

Planning Module Training

Office of Provost

Log in to Planning Module

1. Go to **My UTEP**
2. Log in with your **UTEP account**.
3. In your **Dashboard** you'll see the **Planning Module App**.
Or:
2. Go to **For Faculty & Staff** tab.
3. Go to the **Technology** section and select **Planning Module**.

Planning Module Dashboard

- If you have created a new item, it will appear in **My items** tab.
- In **Responsible Items** are all the items assigned to you. We haven't implemented yet so it's still in progress.
- **Dashboard button** (at the upper left corner) will take you to the Dashboard home.
- **Plans button** is where we are going to create our Assessment Plans and Learning Outcomes Report.

Create a new Plan (new item)

1. Go to **Plans**.
2. Select **University of Texas at El Paso** (if you don't see a menu below).
3. Select **Academic Affairs**.
4. Select your **College** (you will only see your corresponding College and Department)
5. Select the **Department**.
6. Select the program where you are going to add a new item.
7. Make sure you are in the correct term. By default starts at FY 2019.
8. Go to **Plan Item button** in the upper right corner.
9. You will see three items: Assessment Plan, Learning Outcomes Report and Program Outcome Report.
By SACSCOC requirements, we only need the Assessment Plan and the Learning Outcomes Report(s). Program Outcome Report is not requirement, but you are welcome to use it. You can use it for internal goals, Enrollment goals, Research goals, etc.
10. Select Assessment Plan or Learning Outcomes Report (recommended to start with the Assessment Plan if the program is empty. You can also copy other Assessment Plans from previous terms.

Assessment Plan

1. Add a Title.
2. If your Assessment Plan cover more terms, you can modify the **Start** and **End** dates. Ex. Your plan go through FY2018 and FY2019, you can modify the Start date to 09/01/17 and the End date to 08/31/2019. The Start and End dates are placed by default and corresponds to the term.

Notice that a term starts at **09/01/2017** and ends **08/31/2018** for **FY2018**

3. In **Learning Outcomes** you are going to LIST all your Learning Outcomes, and every item is every Learning Outcome Report you are going to create. For each item you'll have to create a report. Usually, the average Learning Outcomes Reports are between 4 to 6 for Undergraduates programs (one per year), and 3 for Graduates programs.
4. Change **Progress** to "Ongoing" if you don't finish the Plan or "Completed". Please, change to "Complete" once you have finish the plan. The default is nothing, so it will not show up in the main screen of the program's Assessment Plan. We have several reports that are not finished but do have the "Completed" Status.
5. **Providing Department** is Automatic, you don't have to change it.
6. In **Methods of Assessment** you can select as many methods as you use in your program.
7. **Timeline for Assessment** consist of the following:

1) Which outcomes are assessed during which years? What is the cycle?

You can create a table to show better how your learning outcomes are assessed:

	2019-2020	2020-2021
Outcome 1	X	
Outcome 2		X

Note: If you have already created a table in Excel, you can copy it here. On the other hand, if you created it in Word, the table will not be copied properly, probably you will not even be able to copy it.

2) What is the annual deadline for completing Learning Outcome Reports from the previous year?

When do you plan to completed and uploaded the Learning Outcomes Reports.

"Reports will be completed and uploaded by Nov 1st of the following year. Department will need to discuss in September and..."

3) Who is responsible for completing Learning Outcome reports and uploading them to the system?

List the responsible(s) to complete and upload the reports.

"Dr. XYZ is responsible for uploading the reports."

You can attach a file or create a folder and attached several files if you already have a file with this information, but still you have to describe it in the fields above.

8. **Curriculum Map** is often an attachment but you have to describe the contents in the empty field:

1) Where is each outcome introduced, developed with practice, and mastered at the level expected for graduation?

Example:

Courses	Outcome 1	Outcome 2	Outcome 3
Dept 1301	Introducing		Introducing
Dept 1303		Introducing	
Dept 2422	Develop	Develop	
Dept 3301			Develop
Dept 4399	Master	Master	Master

2) Which courses, events, or activities address this outcome?

List the courses, or activities for each outcome.

In here you can also attach a file or a folder with this information, but you still have to give a brief description in the empty field.

9. Press **DONE** once you completed every field, or **DELETE** if you want to delete the entire plan, be careful with this. You can also see a preview of your report in **Report View**. If you exit the report without saving, don't worry, it saves the last updates you made and you can return to this plan in your Dashboard.

Learning Outcome Report

1. One difference with the Assessment Plan Item is that we have a **Number** field, which is not in the Assessment Plan.
2. In **Learning Outcome Statement** give a brief statement about the method used to measure the student. Ex. Students will write a coherent research report, following the disciplinary conventions. You already stated this in the Assessment Plan in Learning Outcomes list.
3. Change **Progress** to "Ongoing" if you don't finish the Plan or "Completed". Please, change to "Complete" once you have finish the plan. The default is nothing, so it will not show up in the main screen of the program. We have several reports that are not finished but do have the "Complete" Status.
4. **Providing Department** is Automatic, you don't have to change it, but if you press the Edit button, you can move the plan item to another program.
5. **Means of Assessment** describe the measurement method for this outcome. For Example: "Samples of Student papers in capstone course were reviewed by two independent raters, using rubric for (see attached)". Or: "A 20-question likert-scale was completed by each student at the end of the program..." You can upload a file or a folder with several files.
6. **Result of Assessment** describe the results of your analysis. Example: "73.5% of students were at or above the "acceptable" level of the rubric". Or: "the average score on this scale item was 3.3 on a scale of 1-4..."
7. **Departmental/Program Review** What are your expectations? Compare your results (from above) to the Department/Program expectations. Briefly describe the **departmental/program discussion** regarding these findings. Example: While our goal was for 80% or more to reach acceptable, we found that only 73% reached that level. Faculty agreed that students often came into this course unprepared and that additional practice on this outcome might be needed... State how you reach that decision and describe your criteria.
8. **Recommendations/Action Plans for Program** describe actions you planned or implemented in the Department/Program, in order to address findings. Example: Faculty teaching the prerequisite course agreed to include an additional assignment on this outcome and provide more opportunities for feedback... Your recommendations can be for the program, create workshops or plans to help students, use an entire new rubric, use final exam instead, etc. If you don't have recommendations, you can say "It's running fine" and should be consistent with what you discussed above.

Do NOT leave this field blank.

9. **Recommendations for Future Assessments** describe any modifications you intend to make in the assessment of this outcome. Example: Faculty agreed to modify the rubric to include a dimension

evaluating the information literacy and the selection of appropriate source material. This rubric will be shared with students during...

10. **Follow-up on Last Year's Action Plan** report on the implementation of action plans from the previous report on this outcome. Example: As recommended, faculty in course XXXX modified the first paper assignment to include a session on information sources. These students will reach the capstone course in 2015, at which time the next analysis will reveal whether those changes helped. This field is optional, you can leave it blank. If you already have a plan, state "We added the plan". If your plan covers more than one term (Ex. FY 2017) then leave this field blank and describe your plan in the next field (Longer term follow up).
11. **Longer term follow up**. If you have data or follow-up information to report from implementation of a plan two years or more ago, place it here. If you already have a plan
12. Press **DONE** once you completed every field, or **DELETE** if you want to delete the entire plan, be careful with this. You can also see a preview of your report in **Report View**. If you exit the report without saving, don't worry, it saves the last updates you made and you can return to this plan in your Dashboard.
13. Create as many Learning Outcomes Reports as listed in your Assessment Plan.