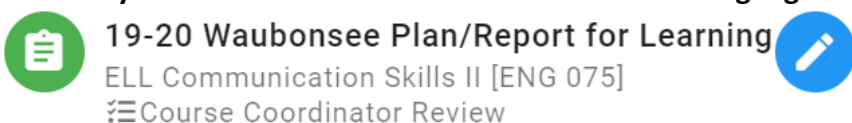
Last years plans that need Report completed are in the Course Coordinator Review stage. They are dated 19-20.

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
  a. Outcomes should populate from AEFIS. If outcomes need to be updated, please notify the kgorski@waubonsee.edu.
  b. If your discipline/program has National Disciplinary Standards that are followed, please indicate whether the course outcomes are aligned with those standards. If you would like some assistance in incorporating these standards into outcomes, please contact kgorski@waubonsee.edu.
3. Program Outcomes
  a. In this question, please list the program outcome or discipline goal that aligns with the course you are assessing.
4. College Learning Outcomes
  a. Using the Course Outline from CurricUNET, 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:
    a. Please indicate which semester(s) this course will run
2. Faculty Members responsible for the coordination of completed
    a. 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 please assess your courses according to your plan. You will report your results next fall

Once the data has been collected, reviewed and action plans created, you can reflect upon your results in the Report for Learning Improvement Fall 2021. Next fall, this plan will be in your action items with additional steps to check your results and indicate how you will be using them for learning improvement.

Questions? We are here to help:

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