College of Graduate Studies and Adult Education

Assessment Flowchart

1. Program directors match individual program outcomes with program courses that provide evidence of those outcomes. Assignments are designated as assessment artifacts.
2. Using a matrix with program outcomes listed vertically on the left and courses listed horizontally above, at the intersection of outcome and course, the artifact is named with the intent of program assessment for said outcome in that course.
3. Courses are 8 weeks in duration and are delivered in online, hybrid, and face-to-face modalities. The assessment cycle consists of three terms that couples two 8-week sessions: spring, summer, and fall.
4. At the end of each spring, summer, and fall term, a random sample of graded artifacts goes to program directors for the scoring of those artifacts for program assessment.
5. The data from program assessment scoring is sent back to program directors to be place on the Program Assessment Matrix.
6. Prior to the data placement on the Program Assessment Matrix, program directors are to estimate a mean score for each program outcome per artifact.
7. Program directors meet with the Assessment Coordinator to review data placement on the Program Assessment Matrix.
8. Having placed the scoring data on the Program Assessment Matrix, program directors compare their estimation with the data and make comments to the similarity or differences.
9. Program directors align the data per outcome, per artifact, and per course on the Program Assessment Matrix and then address the similarity or differences between the initial estimated mean and the actual mean. This information is located at the end of the matrix.
10. In that same section at the end of the Program Assessment Matrix, program directors create a narrative to address the findings stated in the matrix. This information may include: curricular additions, deletions, or internal changes; rearrangement of specific outcomes on artifacts; other relevant responses to findings; and budget implications related to findings (e.g., course rewrites, course additions, course deletions, etc.).
11. Program Directors discuss the revised Program Assessment Matrix with both the CGSAE Accreditation and Assessment Coordinator and the CGSAE Dean.
12. An updated copy of each matrix is stored with the Assessment Coordinator.