Completing the Assessment Process: Closing the Loop & Action Plans

Loop closing consists of having a conversation with your department or a meaningful subset of the department and then completing the action plan in eLumen based on that discussion. This last step in the assessment process is crucial. Using assessment data to have meaningful conversations about student learning within your department is essential, and an **assessment is considered incomplete until this final step is complete**. This handout will walk you through the process, but please reach out to Mary Powell if you have any further questions.

Timeline: Loop closing should take place the semester after the assessment is completed.

Step 1: Follow up on Assessment

- First, ensure that all assessments have been completed in eLumen. There are two ways to find out in eLumen which assessment are complete or incomplete depending on your eLumen role:
 - Finding Incomplete Assessments (Coordinator with Planner or Department Coordinator Role): <u>https://www.canyons.edu/ resources/documents/administration/committees/ca</u> <u>sl/elumen_docs/CheckingtoseewhatfacultyenteredSLOscores.pdf</u>
 - Finding Incomplete Assessment (Coordinator Role): <u>https://canyonsonline.zoom.us/rec/share/XNoB_W19eYMxrelCTZa43FAnRSnVVa</u> <u>d4v4wSCZatCMAoQc0508Z9D7V0GE2LkEdl.3heu-</u> <u>0ljv6MVGVDU?startTime=1726697157000</u>
- Follow up with any faculty who have not completed the assessment and ask them to complete it.
 - Share the 2pg handout that provides instructions and screenshots for how to log in to eLumen and complete an assessment with them: <u>https://www.canyons.edu/ resources/documents/administration/committees/ca</u> sl/elumen_docs/ScoringOutcomesAssessmentsineLumen5824.pdf
- You do not have to have 100% participation to proceed with loop closing (especially when there is large number of sections), but the more participation the better.
- Consider trying for 100% participation especially with courses with only a few sections and only settling for less as needed.

Step 2: Gather Assessment Data

• Once all sections are assessed, begin gathering the data from the assessment.

- Reach out to Evis Wilson who can provide overall assessment results as well as disaggregated assessment results data. There is no need to try to pull the data from eLumen yourself as Evis is happy to do so and format the data reports for you.
- If the action plans have not already been built for your assessment, email Mary Powell to ask her to build them for you in eLumen.

Step 3: Review the Data/Close the Loop

- Review the data reports Evis sends with your department or with a representative subset of your department.
- It may be helpful to have the action plan questions in mind (see below).
- Look at the data for any areas where students are doing poorly or where certain populations of students are not doing as well as the norm; consider strategies for improving student success including any curriculum changes or instructional suggestions.
- This is the department's chance to see how the students are doing and if changes need to be made.

Step 4: Complete eLumen Action Plan

- The coordinator or department chair must then complete the Action Plan. Screenshots for this process are below.
- If you have not requested action plans for the courses you assessed, reach out to Mary Powell or Evis Wilson to add action plans in eLumen for you. Unfortunately, course coordinators cannot currently add their own action plans unless they have planner access. Mary and Evis are happy to do this for you.
- You do not have to follow the action plan prompts exactly; they are merely meant as a guide. But please include at least a few sentences in each of the 3 response boxes. Record any takeaways and action steps from your loop closing discussion.
- If you feel the department does not need to make changes, simply discuss what is working well and how you plan to maintain student success. Adapt your responses to your department's needs and desires.
- Action Plan responses don't have to be extensive, but please record something in each response box. 3-5 sentences is usually enough, but feel free to be more detailed.
- eLumen Action Plans are mandatory as they are the repository for accreditation assessment compliance.
- Without a complete action plan in eLumen, the assessment is not complete.
 - Action Plan Prompts:

- 1. What did you discern from the discussion with colleagues and students (if applicable) about the assessment results?
- 2. As a result of this department-wide dialogue, please give specific examples of how your department will improve student learning in the next assessment. What do you plan to do? How and when will you implement your plan? Why did you select this particular plan? (Faculty Proposed Actions)
- 3. How does this assessment fit into larger department or campus-wide discussions or practices? How does this assessment relate to previous assessments? For example, do you see patterns of student achievement in particular areas? Have you learned something from assessing this course that could help you assess other courses? (Reflection)

Accessing and Completing Action Plans in eLumen

Some Caveats:

- In eLumen, only department chairs can add action plans.
- Course Coordinators: Be sure to request your action plans from Mary Powell or Evis Wilson if necessary. Course coordinators do not currently have access to do so. If you'd like access to building action plans and training in building them, reach out to Mary Powell and Evis Wilson. FLEX credit available for all training. Sometimes coordinators are silently removed from courses when revisions are made, so make sure that you are a coordinator in eLumen for the course before you proceed.
- Department Chairs: Follow the Department Chair specific process for entering action plans. This process also works for coordinators

Completing Action Plans as a Course Coordinator

Step 1: Log in to eLumen

Log into portalguard.canyons.edu & select SSO Portal. Select eLumen in the SSO Portal Page



Step 2: Select your Coordinator Role

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Step 4: Click on the Action Plans Tab

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Step 5: Locate the Course/Action Plan to be Completed and Click "Respond"

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*The course will be labeled with the semester in which the semester was completed (the semester before you are completing loop closing)

Step 6: Type or Paste your Responses into the Dialogue (scroll down to complete all 3 sections)

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Step 7: Once you've filled in all 3 boxes, scroll down and click "Submit."

The action plan will be removed from the inbox and your assessment is officially complete! Congrats and thank you so much for your assessment work!!

If you have any issues with this process or any questions at all along the way, please don't hesitate to reach out to Mary Powell for assistance.

Completing Action Plans as a Department Coordinator (aka Department Chairs)

Step 1: Log in to eLumen

Log into portalguard.canyons.edu & select SSO Portal. Select eLumen in the SSO Portal Page



Step 2: Select your Department Coordinator Role

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Step 3: Go to the Org Management Tab

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Step 4: - Select the Correct Semester (usually the semester the assessment took place)

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Step 5: Scroll down or Use the Find Command to Find the Course you want to loop close. Then Click on the "Reports" icon next to or below the course number and name; it should have a red 1 on it if the action plan has been built but is not yet complete.

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Step 6: Type or Paste your Responses into the Dialogue that appears (scroll down to complete all 3 sections)

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Step 7: Once you've filled in all 3 boxes, scroll down and click "Submit."

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That's it! The action plan is done and your full assessment is officially complete! Congrats and thank you so much for your assessment work!!

If you have any issues with this process or any questions at all along the way, please don't hesitate to reach out to Mary Powell for assistance.