

Assessment Results

This page explains where, when, and how to record assessment results. **Don't add your program or gen ed results here!** Instead, find your program at [Assessment by Academic Department](#) or your gen ed area at [General Education Assessment](#).

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Assessment results are data on student learning gathered each academic year (in the case of major programs) or every third year (in the case of gen ed areas).

From the inception of academic assessment at Geneseo until fall 2007, these results were reported to the Academic Assessment Committee using paper forms or electronic files.

Beginning fall 2007, major programs and gen ed areas will use the Geneseo wiki to **record** assessment results rather than **report** them. The nature of the wiki interface makes it possible to move beyond a reporting model of assessment to one in which the assessment process becomes a form of [Vibrant Discussion](#).

Where to record assessment results

Academic Program Coordinators:

- Log in to the wiki.
- Follow the link to your program's learning outcomes page from the list of [Assessment by Academic Department](#).
- Follow the link to your program's assessment results page ([what's this?](#)). You will not see this link if you are not logged in.
- Create a [child page](#) from your program's assessment results page and give it a name that parallels the names of the child pages already there for previous years' results.
- When you create the child page, you can choose Template for Posting Assessment Results from the Create menu. This will provide you with a formatted page for recording your results and aligning them with institutional mission and goals.
- Record your results in the page, then click **Save**.

Gen Ed Area Chairs:

- Log in to the wiki
- Follow the link to your gen ed area's learning outcomes page from the list of [General Education Areas](#).
- Create a [child page](#) from your gen ed area's learning outcomes page and give it a name that parallels the names of the child pages already there for previous years' results.
- Record your results in the page, then click **Save**.

Editing pages on the wiki is easy. (For a basic introduction, see [Wiki Basics](#).) But if you're skittish about jumping in, you can record your results in a Word file and [attach the file](#) to the child page you've created for this year's results.

Program coordinators recording departmental results for gen ed assessment of [Basic Research](#) or [Oral Discourse](#) should follow the instructions for gen ed area chairs.

When to record assessment results

- Major programs should gather assessment data on **one to four** program learning outcomes **each academic year**. They should record these data **no later than September 30** of the following academic year.
- Gen ed areas should gather assessment data on all area learning outcomes **every third year** according to the timeline for gen ed assessment. They should record these data **no later than June 15** of the academic year in which they are gathered.
- For two gen ed areas - [Basic Research](#) and [Oral Discourse](#) - results are gathered within major programs. In these areas, major programs should record assessment results **no later than June 15** of the academic year in which they are gathered.

How to record assessment results

As your program's assessment coordinator or your gen ed area's chair, you can format the wiki page containing a given set of assessment results in whatever way makes most sense to you. You can use the *Attachments* tab of the page to upload and attach files containing charts, tables, and other graphics. (Once attached, graphics files can also be displayed within the page itself.) If you're recording results on more than one outcome in a given year, you can put these on separate pages or the same page.

However, it is **essential** that you follow these guidelines:

- Either record your results on a child page of your program's or gen ed area's "assessment results" page ([what's this?](#)) in the Academic Assessment space or provide a link from that page to the space where the results have been recorded.
- Clearly state the [learning outcome](#)(s) that a given set of assessment results are designed to measure.
- Clearly explain the method used to measure student learning relative to a given outcome. Whenever possible, the method chosen should provide a [direct measure](#) of student learning.
- Indicate your program's or gen ed area's [Criteria for Success](#) on a given learning outcome.
- Provide [Reflection](#) on the results you've recorded, indicating whether changes to your program or gen ed area have been, are being, or will be taken in response to the results. (Consider using the *Comments* feature of the wiki to gather feedback from instructors in your program or gen ed area.)