Spring 2018 Assessment & Evaluation Workshop Offerings

Assessment & Evaluation professionals in the Office of Academic Decision Support are offering several workshops for faculty and graduate students on topics related to assessment including planning, survey and rubric development, administrative assessment, and developing outcomes. These workshops are designed for those with limited or no previous experience.

In addition to these university-wide offerings, professionals in the Office are available to come to departments or other groups for seminars, workshops, discussions, or hands-on assistance. To register for any of these sessions, enroll through the NLI system (https://app.nli.tlos.vt.edu/registration/all_courses/); filter on “led by [instructor last name].”

**Title:** Academic Program Assessment Winter Workshop  
**Led by:** Bethany Bodo (bbodo@vt.edu) and Jessica Deslauriers (jld@vt.edu)  
**Description:** An interactive workshop detailing how academic programs can design manageable, effective, and sustainable assessment plans. The goal of this workshop is to guide faculty through the step-by-step process of setting up an assessment plan and provide time to work on each of the components. This workshop is designed for faculty and department chairs as a simple introduction to developing a plan which fulfills both SACSCOC requirements and facilitates continuous program improvement. **NOTE:** This presentation is the same as the ½ day planning sessions conducted previously.  
**Schedule of events:** Workshop will be from 9:00 a.m. to 1:30 p.m. with breaks and activities interspersed. Lunch will be offered to session attendees and session facilitators will be available to continue to answer questions and assist faculty.  
**Maximum enrollment:** 25  
**Date and Location:** Thursday, January 11th, 9:00 a.m. to 1:30 p.m.  
Duck Pond Room, Inn at Virginia Tech

**Title:** Academic Program Assessment Planning: Planning, Measuring, Analyzing, Reporting, and Closing the Loop  
**Led by:** Bethany Bodo (bbodo@vt.edu)  
**Description:** This session provides a brief introduction to the complete continuous improvement process for an academic program that results from developing a manageable and effective assessment plan. All components of the assessment process will be covered including: mission statements, student learning and program outcomes, mapping techniques, assessment measures, achievement targets, findings, action planning, closing the loop, and reporting. **NOTE:** This is a highly condensed version of previously presented information and is designed to provide a brief overview without providing a lot of detail. Supplemental materials will be provided to participants. The presentation will last for approximately an hour but the presenter will stay for additional 30 to 45 minutes to assist individuals if desired.  
**Maximum enrollment:** 25  
**Dates:**  
Tuesday, February 20th, Noon – 1:30 p.m.  
GLC, Room B  
Wednesday, March 14th, 3:30 – 5:00 p.m.  
GLC, Room C

**Title:** Certificate Assessment Planning  
**Led by:** Jessica Deslauriers (jld@vt.edu)  
**Description:** This session will provide a brief introduction to the assessment requirements for certificate programs and describe all the necessary components (e.g., mission statements, student learning and program outcomes, assessment measures, achievement targets, findings, action planning, closing the loop, and reporting). **NOTE:** This session will begin with a 20 to 30 minute presentation and then allow for 30 to 40 minutes of hands-on assistance to attendees as needed.  
**Maximum enrollment:** 25  
**Date and Location:**  
Tuesday, February 27th, Noon to 1:00 p.m.  
GLC, Room B  
Wednesday, April 11th, 9:00 a.m. to 10:00 a.m.  
GLC, Room B

**Title:** Rubric Development and Alignment  
**Led by:** Molly Hall (mhall@vt.edu)  
**Description:** This session will focus on rubric development and how to make sure your rubric aligns with both the intended assignment and associated learning outcomes. Best practices in rubric development will be discussed.  
**Maximum enrollment:** 25  
**Date and Location:** Tuesday, February 22nd, 11:00 a.m. to Noon  
GLC, Room B
**Title:** Administrative Unit Assessment, Part I: Assessment Planning  
**Led by:** Jaime Williams ([jaimew@vt.edu](mailto:jaimew@vt.edu))  
**Description:** This interactive workshop provides administrative units with an overview of the administrative unit assessment process and will guide participants through the process of developing outcomes, measures, and targets, allowing time to work on each component. This workshop is designed for administrative unit leaders and assessment contacts as an introduction to developing an administrative assessment plan that fulfills SACSCOC requirements and facilitates continuous improvement.  
**Maximum enrollment:** 25  
**Dates:**  
Wednesday, February 7th, 10:30 a.m. – Noon  
GLC, Room B

**Title:** Administrative Unit Assessment, Part II: Reporting, Action Planning, and Closing the Loop  
**Led by:** Jaime Williams ([jaimew@vt.edu](mailto:jaimew@vt.edu))  
**Description:** This workshop is the second of a two-part series on the administrative unit assessment process. This session will focus on the reporting aspects of administrative assessment, and participants will have time to work on the findings, action planning, and closing the loop aspects of their assessment processes. This workshop is designed to discuss best practices in administrative assessment reporting that fulfills SACSCOC requirements and facilitates continuous improvement.  
**Maximum enrollment:** 25  
**Dates:**  
Thursday, February 22nd, 10:30 a.m. – Noon  
GLC, Room C

**Title:** Pathways Assessment: How to Prepare and Make the Most of the Process  
**Led by:** Molly Hall ([mrhall@vt.edu](mailto:mrhall@vt.edu))  
**Description:** This session will introduce the assessment process for courses in the Pathways General Education curriculum. Beginning in Fall 2018, assessment data will be collected each time a Pathways course is taught. Participants will learn the four steps in the data collection process, including how to select student work to assess each Pathways outcome and indicator, apply the draft Pathways Assessment Rubrics to determine student competency levels, and report assessment results. This workshop is geared toward faculty who are currently teaching Pathways pilot courses, who anticipate teaching Pathways courses, or are interested in learning more about the assessment process for the Pathways curriculum.  
**Maximum enrollment:** 20  
**Dates and Locations:**  
Wednesday, January 31st, 11:00 a.m. – Noon  
GLC, Room F  
Tuesday, February 13th, Noon – 1:00 p.m.  
GLC, Room B  
Thursday, March 1st, 11:00 a.m. – Noon  
GLC, Room B  
Friday, March 23rd, Noon – 1:00 p.m.  
GLC, Room B  
Monday, April 9th, 11:00 a.m. – Noon  
GLC, Room C

**Title:** Using Focus Groups to Collect Qualitative Information  
**Led by:** Molly Hall ([mrhall@vt.edu](mailto:mrhall@vt.edu))  
**Description:** This session will “focus” on designing and conducting focus groups, including developing appropriate questions and analyzing the data.  
**Maximum enrollment:** 25  
**Date and Location:**  
Wednesday, March 21st, Noon to 1:00 p.m.  
GLC, Room B

**Title:** Developing Effective Surveys  
**Led by:** Jessica Deslauriers ([jld@vt.edu](mailto:jld@vt.edu))  
**Description:** This session provides an introduction to survey design, including tips to enhance the quality of the process, the instrument, and resulting data.  
**Maximum enrollment:** 25  
**Date and Location:**  
Thursday, March 15th, Noon to 1:00 p.m.  
GLC, Room B