PLANNING AND SELF-STUDY GUIDE

FOR NON-ACADEMIC UNITS

The University of South Alabama is transitioning to Watermark's new assessment management platform,
y (P&SS). There are some differences between the two platforms, but the University's assessment framework remains the same:

Specify measures and criteria/targets

Collect and analyze results

Identify action and follow-up

Nuventive and P&SS Comparison

Nuventive

Frequently Used Icons

The checkmark icon is used to save your information.

The X icon cancels any action taken; your entered information will not be saved.

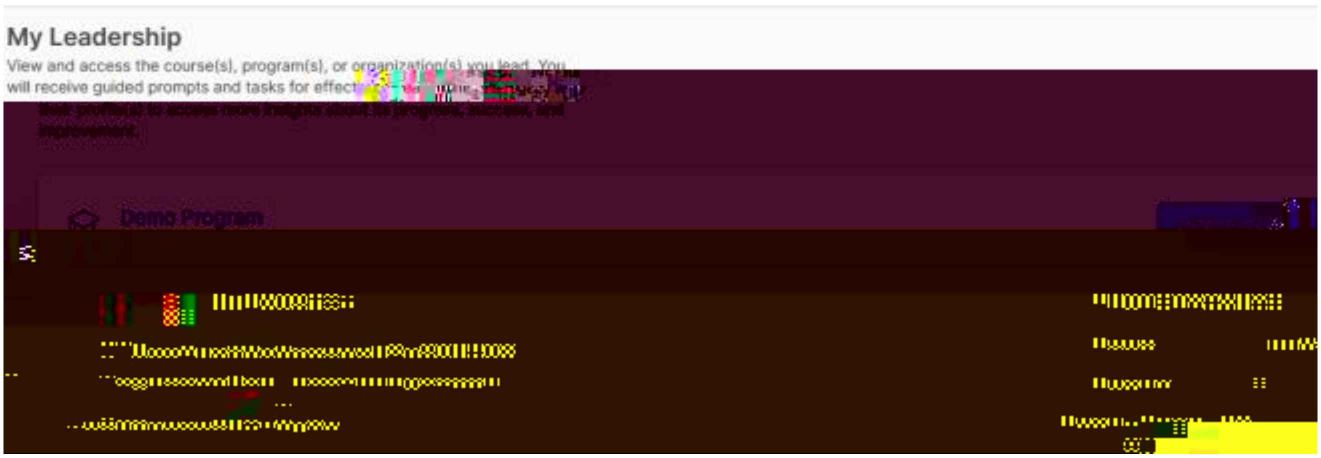
The pencil icon is used to edit content.

Home Page Navigation

When you log into P&SS, you will see your Home page, which:

- Displays each academic Department that has you as a lead contributor.
- May contain multiple dashboards if you are associated with more than one department.
- Provides easy access to specific content, such as assessment and action plan data.

Each dashboard includes:



1. Department name(s) and names of leads (individuals with permission to enter information)
2. Assessment and action plans in progress are noted as Projects in Progress.
3. Once you have entered the outcome and results information, a dashboard will be generated to display the status of the outcomes for that particular plan.
4. Profile Progress functions as a dashboard within P&SS, offering direct links to specific areas. As more information is entered, the dashboard will change to reflect the updates.

    Mission

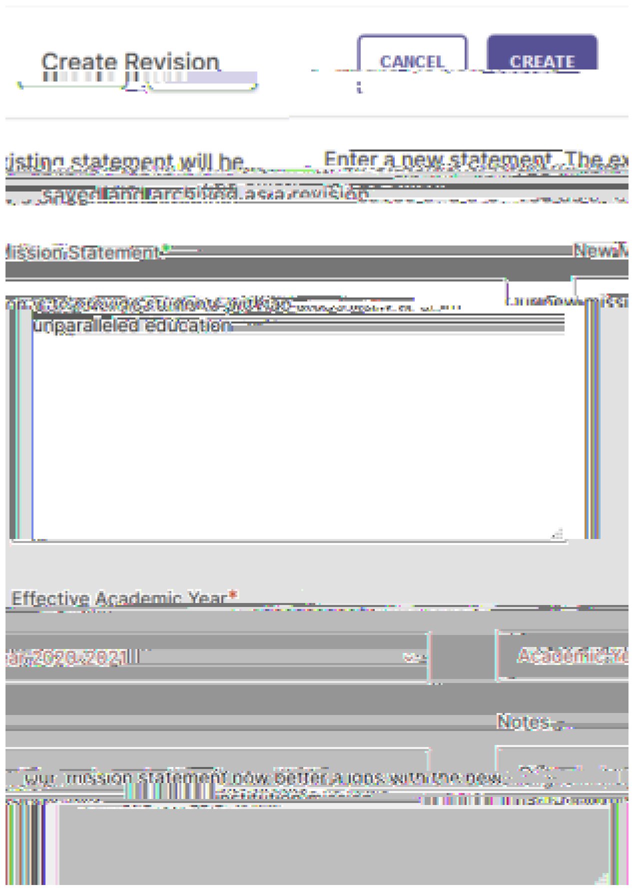
    Outcomes (the Department’s current number of outcomes is shown)

5. Click the Enter Department to review and update information.

Revising Mission Statement

Revise is used to replace an existing mission statement. If you revise an existing mission statement, older versions will be archived for reference; therefore, a history of your Department's mission statement is maintained.

When you select the Revise option, a panel will open on the right side of your screen to enter information about the new mission statement.



1. The first area is the New Mission Statement text box, where you will enter the d versions wilatement.

Creating a New Outcome

After clicking Create New Outcome, the following pop-up window will appear.

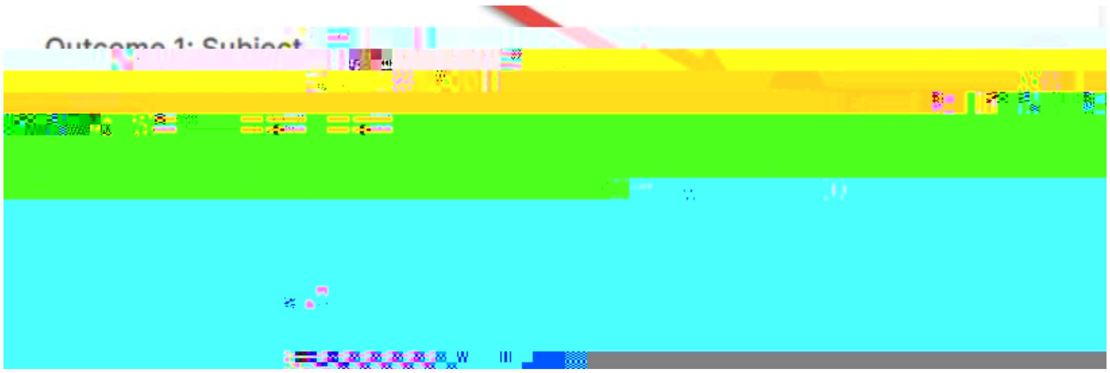
1. Outcome Title: Provide a concise descriptor for the outcome with no more than seventy (70) characters. For example: If the outcome is “Community Connections: Students will establish meaningful connections to engage with their campus community” the title may be “Community Connections.”
2. Outcome Description: Enter the entire outcome statement. Although the system has this as optional, you MUST include the entire outcome statement.
3. Click on Create to save your new outcome.

Important: When you are done entering details for the outcome, be sure to click Save & Close in the top right-hand corner, or all information will be lost.

Editing, Revising, Archiving, or Deleting an Outcome

To adjust one or more outcomes listed, use the more options icon to the right of the outcome you want to modify. You will see four options – Edit, Revise, Archive, and Delete. Note, if any data are previously entered for an outcome, you will NOT see the delete option.

Edit an Outcome



1. Select the Effective Academic Year that the revised outcome would be operational.
2. Enter the revised Outcome Title.
3. Enter the revised Outcome Description.
4. Select or enter the revised tag, if applicable.
5. Click on ‘Update’ to save the revised version. If you select cancel, all of the work entered will not save.

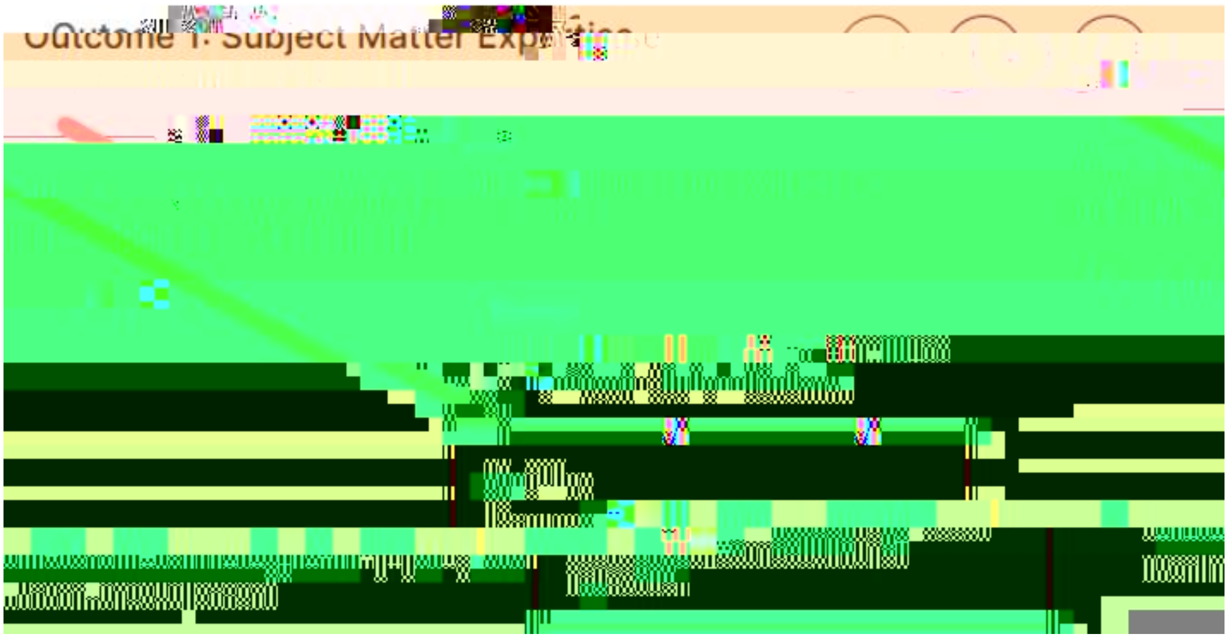
Revise an Outcome

The Revise option is used to make more significant changes. Those changes are recorded in the history of the outcome. When you select the Revise option, the system will open the following side panel to create your revision.

1. Select the Effective Academic Year that the revised outcome would be operational.
2. Enter the revised Outcome Title.
3. Enter the revised Outcome Description [0.292 g0 G[(O)3(ut)-5(c)-5(o)-3(me T)-3(it)(le.)]TJETQ Q0 8TT1 5[(3.)]8(c)(r

Archive an Outcome

Use Archive to retire an outcome. This will permanently remove the outcome from the outcome set and will no longer be included in future assessments and action plans. However, prior data associated with that outcome will be preserved. Note when you select Archive, a pop-up window will prompt you to document reasons for archiving the outcome. Click Archive or Cancel to go back to the Manage Outcomes page.



Delete an Outcome

Delete permanently removes the outcome from the system. If any data has been previously entered for an outcome, you will NOT see this option.

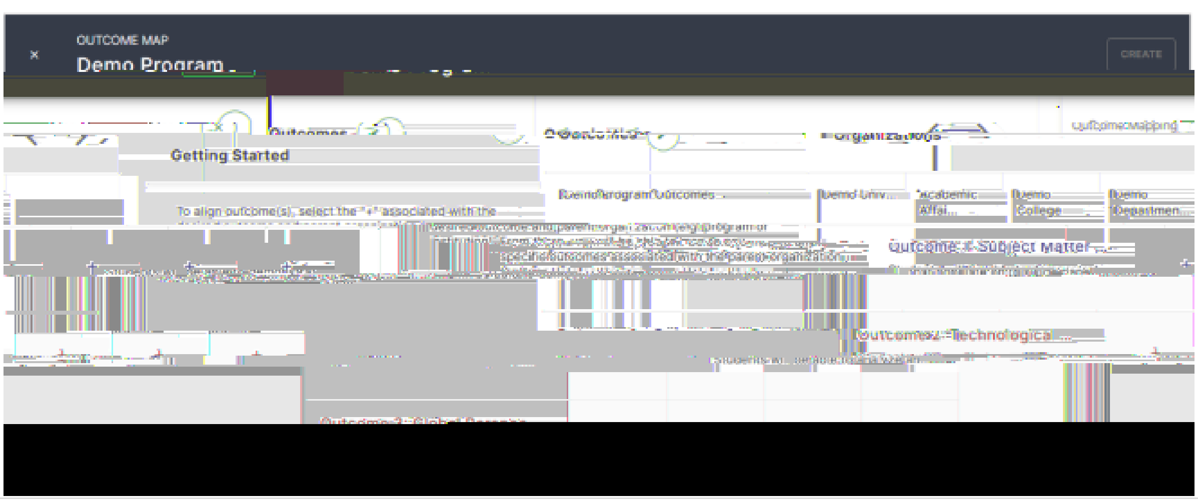
Create/Update an Outcome Map

If your organization has entered outcomes in Planning & Self-Study, you can map those outcomes to outcomes created by organizations above yours in your institutional hierarchy, to demonstrate alignment across different levels at an institution. For example, this function allows you to map the outcomes of your program or department to the University of South Alabama's Strategic Plan priorities.

Navigation from the Home Page

1. To begin, first locate your program dashboard from your home page and click Enter Program on the right to navigate to your organization profile.
2. From the organization profile, click the Program Information tab in the navigation toolbar.
3. From the Information tab, scroll down to your Outcomes area, and click the Edit Outcome Map button to the right.

4. You will be taken to the outcomes mapping matrix for that organization.

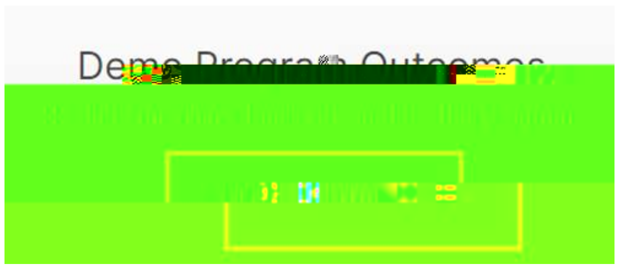


5. Your organization's outcome set is located on the left-hand side of this matrix, listing the outcomes within it from top to bottom. If you g/TT1 12 Tf454.99 720.34 Td[(t)-3 (r)-4 (i)11 5

Entering 1 1 1 1 1 1 1

The following section shows how to enter information for the department's assessment and action plan.

1. From the Home page, select the current assessment and action plan under Projects in Progress (e.g., 2020-21 Assessment and Action Plan). On the next screen, click the Select Outcomes button to indicate which outcomes your department is assessing.



Selecting Outcomes for the Assessment and Action Plan

Adding Measures for Learning/Success Outcomes

Learning outcomes are examined using two or more measures, at least one of which is direct (e.g., student papers, projects, exams, and performances). Students demonstrate their learning through these direct measures often embedded in the course. Indirect measures supplement the information gathered through direct measures. An indirect measure may ask students or alumni to share their perceptions of their gains in knowledge and skills and/or experiences in the Department. Indirect measures can also include other indicators about the Department, such as retention and graduation rates, and graduate school or employment placement.

Leads are also able to enter success outcomes. Examples of direct measures for success outcomes may include average time, counts, money raised, number of applications, project, and total time. Instances of indirect measures used to gauge successful outcomes encompass student perspectives obtained through focus groups, interviews, and surveys.

1 & existing operational outcomes/objectives are listed under the Success Outcomes tab.

In P&SS, each measure, as well as the results and analysis for (ser)wedTm/Tm0 [GSf1 0 0 and)3(anal)3(y)-3(s)

Analyzing the Results of a Measure

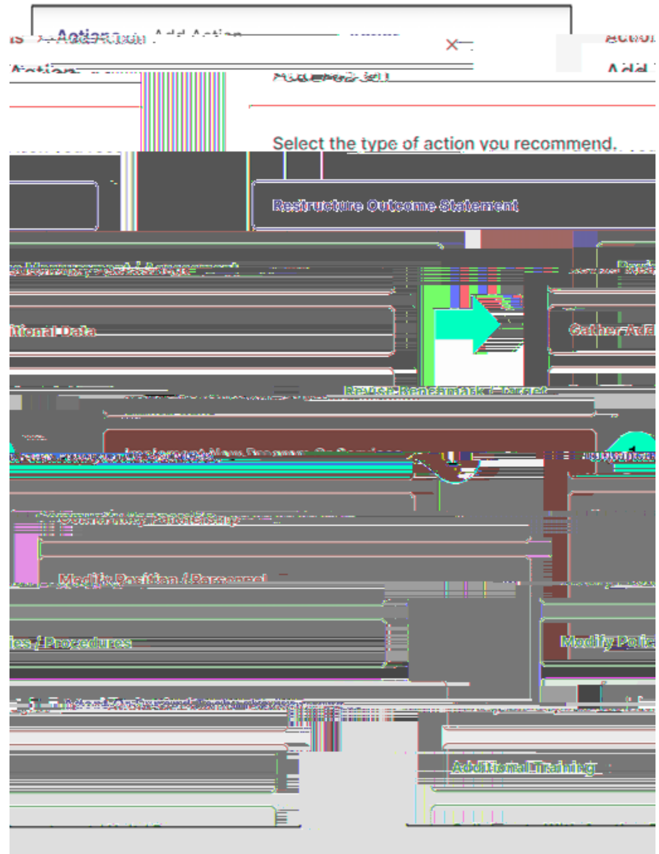
Now that you have entered the results, it is time to document the faculty's analysis in the Findings section.

1. First, select the Measure Status. Click on the drop-down and select Met or Not Met to indicate whether the target/criterion was achieved.
2. In the text box, provide the Analysis or interpretation of the results.
3. You may create a specific measure-related action by clicking Add New Action. Note actions can be added for any measure, as well as for the Department-level outcome.
4. The Past Findings button can view and refer to past results, findings, and actions associated with the measure. Note if you just added a new measure, there will not be any past findings associated with that measure.
5. Click Save & Close

Analyzing the Outcome

1. After entering results and analysis for each measure, click Analyze Outcome to provide an

Adding Actions



The assessment process fosters action. Based on the analysis and interpretation of results, the following questions should be considered:

- What actions, if any, should the department take to improve student learning, department operations, and/or the assessment process?

Focus on one or two action items each year and decide when the action will be implemented and who will be responsible for follow-up. After implementing the action, reassess the outcome to determine the effectiveness of the action. Certain action items may be long-term, with results reported in subsequent years.

1. Select the type of action based on the findings. If you cannot find the type of action from the list, select Other and describe the action type.
2. After selecting the action type, add the Action Description (required), where you will describe the action in detail.
3. Identify the Recommended Due Date for the action.
4. Click Create Action.

Tracking Actions

1. To track all actions from the Actions dashboard, return to the Home page and click Enter Department. From the Department dashboard, click on the ACTIONS tab.
2. The dashboard will show the complete list of actions, their due dates, assessment period, and status.
3. Update the status by clicking on the action's hyperlink. This will open a new window to change the status of the action.

Changing Action Status

Reviewing and Submitting the Assessment and Action Plan

1. To review and submit your assessment and action plan, click on the Review and Submit button in the top right-hand corner of the screen. This will prompt you to a new screen where you can review the information entered for each outcome included in the current year's plan.