



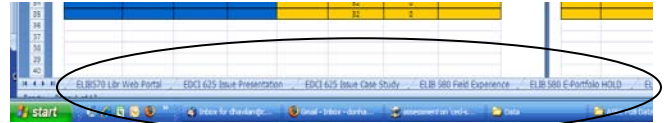
Faculty Directions for Data Reporting Templates

The Data Reporting Templates have been developed by the Assessment Office to facilitate data collection and data reporting for programs. This will help the AO provide data charts and graphs for your annual reports.

Each template has been created based on your individual program's assessment plan and signature assignment rubrics. If you spot any errors or have any questions, please contact the Assessment Office immediately.

Directions

1. Each program has an Excel file that contains its templates. Each signature assignment has a different "tab" or worksheet in the Excel file (e.g., "ELIB 580 Field Experience"). Each worksheet for a *Spring 2009* course has pre-loaded student names and information. Select the tab for the course for which you have data. You may need to scroll across the tabs at the bottom to find the right one.



2. Note that the 4th column identifies the section number of the course. If a course has multiple sections, each section is separated by a *blank row* on the worksheet.

3. Faculty are asked to complete only the ORANGE area of the worksheet, which reflects actual student scores. Other areas of the sheets are locked completely or provide restricted access.

4. The only required score for college purposes is the 0-4 score (4=A, 3=B, etc.). You must provide a 0-4 score for each student for the signature assignment, as shown on the diagram to the right.

Section (e.g., 1, 2, 3,)	0-4 Score	Total Possible Points	Total Points Earned	Score: Criteria Topic
		32	0	
		32	0	
		32	0	
		32	0	

5. We have also provided the opportunity for you to input criteria scores from the rubric used to score the signature assignment. This is optional but we encourage you to take advantage of it. If you do so, the Assessment Office will be able to prepare graphs that will allow program faculty to better discuss learning outcomes and can be used in annual reports.

Total Possible Points	Total Points Earned	Score: Criteria 1 Topic
32	0	
32	0	
32	0	
32	0	
32	0	

Score: Criteria 2 Priority	Score: Criteria 3 Methodology	Score: Criteria 4 Literature Review	Score: Criteria 5 Data Collection	Score: Criteria 6 Data Analysis	Score: Criteria 7 Recommendation	Score: Criteria 8 Writing	Research

6. When the data template is complete, it should be returned to the program coordinators. Program coordinators are responsible for submitting all the data templates to the department office by the end of the semester.

What if...

- A student who is in the course is not on the roster?**
Names are added after census, so this should be rare. Add the student name and ID # to the data template.
- A student on the roster has since dropped the class or taken an incomplete?**
Simply leave the scores for that student blank. Enter nothing.
- The data sheet looks like it does not reflect your signature assignment rubric criteria?**
Contact Don Haviland (dhavilan@csulb.edu) in the Assessment Office *immediately* and we will fix it for you.

ASEC faculty: if you would like student assistants from the department to help with data entry, please contact Hiromi Masunaga (hmasunag@csulb.edu) and she will coordinate the work.

(OVER)



The Unit Assessment System

Data Collection Process and Roles

Spring 2009 Data

Process

Before Spring Break

Assessment Office sends Data Templates to Department, which forwards to Program Coordinators



April 1 – End of Semester

Program Coordinators work with course faculty to collect signature assignment data and place it in template.



End of Semester

Program coordinators submit their data/data templates to the Department Office.



End of Semester – June 30, 2009

Department Offices input, finalize, clean, organize data templates. Chairs follow-up with coordinators as needed.



July 1, 2009

Department Offices forward data templates in final, clean form to the Assessment Office.

Roles

Program Coordinators

- Send program signature assignment data to the department office.
- Oversee use of approved rubrics in all classes.
- Double check data to be sure that 0-4 scores are entered and match rubric.
- Communicate with Assessment Office immediately if rubrics change or if any issues arrive when using the data template.

Departments

- Work with coordinators as needed to provide support for data collection. Varies by department.
- Coordinate with the Assessment Office to resolve any problems or questions as needed.
- Provide final, complete, clean data templates for Spring 2009 to the Assessment Office by July 1, 2009.

Assessment Office

- Prepare data collection templates, including pre-filling student name and ID numbers when possible.
- Respond to program coordinator and department questions.
- Adapt data templates as needed.
- Provide reports of program data for annual reporting process.

Thank you and good luck!

Data Reporting Template for 08-09

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[illegible]

Data Reporting Template for 08-09

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Data Reporting Template for 08-09

[illegible]

Data Reporting Template for 08-09

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