



DATE: 3 February 2020
TO: **Clemson University Assessment Users**
FROM: Office for Institutional Assessment
RE: Announcements & Updates to Campus Labs Planning Module

Hello everyone,

I hope this finds you well! We are pleased to report that the Campus Labs Planning Module is now open again for business and ready for the 2019/2020 cycle. I apologize for the length of this note, but I want to share with you the updates made. I have concluded this message on how this affects folks who have *not* completed their 2018/19 plan as of yet (see the “Impact on 2018/19 Measure & Result and Results (2018/19) items” section). With that said:

The following information has been migrated from the 2018/19 AY into the 2019/2020 AY:

1. All identifiers, name/theme, and descriptions for the following plan item templates
 - a. Mission Statement
 - b. Goals
 - c. Student Learning Outcome(s) (SLO)
 - d. Measure & Result (Measure information only, as Results need to be updated on an annual basis)
2. Student Learning Outcomes
 - a. Bloom's Taxonomy categories
3. For the Measure & Result template, the following have been migrated as well
 - a. Method of Collection
 - b. Measure Type
 - c. Frequency of Measure
 - d. Desired Level of Learning
 - e. Rubric document upload

New Templates

1. Other Outcomes
 - a. Starting with the 2019/2020 cycle, any outcome that is not an SLO should be added as an "Other Outcome"
 - b. Our office converted ALL outcomes from 2018/19 designated as "Administrative" to Other Outcomes in the 2019/2020 plan, including any relationships established between items. No further action is needed (unless an administrative outcome was accidentally marked as an SLO, in which case you are more than welcome to reach out to us for assistance in converting them).
2. Results Driven Action
 - a. This new template is to provide space for programs to identify specific actions discussed, planned, or implemented as a result of your annual assessment effort around a specific outcome.
 - b. More instructions/clarity will be forthcoming regarding this plan item



Other Update Notes

1. Permissions were updated for all users.
 - a. Among the permissions changes, all users were assigned as a Contributor for the Result (2018/19) plan item so they can continue to see and edit 2018/19 Results if they already added a template
2. Any new academic programs approved during the 2018/19 AY were added.
 - a. We also added a Mission Statement plan item, as well as the outcomes listed in their proposal to CHE to get them started
 - b. In the future, we will be adding new programs as they are approved, in addition to the Mission Statement and outcomes as identified in the proposal.
3. Instructions for many of the fields throughout the Annual Assessment plan were updated with the intention of providing more clarity. Please feel free to review and let us know if you have any feedback.
 - a. There will be additional Annual Assessment Planning guides with the intention of providing definitions as well as guidance towards completion.
4. We are in the process of updating our website over the next several months
 - a. For now, we have included a note similar to above outlining the updates, as well as a brief outline of what constitutes a completed plan for OIA. We will specifically note in which we defer to college/division/accreditation guidelines where applicable.
5. We will be starting trainings up again soon, likely early March once we get the primary resources up and running

Impact on 2018/19 Measure & Result and Results (2018/19) items

1. When reviewing Measure & Results items from the 2018/19 cycle, please be aware empty fields may appear because of the merging with the Result (2018/19) template
2. If you started and are still working in Result (2018/19) you already added, contact us (assessment@clermson.edu) to work with you on the best way to finish your plan, as each unit may need a different approach
3. If you still need to start your 2018/19 plan or already started but did not add any Results (2018/19), you should follow the 2019/2020 instructions

Lastly, please be aware that this *entire* process (aside from the initial migration) has been done manually, so we expect there to be an occasional error despite our best efforts. I know I mentioned this a few times, but please do not hesitate to send someone our direction if they need assistance. Thank you all for your help and work over the past year!

Sincerely yours,

Rob Essaf

Project Manager

Institutional Effectiveness