



ANNUAL ASSESSMENT & IMPROVEMENT PROCESS:  
PHASE II: CONTINUOUS IMPROVEMENT  
AND CLOSING THE LOOP



# OPAR Personnel Changes

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Dr. Eric Duke, School of Arts and Sciences Assessment Liaison

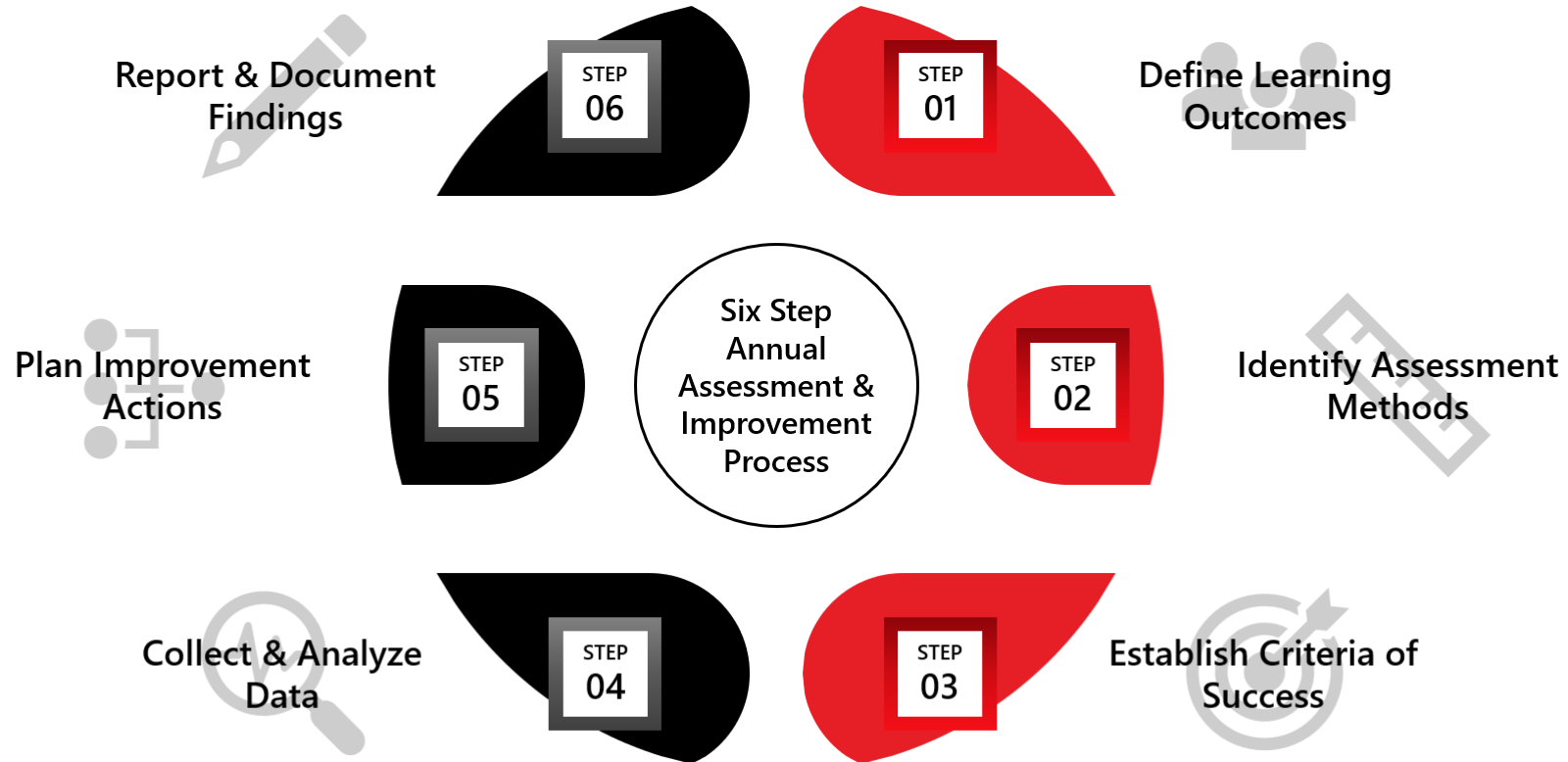
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# The Six Step "Loop"





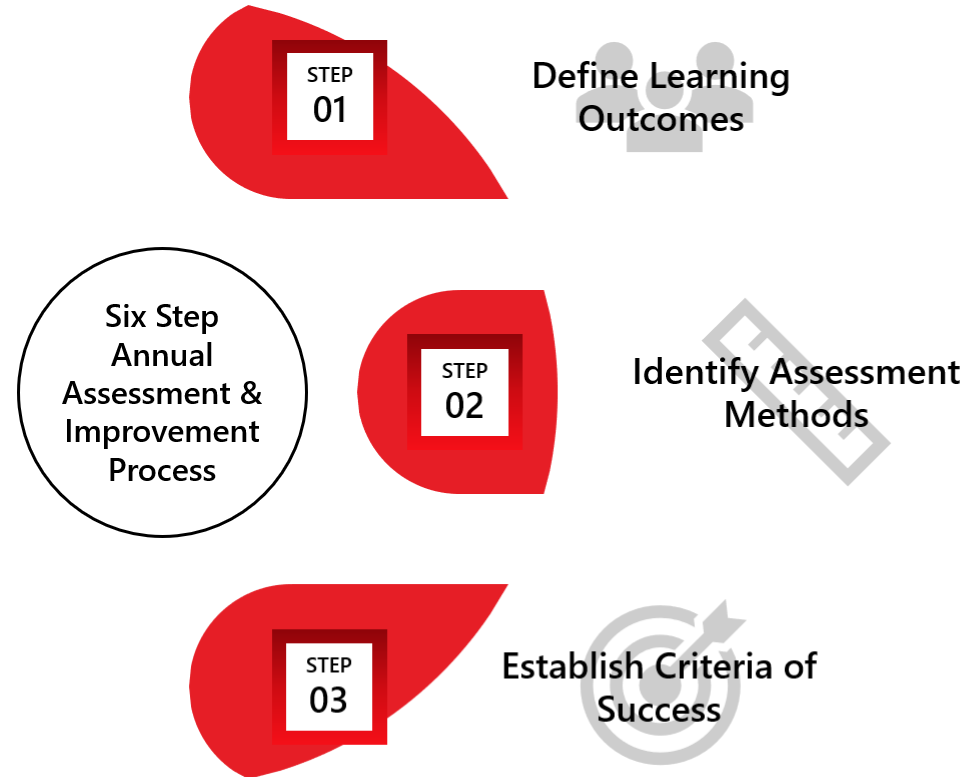
# The Six Step "Loop"

## PHASE I: Planning Phase

Step 01: Define Learning Outcomes

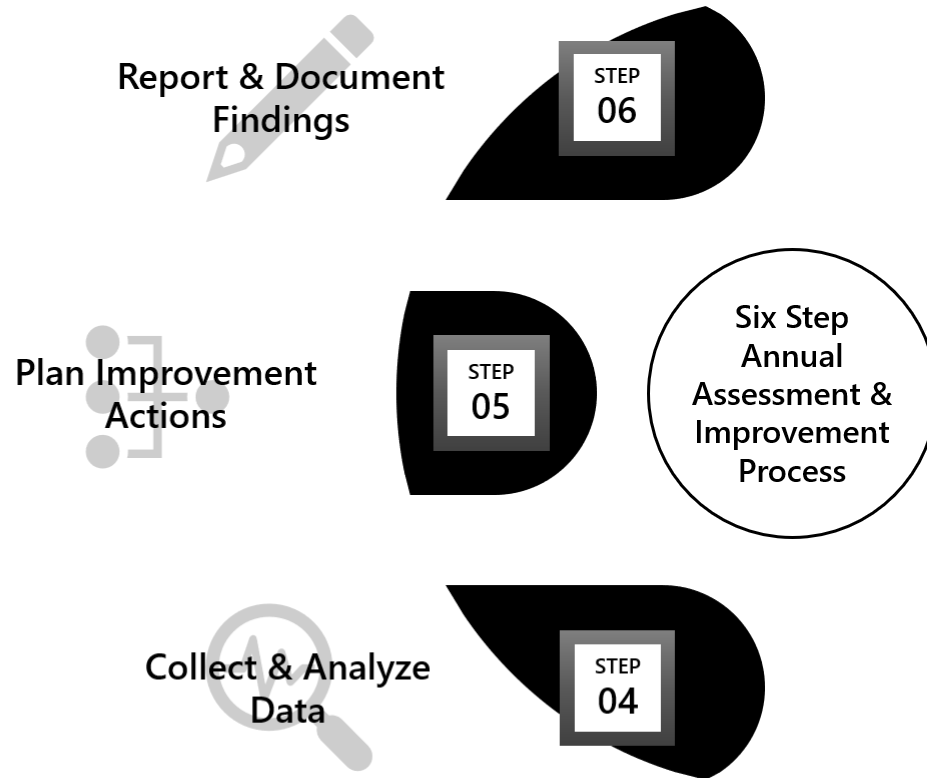
Step 02: Identify Assessment Methods

Step 03: Establish Criteria of Success





## The Six Step "Loop"



### PHASE II: Review Phase

Step 06: Report & Document Findings

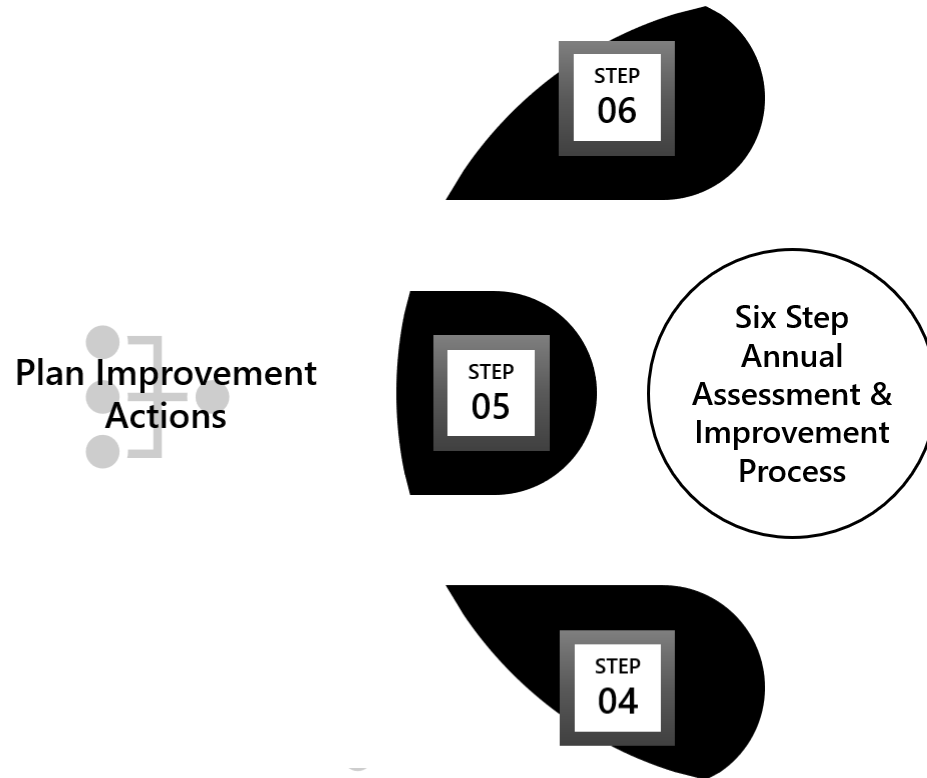
Step 05: Plan Improvement Actions

Step 04: Collect & Analyze Data



## The Six Step "Loop"

### PHASE II: Review Phase



Step 06: Report & Document Findings

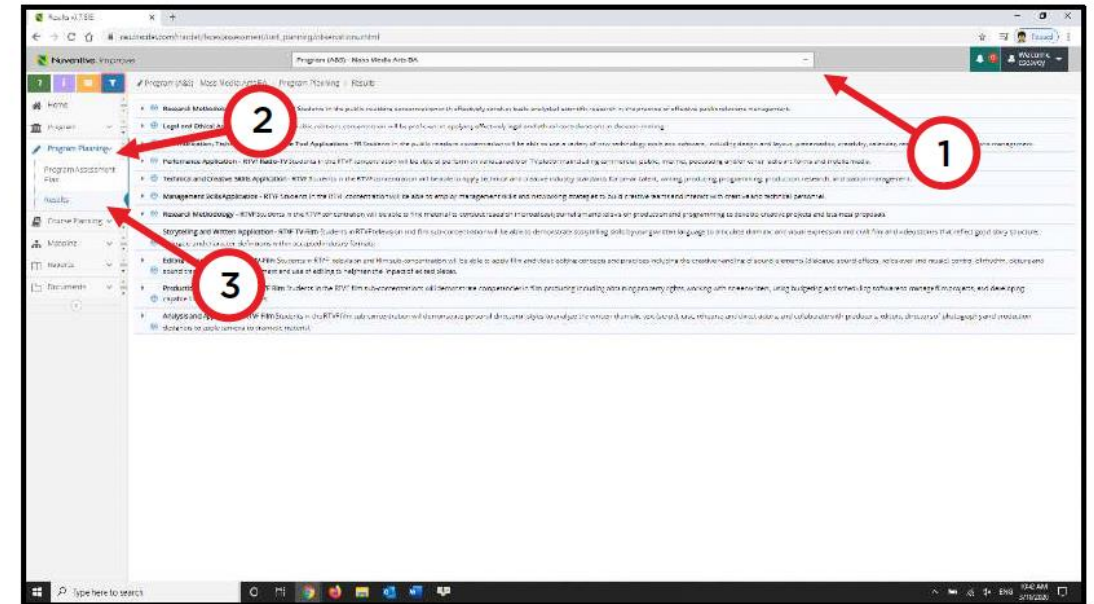
Step 05: Plan Improvement Actions

Step 04: Collect & Analyze Data

# Entering Assessment Results – Academic Programs

## SCREEN ONE:

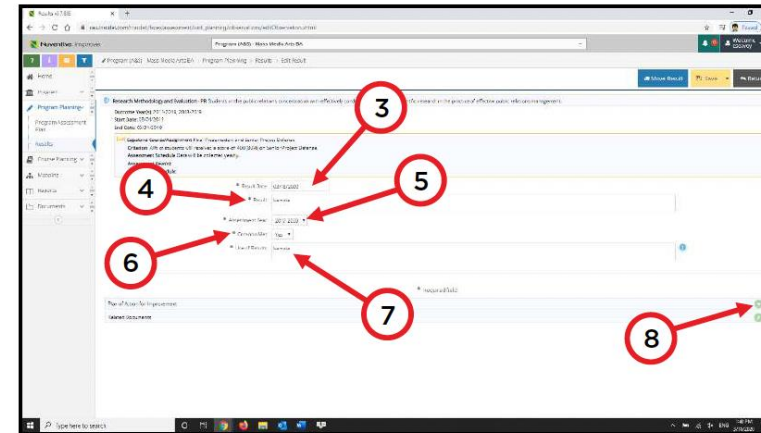
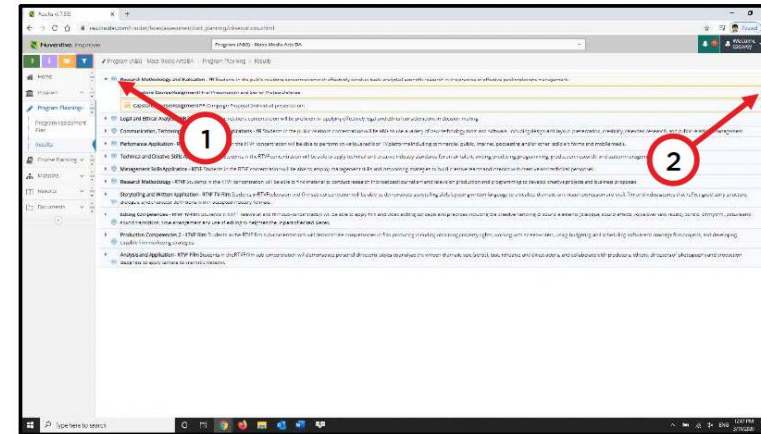
1. Select the **Program** name from the drop-down menu at the top of the screen if assigned more than one program. If only one program is assigned it will be the only option to choose.
2. Click the **Program Planning** tab in the left navigation pane.
3. Click the **Results** tab below the Program Planning tab.



# Entering Assessment Results – Academic Programs

## SCREEN TWO:

1. Click the **drop-down triangle** of the learning outcome to which you wish to add results. This reveals the Assessment Methods assigned to the outcome.
2. Click the green **Add Result** button at the right end of the Assessment Method for which you are adding results. This reveals the first set of data fields.
3. Click within the text field of the **Result Date** and select the day the results were actually collected.
4. Type a summary of the assessment results in the **Result** text field.
5. Click the drop-down triangle of the **Assessment Year** and select this academic year.
6. Click the drop-down triangle of the **Criterion Met** and select Yes, No or N/A.
7. In the **Use of Results** text field, type a summary of how you plan to use your results to improve student performance for this learning outcome or assessment method during the next academic year.
8. Click the green **Add Plan of Action for Improvement** button at the right end of that bar. This reveals the next set of data fields.







## Annual Assessment and Improvement Plan **DUE DATES:**

May 17, 2022 – General Education  
June 30, 2022 – Academic Programs



## *WEBSITE LINKS*

**IMPROVE Access:** <https://cau.tracdat.com>

**OPAR Website:** <https://www.cau.edu/opar/index.html>



Questions, Ideas, thoughts...

