



UNIVERSITY *of* MARYLAND
BALTIMORE

Best Practices in Assessment Group

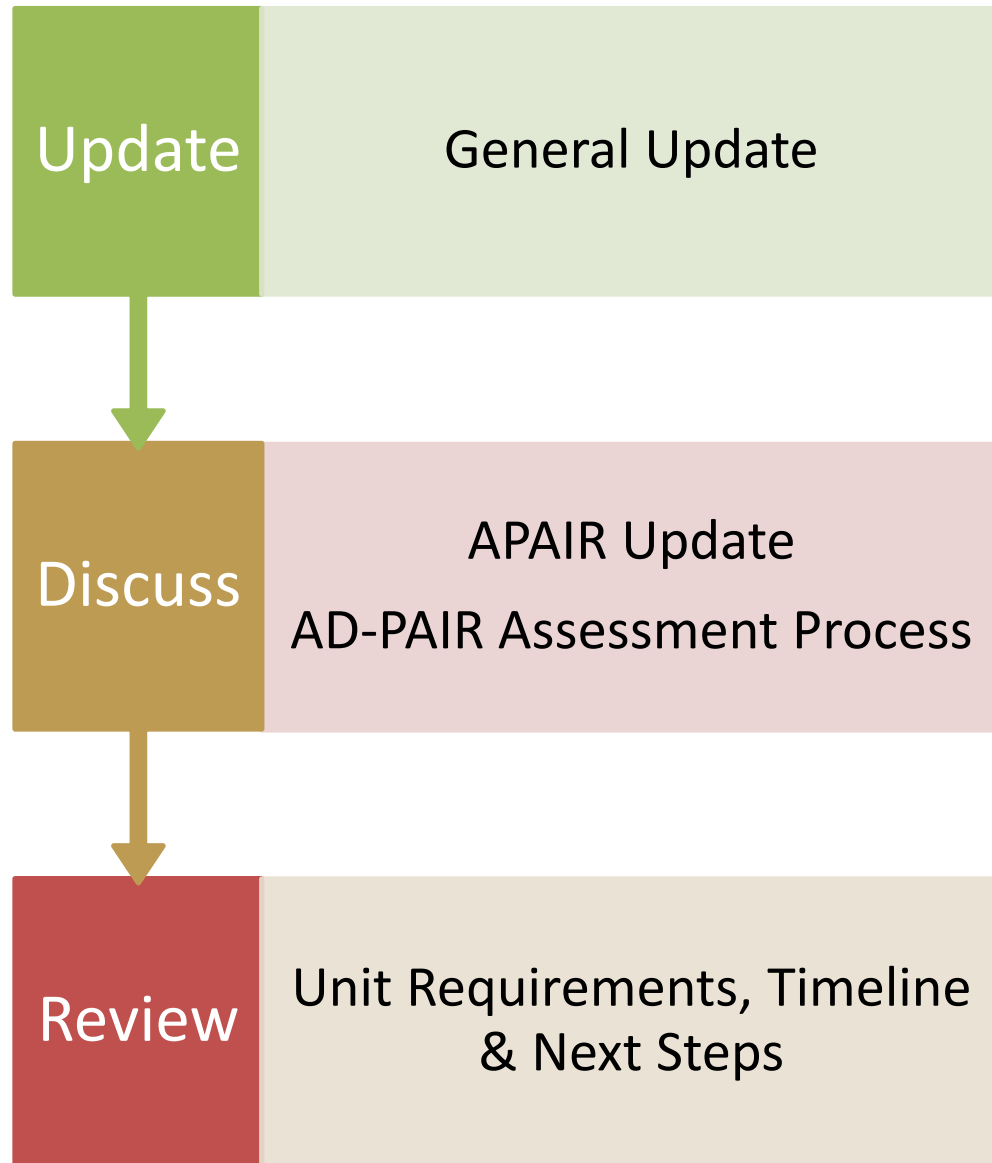
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Office of Institutional Effectiveness, Strategic
Planning, & Assessment (IESPA)

March 5, 2024

Meeting Objectives



Information Sharing

- MSCHE updates
- Other



Academic Program Assessment & Improvement Report

(APAIR)

APAIR Status

FY24 APAIRs

- 108 Programs (Degree/Certificates)
- 54 FY24 APAIRs (IESPA-Reviewed)
- 8 FY24 APAIRs (Other Status)
 - # of Improvements planned by Category: Total Goals = 164

Goal Type/School	SOD	GS	CSL	SOM	SON	SOP	SSW	Total
Institutional Learning Outcome (ILO)		17	5	3			1	26
Program Operations (PO)		28	8	3	7			46
Program Performance Indicator (PPI)	27	24	3	10	4	2		70
Student Learning Outcome (SLO)		11		3	2		1	17
Other (O) – Not defined		3		2				5
Total	27	83	16	21	13	2	2	164

Year-End Progress Report

**ANNUAL PROGRAM
ASSESSMENT &
IMPROVEMENT
REPORT (APAIR)**

APAIR Schedule

FY Academic Planning (July 1, 20xx- June 30, 20xx)

- Program goal-setting : April 15 - July 31, 2024 for FY2025
- FY24 YE progress reporting on previous fiscal year [e.g., FY24] April 15 - July 31 each Fiscal Year
- Status “In Progress” goals carry to the next fiscal year (including PPIs). Note: Will be counted as completed in the next fiscal year
- FY25 Goal-Setting/FY24 YE Progress Reporting Ends (July 31, 2024)



APAIR Progress Report

Provide Progress Summary Updates

Year Range

2023-2024 (FY 24) ▼

Required

General summary statement of program performance for the reporting period:

Required (500 character limit)

Did the program meet all annual program metrics/program performance indicators (e.g., rates of retention, licensing pass rates, etc.)?

Yes

No

Required

If No, which key/program performance indicators were less than desirable? Please explain.

Required (500 character limit)

What areas of improvement will be addressed in the next reporting period?

Required (500 character limit)

Status

Required

Submit for IESPA Review?

Yes

No

Required

Save

Administrative Program Assessment & Improvement Report

(ADPAIR)

AdPAIR

- Purpose

Align with MSCHE standards, UMB accountability, and continuous improvement priorities

- Records Improvement plans and progress reporting on what units are doing;
- Provides advance notice of unit deficit(s)



Requirements and Schedule

Central Administration Units with a Director or Above and a Direct Student Services Provider

Pilot: July 1, 2024 – August 15, 2024

- Pilot – Academic Affairs Units; Registrar Office

Phase I: TBD

- Central Admin Units (Other)

Phase II: July 1, 2025

- All Central Admin Units (Director-led or Above)

AdPAIR Modules Under Consideration



Administrative Unit Details



Annual Improvement Plan and
Progress Reporting



Unit Periodic Self-Review Cycle
(e.g., 5 years)

Unit Demographics (Leader, Location Website, Reporting to, Mission Statement)

Unit Details

Example:		
Unit Number	100CASA	100CASU
Unit Vice President	Patty Alvarez, PhD	Patty Alvarez, PhD
Unit Vice President Email	PAlvarez@umaryland.edu	PAlvarez@umaryland.edu
Unit Location	Student Union	Student Union
Website	https://www.umaryland.edu/umb-student-affairs/	https://www.umaryland.edu/writing/
Unit Lead Name	Patty Alvarez	Isabel May, PhD
Unit Lead Title	VP, Chief Academic Officer	Director
Unit Lead Email		
Annual Plan Start Date	FY2025 (Drop-down)	FY2025
Metrics reviewed Annual (see Table below)	# of Students in Student Organizations % participation in student elections \$ to student organizations	# Students Assisted # Group Trainings #Faculty reviews (e.g., documents)
<i>Metric Table</i>	<ul style="list-style-type: none"> Metric Description (In Metrics reviewed annually) Benchmark Primary Data Source Secondary Data Source 	<ul style="list-style-type: none"> # students assisted 10% of Student Population Global Enrollment (IESPA) Writing Ctr Appt Calendar
Mission Statement	To provide academic and professional support to all students that emphasize the UMB core values.	To assist students, faculty and staff with the editorial review.
Date of Review	June 2024	June 24
How/what is the assessment data shared/communicated internally to staff and, if appropriate, externally to University Leadership?	We publish on the AA website # of student organizations and current membership; Any leading/lagging indicators impacting student satisfaction.	Student satisfaction survey, if administered; unexpected decrease/increase in PPI.

Annual Improvement Plan

Year Range: e.g., 2023-2024; FY 24 - July 2023-June 2024

Please describe your progress on the Unit improvements identified from the last fiscal year (FY24).

Required

What areas of improvement is the unit addressing this (FY25) academic year? (Your below goals should reflect the identified improvements.)

Required-500 characters [limit](#)

<p>Were the AD-PAIR adverse outcomes for this reporting period reviewed with leadership before developing this improvement plan?</p>	<p>No, no major adverse event to report (EXAMPLE RESPONSE FOR STUDENT AFFAIRS)</p>	<p>Yes, reported to CAO in June 2024 meeting (SAMPLE RESPONSE FOR THE WRITING CENTER)</p>
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Annual Improvement Plan

Example/Unit Response	Student Affairs	Student Affairs – Writing Center
Planned Improvement Title	Student representation in SGA	Faculty-assisted curriculum review
Improvement Type	PPI (Dropdown with 7 choices)	ILO
Milestone/Metric to evaluate success	Change in student representation in SGA	Change in requests for curriculum review related to adding cultural competency across SOL Programs
Does this improvement support a strategic plan activity/priority? If yes, What is the SPIMS Goal # or Theme/Outcome?	Yes, (drop down will appear) Theme 3, Outcome 2	Yes SPIMS Goal #227
Achievement Target Type (e.g. customers served)	# of new student participation	# of curriculum reviews
Target Number	25	7
Previous Year Value	15	2
Target Direction	Increase	Increase
Instrument Used to measure success	SGA Voting Membership	# curriculum reviews conducted
What ILO does this support (link to reference chart of ILO definitions)	None	Drop Down (Cultural Competency)
<u>updatedby</u>	Dr. Patty Alvarez	Dr. Isabel May
<u>Updated_date</u>	June 25, 2024	July 21, 2024
Evidence Document?		Agenda

Is this goal related to a Specific Budget Request?	No.	Yes, budget request #FY25SOL3
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Improvement #1:

Improvement Type-Required (choose one only)

- ILO: Institutional Learning Outcomes Provost-approved ILOs applicable to all students (7 Themes)
- SLO: Student Learning outcome - Other |
- PPI: Program Performance Indicator (quantitative measures of program outcomes, e.g., Students counseled, Scholarships processed, Students tutored, etc.)
- FS: Financial Sustainability (e.g., scholarships, grants, contracts)
- SYS: Systems/Process Improvements
- PO: Program Operations (tasks related to program marketing, recruitment, space)
- O: Other (Not defined above)

Periodic External Review

External Review

(Can include USM, MHEC, Self-Study w/External Reviewers)

Is your unit externally-reviewed by an accrediting agency, government entity, or other external entity? Yes/No

What external review organization(s) audit your activities? (Leave blank, if not relevant)

Entity Name	Review Type	Frequency	can this external review result in a cease of program operations (Y/N)	Review Outcome	Next Review Year

If the External Review(s) resulted in recommendations for your unit, please list them and their completion status.

Evidence: **Self Study and Reviewer Letter**

Periodic Unit Self-Review

(if no External Review with
Self-Study exists)

UMB PROGRAM REVIEW (5-7 YEAR CYCLE)

Purpose: Review and update mission/benchmarks/opportunities for long-term growth, etc. [Rubric to be determined to support self-assessment; draft rubric in process.]

Periodic Unit Self-Review

(if no, external review occurs)

IUPUI. (2024). *Program Reviews*. Planning & Institutional Improvement.
<https://planning.iupui.edu/assessment/index.html#reviews>

Template* (Under discussion)

- Brief Description of Unit Mission, Including Goals, History and Context
 - Mission
 - Brief history of Unit
 - Approach to undertaking this self-study (i.e., involvement of staff, stakeholders, etc., process, etc.)
- Staffing (Current)
- Characteristics of Students Involvement in Programs and Services offered.
- Description of Unit Resources
- Unit Quality and Viability (Evidence required*)
 - Unit Program and Service Structure/Mapping
 - Student Impact (e.g., Learning Outcomes)*
 - Other Experiences/Activities that Support Student Success
 - Measures of Student Academic Success
- Role of grants and contracts, Philanthropy in Program Success
- Feedback from Program Stakeholders (How attained and results)
- Forecast of Future Unit Demand
- Fiscal Health of the Program
- Adequacy of Facilities and Structural Support
- Assessment of Human Resources (e.g., is the staffing allocation sufficient to meet the needs of the unit? What are the determinants of requesting additional human resources? How effectively does the HRS Department support the Learning needs of staff? How are staff engaged to support unit improvement? What has turnover looked like in the unit over the past three years?)
- SWOT
- Program Strategic Priorities
 - Contributions made to the UMB Strategic Plan (FY22-26) and their impact on student achievement, engagement, development, etc.
 - Contributions to Unit's continuous growth
- Program Strengths and Challenges
- Program Future Directions
- Questions for Review Teams (If this is self-review, how much time to complete, what are the requirements for selecting



ADPAIR Requirements

- Two Reporting cycles per year
 - Annual Program Review and Goal-setting
 - Year-End Assessment Report
- Approvers/Contributors/Viewer Structure



AdPAIR Advantages

- Integrates with the SPIMS for Strategic Planning
- Integrates with ILO tracking
- Tracks related budget requests

IESPA Next Steps

1

Schedule training session for APAIR community on YE assessment reporting requirements (Mid-March – April 14)

2

Collaborate with CITS to Create AdPAIR for July 2024 Pilot with Student Affairs/Registrar's Departments

3

Continue to refine the Self-Study review questions, process, and schedule

Institutional Evaluation and Assessment Tracking

IESPA-Produced Reports

- APAIR/AD-PAIR Completion by School OR VP Unit/Program
- ILO Status by School/Program
- Evaluation/ Assessment History
- Programs Reviews status
- Goal Status / Type
- PPI(s) monitored
- Program accreditation status



For More Information

BPAG meeting information is available for review on the Institutional Effectiveness, Strategic Planning, and Assessment website:

www.umaryland.edu/iespa

Email: UMBAassessment@umaryland.edu

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