



Applying & Leading Assessment in Student Affairs Syllabus for 2021-Q1 (PD-0164)

Course Dates

- The course starts February 8, 2021 and runs through April 5, 2021.
 - Registration was open December 28, 2020 and closes March 26, 2021.
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Instructor Information



Joe Levy, Ed.D., is the Executive Director of Assessment & Accreditation at National Louis University. He earned his B.A. in English from Baldwin-Wallace College, his M.S. in Student Affairs in Higher Education from Colorado State University, and his Ed.D. in Higher Education Leadership from National Louis University.



Benjamin Andrews, Ph.D., is an Assistant Professor of Education at Piedmont College. Ben has a B.A. in Sociology from Ohio Wesleyan University, an M.A. in Sociology from The Ohio State University, and a Ph.D. in Sociology from The Ohio State University.



Emily Langdon, Ph.D., is the Coordinator of Assessment, Research and Evaluation for the Division of Student Affairs at U.C. Merced. She earned her B.A. in International Relations from U.C. Davis, her M.Ed. from Colorado State University in College Student Personnel Administration, and her Ph.D. from UCLA in Higher Education and Organizational Change.

Course Objectives

1. Review concepts that contribute to sound, sustainable assessment practice.
2. Explore the development of foundational assessment components including planning, articulating goals and outcomes, and providing feedback.
3. Identify strategies for guiding assessment efforts across multiple functional areas and teams.
4. Discover ways to translate data to a story of student success with a plan for action.



Below is a curriculum map of how each course objective shows up in the respective modules:

Module & Course Objectives	Sound and Sustainable Practice (1)	Explore Assessment Components (2)	Strategies for Consulting (3)	Translate data to action (4)
1	x	x		
2	x	x		
3		x	x	
4	x	x	x	x
5	x	x	x	x
6	x	x	x	x
7	x		x	x
8	x	x	x	x

What to Expect

Cost: This course is free and open to anyone interested in learning more about coordinating Students Affairs assessment.

Prerequisites: There are no prerequisites for this course and content is truly open/self-paced, so students can access any content in any order or schedule as they see fit. While the instructors will be working through one module per week, you can work through content as you choose.

Time Commitment: Each module should only take 1-3 hours to complete. There are 8 total modules accessible any time. As a completely self-paced course, you can move through all of the modules to complete the course in full, or pick and choose which individual modules most interest you, and complete only those. While the course is self-paced, the instructors will move through the content one week at a time. Accordingly, students who work ahead or join modules late may not have as much active opportunity to engage with peer students or the instructors. Whether you work a module per week or several at time, you will retain access to course content well after the course ends.

Module Makeup: Modules 1-7 consist of Lecture Content, Readings, a Discussion Board Prompt, and a Quiz. Modules 3 and 5 also have a written assignment for students to complete. Modules also provide optional Resources (activities, handouts) and Further Learning content to supplement information provided or offer direction for digging deeper into topics.

Discussion Boards: there are two types of discussion boards in this course. In Modules 1, 3, 5, and 8, there is just one main board with all students per prompt. For Modules 2, 4, and 6 we have discussion board “Groups” based on institutional size and type. Groups serve as a space for people to share and respond with others who work at or are interested in learning more about a particular institutional type. Since this can also be a space



for folks with similar work situations, we have the "Not in Currently in Higher Education" option, should that be of interest. Once you join a group, the discussion board header above should have that group name listed after it (e.g., Module 2 Discussion Board Prompt - [Group Name]). We encourage you to participate in the Group that best matches your interests. You can view and participate in other Groups, but you may have to join/unjoin to do so as students may only be able to be part of one Group at a time. [Please follow these instructions to join a Group](#). Remember: instructors are moving through a module per week, so working ahead or joining late may mean less active opportunity engaging with peers or the instructors.

Live Sessions: The instructors offer scheduled live sessions as another engagement opportunity with students. There will be one scheduled before course launch and one scheduled at the end of the course. Details – including dates, connection information, and past recordings (once available) – for these will be announced to students and posted in the [Live Session Repository](#). We invite students to offer feedback and learn more about the live sessions in the repository area, too.

Support: In beginning the course, if you have multiple people enrolled from your institution/organization, you might appreciate [this tips and tricks document](#) made from feedback of past folks who did just that. Aside from efforts coordinated on your end with other students, the primary method of interaction with course instructors will be through the discussion boards. Feel free to utilize those spaces to pose questions related to content and instructors (or your classmates) will respond. There is also a general [Help Forum](#) to pose any miscellaneous or general questions. You can also contact instructors via the Inbox function of Canvas for any individually-specific matters.

Communication: You will receive weekly emails with overview information for that week's module content. These weekly emails help signal the focus of the instructors if you happen to be someone who works ahead in the course or joins late.

Once you've completed all quizzes and earned 75% or better, a final/new Statement of Accomplishment module will be accessible; access this to enter the information you wish to appear on your statement. Once you have entered your information there, you should then receive your statement via email shortly after. Should you have questions regarding earning, accessing, or timing of delivery for the statement, please contact your instructors.

Badge: To receive a badge for successful completion of the course, students must both:

- Earn a 75% or better on quizzes in each module of the course before the course ends. Quizzes are auto-graded and students are allowed up to three attempts to complete, with the system recording the highest score obtained from attempts. As pointed out in the Prerequisite section, one does not have to complete a quiz in order to access content from the next Module. However, one must complete all quizzes and earn 75% or better to earn the badge.
- Complete/submit assignments in Modules 3 and 5. While a rubric exists and will be scored to provide feedback to students on their submission, these assignments were inspired by previous discussion boards (which are not required/scored in any way) and we are only allowing a single submission to manage workload from the massive volume of students. As this is the first year using assignments in the course, instructors will use this baseline rubric data and student feedback to inform a target threshold or assignment tweaks for the future.

If you do both of the above pieces before the end of the course (12:00am CT on April 5, 2021), an entire page about the badge will become available to you at the end of the course with more information and instructions about accessing your badge.



What We Expect

We invite honesty, encourage understanding, and expect respect for one another. This means that we expect all students to interact with each other in a manner befitting professional dialogue through the course discussion boards. There will be opportunity for you to give feedback to one another, feedback that we expect to be positive and constructive as we all endeavor to learn together. We are here to support one another through the learning process and we hope we can all join together in learning through the content of this course.

We look forward to being part of this educational experience with you all!

Course Modules

While the course is self-paced and people can work ahead, instructors move through the course one week at a time. Dates correspond to the instructors moving through the modules.

Module 1 | Assessment Foundations for Effective Practice (February 8)

Learning objectives

1. Differentiate between assessment, evaluation, and research
2. Identify key questions to answer through assessment
3. Identify considerations with assessment methods to answer to best inform practice
4. Identify the importance of stakeholders in the assessment process
5. Identify elements of an assessment culture within student affairs

Module 1: Introduction

Module 1: Lecture Content

Module 1: Further Learning

Module 1: Planning for Future Exercise

Module 1: Classmate Introductions

Module 1: Quiz (8 pts)

Must score at least 6.0 to complete this module item

Module 2 | Assessment Planning (February 15)

Learning objectives

1. Understand the importance of assessment planning.
2. Identify each step of an assessment plan.
3. Select appropriate assessment methods.
4. Draft an assessment plan for your institution, division, department, or program.

Module 2: Introduction

Module 2: Lecture Content

Module 2: Further Learning

Module 2: Discussion Board Prompt

Module 2: Quiz (5 pts)



Must score at least 3.75 to complete this module item

Module 3 | Coaching & Consulting (February 22)

Learning objectives

1. *Differentiate learning outcomes from program outcomes*
2. *Recommend components to enhance learning outcome statements*
3. *Identify considerations for selecting an appropriate assessment method*
4. *Evaluate project design or approach*
5. *Identify at least two considerations for consulting on assessment efforts*

Module 3: Introduction

Module 3: Lecture Content

Module 3: Readings & Resources

Module 3: Further Learning

Module 3: Quiz (7 pts)

Must score at least 5.25 to complete this module item

Module 3: Assessment Approach Consulting Assignment

Must complete/submit a response to complete this module item

Module 3: Discussion Board Prompt

Module 4 | Aligning Assessment with Institutional Priorities (March 1)

Learning objectives

1. *Understand the importance of aligning assessment projects with institutional priorities.*
2. *Identify and develop mission and vision statements.*
3. *Identify Key Performance Indicators (KPIs) that measure appropriately your institution's progress toward strategic outcomes.*
4. *Consider the role of data visualization in reporting important outcomes for your organization.*

Module 4: Introduction

Module 4: Lecture Content

Module 4: Further Learning

Module 4: Planning for Week 7

Module 4: Discussion Board Prompt

Module 4: Quiz (5 pts)

Must score at least 3.75 to complete this module item

Module 5 | Critical Approaches & Mindsets (March 8)

Learning objectives

1. *Define a mental model*
2. *Identify your own mental models when approaching assessment, evaluation, or research projects*
3. *Identify strategies for mitigating bias in your practices*

Module 5: Introduction

Module 5: Lecture Content

Module 5: Readings & Resources

Module 5: Further Learning

Module 5: Quiz (5 pts)

Must score at least 3.75 to complete this module item

Module 5: FYE Case Study Assignment

Must complete/submit a response to complete this module item

Module 5: Discussion Board Prompt



Module 6 | Using Data to Inform Decisions (March 15)

Learning objectives

1. *Communicate the importance of “closing the loop.”*
2. *Identify existing internal data for which cross-functional areas might support data collection, dissemination, or utilization.*
3. *Identify external data sources and benchmarks available to your institution.*
4. *Define terms like statistical significance and sampling as you gain an initial understanding of objective data analysis and interpretation.*
5. *Identify multiple strategies for reporting information and audiences for which each strategy may be appropriate*

Module 6: Introduction

Module 6: Lecture Content

Module 6: Closing the loop

Module 6: Finding & Interpreting Data

Module 6: Sharing Results

Module 6: Further Learning

Module 6: Discussion Board Prompt

Module 6: Quiz (8 pts)

Must score at least 6.0 to complete this module item

Module 7 | Culture of Assessment (March 22)

Learning objectives

1. *Examine strategies for creating, promoting, and maintaining a culture of assessment at your institution.*
2. *Identify key components necessary to establish a culture of assessment.*
3. *Reflect on cultures of assessment in practice.*

Module 7: Introduction

Module 7: Lecture Content

Module 7: Readings & Resources

Module 7: Further Learning

Module 7: Discussion Board Prompt

Module 7: Quiz (7 pts)

Must score at least 5.25 to complete this module item

Module 8 | Connecting Concepts to Advance Student Affairs Assessment (March 29)

Learning objectives

1. *Describe intersections of assessment coordination elements*
2. *Summarize the importance of separate elements within the assessment process and their relationship to the whole of assessment efforts*
3. *Identify assessment-related areas for which further knowledge or experience is desired*
4. *Articulate goals or a plan for assessment professional development*

Module 8: Introduction

Module 8: Lecture Content

Module 8: Readings & Resources

Module 8: Discussion Prompt - Sharing Insights & Connecting Concepts

Course ends at 12:00am CT on April 5, 2021