

Academic Program Assessment

Updating Assessment Plans

The following instructions have been written to assist with the assessment plan process. These instructions cover the updating of assessment plans. If you would like additional assistance please do not hesitate to contact:

Kaitlyn Mittan kmmittan@ncsu.edu – Assistance for DUPs

Dr. Pierre Gremaud gremaud@ncsu.edu – Assistance for DGPs

Steps 1-7 – Instructions for DUPs/DGPs to view, update, and edit program outcomes and assessment cycle

1. Log into the Academic Program Assessment application (go.ncsu.edu/apa) and select the degree program. Click “View Assessment Materials” once the correct program has been selected.

Academic Program Assessment

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Welcome to the Assessment Application

This application is used to create and manage your assessment plans and create assessment reports for academic programs. These reports are required as part of the accreditation process. Below you may manage assessment plans, review past reports, and create new reports at both the program level and at the department and college level for summary reporting.

Manage Program Assessment Reports

Your program plan describes the evidence to be collected for each outcome, and you use reports to evaluate the effectiveness of your program in achieving the outcomes and describe any actions taken to improve the program.

Choose an option below to access your assessment materials.

Undergraduate Programs ▾

- Accounting-BS
- Accounting-BS
- Aerospace Engineering-BS
- Africana Studies-BA
- Agribusiness Management
- Agricultural Business Management-BS
- Agricultural Education-BS
- Agricultural Science-BS
- Agricultural and Environmental Technology-BS
- Animal Science-BS
- Anthropology-BA
- Architecture and Environmental Design in Architecture
- Art and Design
- Arts Studies and Applications-BA
- Biochemistry-BS
- Biological Engineering-BS
- Biological Sciences-BS
- Biomedical Engineering-BS
- Biomedical and Health Sciences Engineering (Joint with UNC-CH)-BS
- Bioprocessing Science-BS
- Business Administration-BS

[View Assessment Materials](#)

Manage Summary Reports

Following the completion of all assessment reports or may emerge based on these reports

reports summarize what you've learned base on the assessment reports entered, steps taken including examples and any issues that have

[Manage Department Summary Reports](#)

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2. Select “Click here to access your assessment plan.”

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Zzz Sample Undergrad Assessment Materials

[Click here to access your assessment plan](#)

You can build, view, and your plan.



[Click here to access your assessment reports](#)

You can create a new assessment report and view archived reports.

[Click here to access external review materials](#)

You can view documents from past reviews such as program self-studies, reviewer reports, and responses to reviewer reports. You can also upload assessment materials such as tables and graphs and full assessment reports that are too long to be entered in the reporting template.

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Return to Program Selection screen.

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3. Select “Click here to manage your objectives and outcomes.”

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Zzz Sample Undergrad Assessment Plan

[Click here to view your master plan](#)

You may view your outcomes broken down by the outcome analysis years and biennial report year and semester.

[Click here to view your objectives and outcomes](#)

Through this link you will be able to view your assessment plans objectives and outcomes.

[Click here to manage your objectives and outcomes](#)

Through this link you will be able to manage your assessment plans objectives and outcomes.

[Return to assessment materials](#)

Return to the assessment materials menu.

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4. From this screen you can view all of the program outcomes for the program as well as the frequency of reporting. To update, edit, or make an outcome inactive click “Edit Outcome.”

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Manage the Assessment Plan for: Zzz Sample Undergrad

Below you may manage this assessment plan. All information for each objective and outcome can be edited by clicking the corresponding edit link. Outcomes and objectives may be added to your plan using the buttons found on the bottom of this page

Objective: To develop in students a strong understanding of the chemical, physical and biological components of Earth's environment and how human and natural disturbances influence that environment. ([Edit Objective](#))

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Assessed	Next Scheduled	Edit Outcome
Students will demonstrate an understanding of environmental chemistry, pollutants and pollution transport in both indoor and outdoor environments.	Exam questions mapped to outcomes, analyzed at the question level, or groups of questions to identify strengths and weaknesses in knowledge of the content. (Source: ETC 440)	Every Four Years	2017	2020	Edit Outcome
Students will demonstrate an understanding of soil properties and processes, basics of hydrology, surface water, atmospheric properties and processes.	Lab exercise with rubric demonstrating Hydrology knowledge, analyzed at the rubric dimension level, to identify strengths and weaknesses in the outcome. (Source: ET 401)	Every Four Years	2017	2021	Edit Outcome
Students will demonstrate an understanding of conserving, preserving and sustaining environments, including pollution prevention and control.	Exam questions mapped to outcomes, analyzed at the question level, or groups of questions to identify strengths and weaknesses in knowledge of the content. (Source: ET 460, ET 203, ET 302)	Every Four Years	2017	2018	Edit Outcome

Objective: To develop in students the ability to assess, analyze, plan and implement actions needed to manage the environment. ([Edit Objective](#))

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Assessed	Next Scheduled	Edit Outcome
Students will demonstrate competency in critical thinking, systematic problem solving and decision making as individuals and in a team environment.	ET 302 – Indoor air quality investigation; ET 401 – Group project with rubric, analyzed at the rubric dimension level to identify strengths and weaknesses within the outcome. (Source: ET 302, ETC 401)	Every Four Years	2017	2019	Edit Outcome
Students will identify the requirements in performing environmental site assessments and environmental impact statements.	Exam questions mapped to outcomes, analyzed at the question level, or groups of questions to identify strengths and weaknesses in knowledge of the content. (Source: NR 454)	Every Four Years	2017	2020	Edit Outcome

Objective: To develop in students the ability to utilize quantitative knowledge and skills and modern tools and technologies for environmental management. ([Edit Objective](#))

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Assessed	Next Scheduled	Edit Outcome
Students will be able to appropriately collect, analyze and report environmental samples for physical, chemical and biological contaminants.	Senior course project. Measured with rubric and analyzed at the dimension level to identify strengths and weaknesses within the outcome. Second Measure: Case study measured with rubric and analyzed at the dimension level. (Source: ETC 420/ETC 380)	Every Four Years	2017	2021	Edit Outcome
Students will develop management plans with multiple objectives and constraints.	Course project. Measured with rubric and analyzed at the dimension level to identify strengths and weaknesses within the outcome. (Source: ETC 460)	Every Four Years	2017	2018	Edit Outcome

Objective: To develop in students an understanding of the social, political, ecological and economic framework in which environmental assessment and management decisions are made and in which environmental technologists must function. ([Edit Objective](#))

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Assessed	Next Scheduled	Edit Outcome
Students will analyze environmental policy and the processes by which it is developed.	Student projects. Measured with rubric and analyzed at the dimension level to identify strengths and weaknesses within the outcome. (Source: ETC 300)	Every Four Years	N/A	2019	Edit Outcome
Students will demonstrate an understanding of how federal, state, and local laws and	Course project. Measured with rubric and analyzed at the dimension level to identify	Every Four Years	N/A	2020	Edit Outcome

5. On this screen, it is possible to update all of the fields related to the program objectives and outcomes. Please remember to check all fields for accuracy. This will allow the system to keep track of all objectives, outcomes and their frequency of assessment automatically. Click “Save Outcome” before navigating away from this page.

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Manage Assessment Plan Outcome for: Zzz Sample Undergrad

Outcome Details

Choose an Objective: To develop in students a strong understanding of the chemical, physical and biological components of Earth's environment and how human and natural disturbances influence that environment. ▼

Outcome: Students will demonstrate an understanding of environmental chemistry, pollutants and pollution transport in both indoor and outdoor environments.

Evidence to be Collected: Exam questions mapped to outcomes, analyzed at the question level, or groups of questions to identify strengths and weaknesses in knowledge of the content.

Initial Reporting Year: 2016 ▼
* This is the first date that this outcome will be reported.

Frequency of Reporting: Reported Annually ▼

Display Order: 1 ▼
* The display order controls the order in which outcomes are displayed/listed.

Is Outcome Active?

* Indicating an outcome is inactive removes it from being displayed in the plan and being reported. Setting the active status allows the outcome to be retained in the plan or to be reactivated for later use without deleting the entry.

Save Outcome **Cancel** **Delete Outcome**

6. Once you have made updates to the objectives and outcomes for the program, please check to make sure the information has updated correctly by clicking “Click here to view your master plan” for the program. The schedule in the application is currently set until 2025.

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Zzz Sample Undergrad Assessment Plan

[Click here to view your master plan](#)

You may view your outcomes broken down by the outcome analysis years and biennial report year and semester.

[Click here to view your objectives and outcomes](#)

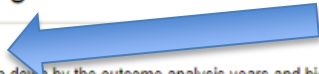
Through this link you will be able to view your assessment plans objectives and outcomes.

[Click here to manage your objectives and outcomes](#)

Through this link you will be able to manage your assessment plans objectives and outcomes.

[Return to assessment materials](#)

Return to the assessment materials menu.



7. From this screen you can see the outcomes that are scheduled to be assessed each year and verify that the changes have been made.

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Zzz Sample Undergrad Master Assessment Plan

Report Year: 2018

Objective: To develop in students a strong understanding of the chemical, physical and biological components of Earth's environment and how human and natural disturbances influence that environment.

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Reported
Students will demonstrate an understanding of conserving, preserving and sustaining environments, including pollution prevention and control.	Exam questions mapped to outcomes, analyzed at the question level, or groups of questions to identify strengths and weaknesses in knowledge of the content. (Source: ET 460, ET 203, ET 302)	Every Four Years	2017

[Click here to return to your assessment plan](#)

Objective: To develop in students the ability to utilize quantitative knowledge and skills and modern tools and technologies for environmental management.

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Reported
Students will develop management plans with multiple objectives and constraints.	Course project. Measured with rubric and analyzed at the dimension level to identify strengths and weaknesses within the outcome. (Source: ETC 460)	Every Four Years	2017

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Objective: To develop in students an understanding of the social, political, ecological and economic framework in which environmental assessment and management decisions are made and in which environmental technologists must function.

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Reported
Students will demonstrate an understanding of complex environmental problems and how collaborative decision making of stakeholders can be used to address such problems.	Integration exercises and collaborative, adaptive management project. Measured with rubric and analyzed at the dimension level to identify strengths and weaknesses within the outcome. (Source: ETC 455)	Every Four Years	N/A

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Report Year: 2019

Objective: To develop in students the ability to assess, analyze, plan and implement actions needed to manage the environment.

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Reported
Students will demonstrate competency in critical thinking, systematic problem solving and decision making as individuals and in a team environment.	ET 302 - Indoor air quality investigation, ET 401 - Group project with rubric, analyzed at the rubric dimension level to identify strengths and weaknesses within the outcome. (Source: ET 302, ETC 401)	Every Four Years	2017

[Click here to return to your assessment plan](#)

Objective: To develop in students an understanding of the social, political, ecological and economic framework in which environmental assessment and management decisions are made and in which environmental technologists must function.

Outcome	Evidence to be Collected and Source of Evidence	Frequency	Last Reported
Students will analyze environmental policy and the processes by which it is developed.	Student projects. Measured with rubric and analyzed at the dimension level to identify strengths and weaknesses within the outcome. (Source: ETC 300)	Every Four Years	N/A

[Click here to return to your assessment plan](#)

Report Year: 2020