



Learning Outcomes Assessment Notice 1.0

This Notice provides information and guidelines for completing closing the 2019-2020 assessment cycle.

1. Assessment findings for 2019-2020 and the Closing the Loop Action Plan are due by the 1st Friday in October.
 - a. [Tutorial One – How to Enter Assessment Findings for the 2019-2020 Cycle](#)
 - b. [Tutorial Two – How to Make the Closing the Loop Action Plan](#)
 - c. [Addendum: How to Submit Assessment Findings and the Closing the Loop Action Plan](#)
2. Teleworking during the spring 2020 semester may warrant modifying assessments that have not been already administered. See below.
3. Guidelines for assessments not administered before March 2020:
 - a. For assessments that can be administered as planned: complete reporting in AMS accordingly.
 - b. For assessments that cannot be administered as planned, here are three suggestions:
 - i. Convene focus groups (via ZOOM) with students and ask them three questions. Faculty review and decide on at least one action for improvement. Assign responsibility for follow-up.
 1. How well did you achieve the outcomes for learning (provide a list of the learning outcomes and a simple scale such as “extremely well; very well; adequately well; not very well; not at all”)
 2. What aspects of your education in this program helped you with your learning and why were they helpful?
 3. What might the program faculty do differently that would help you learn more effectively and why would that help?
 - ii. Use one of VCU’s survey tools to ask students to answer the questions above. Using a survey tool will provide anonymity to the students and texts can be analyzed for themes. Faculty review and decide on at least one action for improvement. Assign responsibility for follow-up.
 - iii. Convene faculty and ask them to share their observations of student weaknesses and strengths regarding specific learning outcomes. Prioritize such a discussion: which goals for student learning are most important right now? Decide on at least one action for improvement and assign responsibility for follow-up.
 - c. In cases where an assessment cannot be modified, consult with the unit’s assessment council representative for guidance on alternative approaches.