Welcome to the Program Assessment Database.

To get started:

Enter your program ID into the User Name field.

Enter the password into the Password field.

If you don't know the Program ID or Password please contact the Provost's Office for assistance.

Mouse over the "Assessment Plans" text , this will display the "Show My Programs" Link

Click on "Show My Programs"

In our example below, we are using the Program Id "Mobi"

This program Id produces 3 different programs, "BS", "CER", and "MS"

Click on the magnifying glass to choose the program you wish to work on.

To add a new goal:

Click the "Actions" Button, then click the "+" sign

To edit an existing goal:

Click on the "Edit" icon as shown below.

The ensuing form will have 10 fields to fill out:

Course Number = Which course will you be using for this assessment

Program Learning Goal = if you already have 3 learning goals, this would be PLG 4
Assessment Schedule Term = When will you assess the Learning Goal   ie: Spring 2014

Assessment Plans

Add PLG

Program Degree	MOBIBS	Program	MOBI
Course		Program Learning Goal	
Assessment Schedule Term			

Learning Goal Description

Let's move on the "Course Matrix" Tab

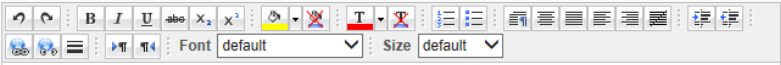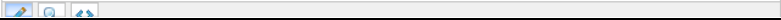Clicking on the Course Matrix Tab will give you a starting point for the courses in your program. You may add, edit or delete as you see fit.

Assessment

College School	Department	Program Degree	Student Level	Plan Status	Assessment Calendar
CSAM	BIOL	MOBIBS	U	Approved	Incomplete

Email Address: hazardl@mail.montclair.edu
Completed By: Lisa Hazard

Choose the appropiate button to:
Edit a Course
Add a Course
Delete a Course
Duplicate a Course

Tabs: Learning Goals | Course Matrix | Action Plan | Assessment Summary | Program Documents

Course Matrix

Actions ▼   Filters ▼   Search for...

Program Degree	Course	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8	Goal 9		
MOBIBS	BIOL112	X	X	X	X						✕	▣
MOBIBS	BIOL113	X	X	X	X						✕	▣
MOBIBS	BIOL230	X	X	A	X						✕	▣
MOBIBS	BIOL350	X	X	X	X						✕	▣
MOBIBS	BIOL380	X	X	X	X						✕	▣
MOBIBS	BIOL434			X	A						✕	▣
MOBIBS	BIOL435	A	A								✕	▣

◁ 1 ▷   Page Size 10 ▾

Place a "X" in a column when a course supports a learning goal but data will not be reported.
Place an "A" in a column when this course is used for Assessment within the database.
If you have 4 learning goals (as shown here) then each of the 4 columns should have at least 1 "A" (Assessment Point)

Assessment

College School	Department	Program Degree	Student Level	Plan Status	Assessment Calendar
CSAM	BIOL	MOBIBS	U	Approved	Incomplete

Email Address: hazardl@mail.montclair.edu
Completed By: Lisa Hazard

Tabs: Learning Goals | Course Matrix | Action Plan | Assessment Summary | Program Documents

Course Matrix

Actions ▼   Filters ▼   Search for...

Program Degree	Course	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7	Goal 8	Goal 9		
MOBIBS	BIOL112	X	X	X	X						✕	▣
MOBIBS	BIOL113	X	X	X	X						✕	▣
MOBIBS	BIOL230	X	X	A	X						✕	▣
MOBIBS	BIOL350	X	X	X	X						✕	▣
MOBIBS	BIOL380	X	X	X	X						✕	▣
MOBIBS	BIOL434			X	A						✕	▣
MOBIBS	BIOL435	A	A								✕	▣

In this example, BIOL434 is a designated assessment point for Goal 4 where as the other 5 course support the learning goal.

◁ 1 ▷   Page Size 10 ▾

Action Plan Tab

The Action plan consists of 2 fields of information:

"Results" and "Use of Data".

These 2 fields of information could possibly be the most important section of your Assessment Plan.

What are the results? Do they "Exceed, "Meet"or are they "Below" expectations (your expectations).

How will you disseminate the results?

How will you use the results?

And what action(s) will be taken based on the results?

This portion of the Assessment Plan will be completed each year.

Assessment 🖨

College School	Department	Program Degree	Student Level	Plan Status	Assessment Calendar
CSAM	BIOL	MOBIBS	U	Approved	Incomplete

Email Address — hazardl@mail.montclair.edu
Completed By — Lisa Hazard

| Learning Goals | Course Matrix | Action Plan | Assessment Summary | Program Documents |

Actions ▾   Filters ▾

Academic Year 2012-2013   Email Address Vegaq@mail.montclair.edu   Completed By Quinn Vega   ✕ 📄

Results Results from each evaluation will be presented at the 1st February dept. meeting of the year.

Use Of Data In May of each year a committee will develop recommendations for the following year's assessment and any necessary modification of the particular course structure.

Academic Year 2012-2013   Email Address Vegaq@mail.montclair.edu   Completed By Quinn Vega   ✕ 📄

Results

Results from each evaluation will be presented at the 1st February dept. meeting of the year.

Use Of Data In May of each year a committee will develop recommendations for the following year's assessment and any necessary modification of the particular course structure.

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Assessment Summary Tab

This is where you summarize the data that was collected from the courses you designated as an assessment points in the course matrix and your program learning goals section.

If you have 4 Program Learning Goals you should have 4 courses in the assessment summary.
To Add, delete or duplicate a row use the same feature as described above on page 4
To enter your data: Click on the "Edit" icon and enter your data on the ensuing form.

Assessment 🖨

College School	Department	Program Degree	Student Level	Plan Status	Assessment Calendar
CSAM	BIOL	MOBIBS	U	Approved	Incomplete

Email Address: hazardl@mail.montclair.edu
Completed By: Lisa Hazard

Learning Goals | Course Matrix | Action Plan | **Assessment Summary** | Program Documents

Assessment Summary   Actions ▾

	AY	Program	Goal	Course	Below	Meets	Exceeds	Attachment		
✎	2012-2013	MOBIBS	PLG1	BIOL435	| 0.00 %	| 0.00 %	| 0.00 %		✕	▣
✎	2012-2013	MOBIBS	PLG2	BIOL435	| 0.00 %	| 0.00 %	| 0.00 %		✕	▣
✎	2012-2013	MOBIBS	PLG3	Biol230	16 | 61.54 %	1 | 3.85 %	9 | 34.62 %	Open File	✕	▣
✎	2012-2013	MOBIBS	PLG4	Biol434	| 0.00 %	| 0.00 %	| 0.00 %		✕	▣

◁ ◁ [1] of 1 ▷ ▷| 4 Items [20] / page

Data Entry Screen for "Assessment Summary" tab

Assessment Plans

Edit Assessment Summary

Program	Academic Year	Course	Learning Goal	Below	Meets	Exceeds
MOBIBS	2012-2013 ▾	Biol230	PLG3	16	1	9

File Content: [   ] Browse...

File Name: [   ]

Save   Cancel

You will be required to provide a pdf showing an example of "Below" "Meets" and Exceeds. Blank out any / all student information befor uploading.

Use the Browse button to find your document, then in the "File Name" field enter a name for you document. In this example something like PLG3_BIOL230_2013.pdf
This name includes Learning Goal + Course + Reporting year