P&SS Assessment Plan Guide
Reporting on Measures not Used

There are multiple instances where data might not be collected for every assessment measure every year. If it is the only measure for an outcome that was not assessed that year, then the outcome and its associated measure are simply not included in the assessment plan. However, when it is an outcome with multiple measures, and data was not collected for all measures, there is not an option to exclude the measure only.

This guide provides details for how to report on an outcome with multiple measures where data is not collected for every measure every year. The scenario provide can also be applied for when data was supposed to be collected but was not or is not available at the time the assessment report is due.

Scenario: Below is an example of an outcome with two measures as it would appear in P&SS on an Assessment Cycle Home page. (See Figure 1) In the past, faculty would collect assessment data for both measures every year. But because of the small size of their program, they realized that it would be more efficient to collect the data for each measure every other year. Going forward, data from the PSS 101 Final Exam will be collected on even numbered academic years and data from the Writing Department Goals assignment collected on odd numbered academic years.
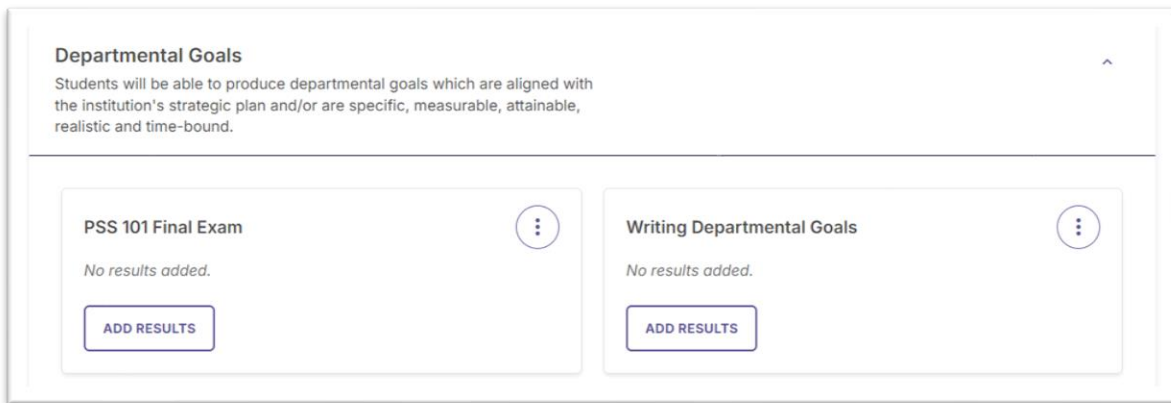

Figure 1: Example of Outcome and associated measures on Assessment Cycle Home page.

Challenge: P&SS does have an option to remove a measure from a plan. (See Figure 2.) However, this action will remove the measure from both the current plan *and* all future plans. *As such, this option should only be used when a measure is permanently retired.*
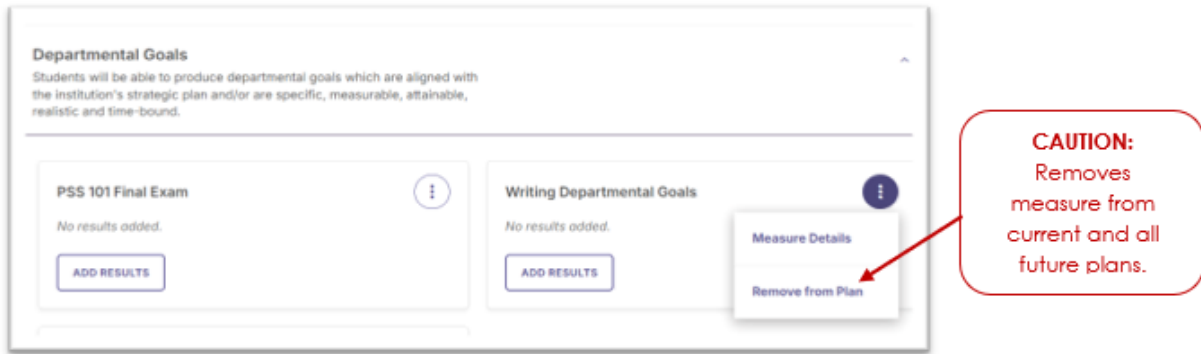
Figure 2: Options for measures associated with an outcome.

⊘ ***The "Remove from Plan" option should only be used when a measure is permanently retired.***

Solution: When data is not collected for a particular measure, a statement should be included in the "Analysis" box of the **Findings** section of the Measure's page. (See Figure 4.) This statement should include information as to why data was not collected that year and when it will be collected again.

For the scenario above, 2023-24 assessment data was not collected for the measure "Writing Departmental Goals" as it is only collected in odd numbered years.

Step 1: To report this, click on the ADD RESULTS button under the measure. (See Figure 3.) This will take you to the "Measure" page for this measure.
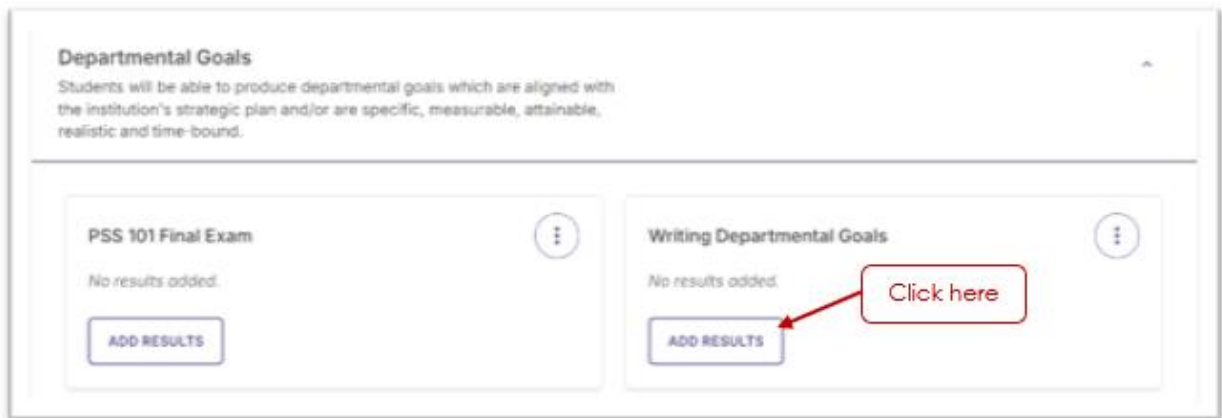

Figure 3: Accessing the "Measure" page for a specific measure.

Step 2: Scroll down to the **Findings** section. In the "Analysis" box add a statement as to why the data was not collected and when it will be collected next. For this example, that statement might be:

"Assessment data for this measure is collected in odd number years and will be will be collected during the 2024-25 academic year."

Figure 4: Example of entering a statement about why data was not collected.

Step 3: Leave the **Measure Status** as "Select Measure Status" as it was neither Met or Not Met.

Step 4: Click on the ADD NEW ACTION button to add the appropriate action. A list of possible actions will appear on the righthand side of the screen. Scroll down and select **Maintain Assessment Srategy**. (See Figure 5.)
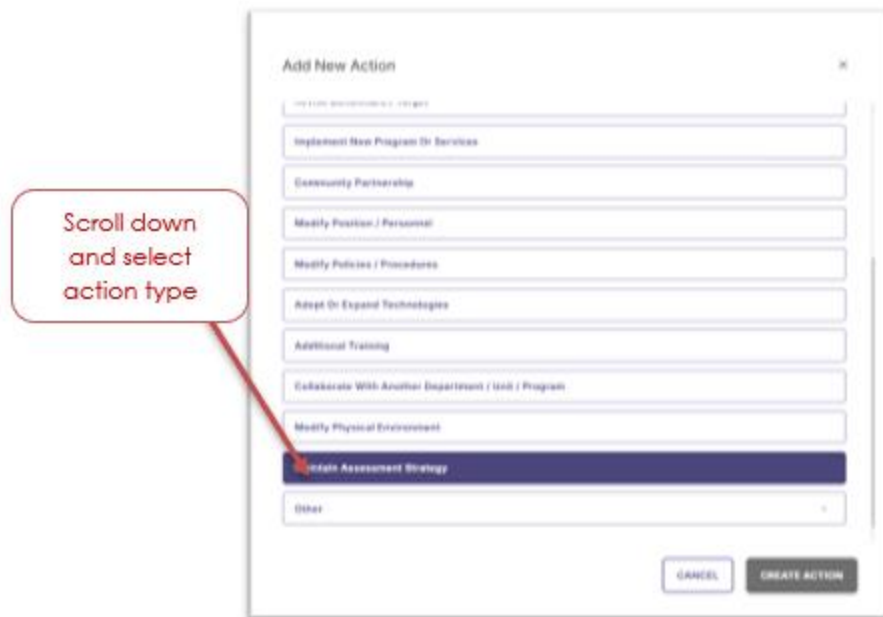
Figure 5: Select action type "Maintain Assessment Strategy."

Step 5: When you select an Action Type, a new window will open where you are required to enter an action description. (See Figure 6.) Enter a statement as to when the data will be collected, then click on the **CREATE ACTION** button. Then click on the the **SAVE & CLOSE** button in the upper righthand corner to return to the Awssessment Cycle Home page.
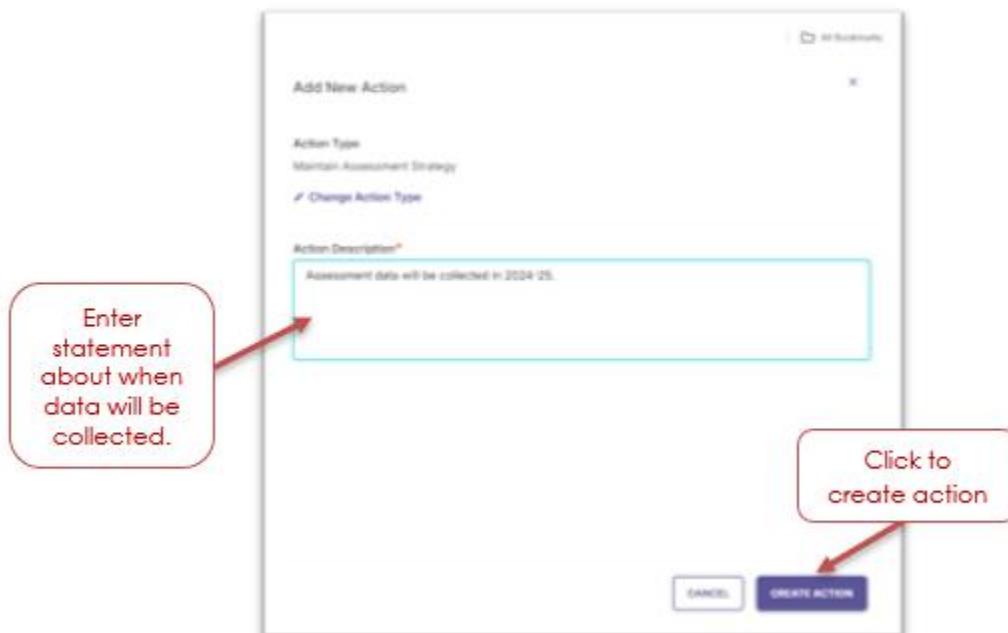

Figure 6: Adding a description to an action type.