



# How to Best Document My Assessment Work

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Marilee J. Bresciani, Ph.D.

Director of Assessment

Division of Undergraduate Affairs

[Marilee\\_Bresciani@ncsu.edu](mailto:Marilee_Bresciani@ncsu.edu)

NC STATE UNIVERSITY



# Presentation Overview

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- Why Document?
- What Needs to Be Documented?
- How Do I Best Do It?
- Examples
- Questions



# Why Should I Document?

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- Basically, for the same reasons you are engaging in assessment.  
Specifically
  - Accountability
  - Accreditation/Standards
  - Resource Requests
- To learn more about your program...

# The Assessment Cycle



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- The key questions...
  - ⑩ What are we trying to do and why are we doing it?
  - What do we expect the student to know or to do as a result of our program?
  - How well are we doing it?
  - How do we know?
  - How do we use the information to improve?
  - Does that work?

# The Iterative Assessment Cycle

Adapted from  
Peggy Maki, Ph.D. by  
Bresciani, M.J.





# What Should You Document?

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- Mission
- Objectives
- Outcomes
- Evaluation Methods
  - By Outcomes
- Implementation of Assessment
  - Who is Responsible for What?
  - Timeline
- Results
- Decisions and Recommendations
- Did Those Work?



# Various Ways to Document

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- Word Processing Programs
- Spreadsheets
- Relational Databases
- Diagrams
- Web
- Other



# Examples

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- Appendix A – North Carolina State University New Student Orientation - [http://www.ncsu.edu/undergrad\\_affairs/assessment/files/projects/units/nso\\_impact\\_0102.pdf](http://www.ncsu.edu/undergrad_affairs/assessment/files/projects/units/nso_impact_0102.pdf)
- Appendix B – North Georgia State College and University Core of Cadets
- Appendix C – North Carolina State University Office of Student Conduct - [http://www.ncsu.edu/undergrad\\_affairs/assessment/files/projects/projects.htm](http://www.ncsu.edu/undergrad_affairs/assessment/files/projects/projects.htm)



# Examples, Cont.

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- Appendix D – North Carolina State University College of Engineering - <http://www.engr.ncsu.edu/assessment/>
- Appendix E – North Carolina State University College of Design School of Architecture
- Appendix F – Indiana University and Purdue University - <http://www.iport.iupui.edu/>
- Appendix G – North Carolina State University - [http://www.ncsu.edu/provost/academic\\_programs/uapr/UAPRindx.html](http://www.ncsu.edu/provost/academic_programs/uapr/UAPRindx.html)



# Questions?

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[http://www.ncsu.edu/undergrad\\_affairs/assessment/files/presentations.htm](http://www.ncsu.edu/undergrad_affairs/assessment/files/presentations.htm)



# One Minute Evaluation

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- What is the most valuable thing that you learned from this workshop?
- What is one question that you still have?