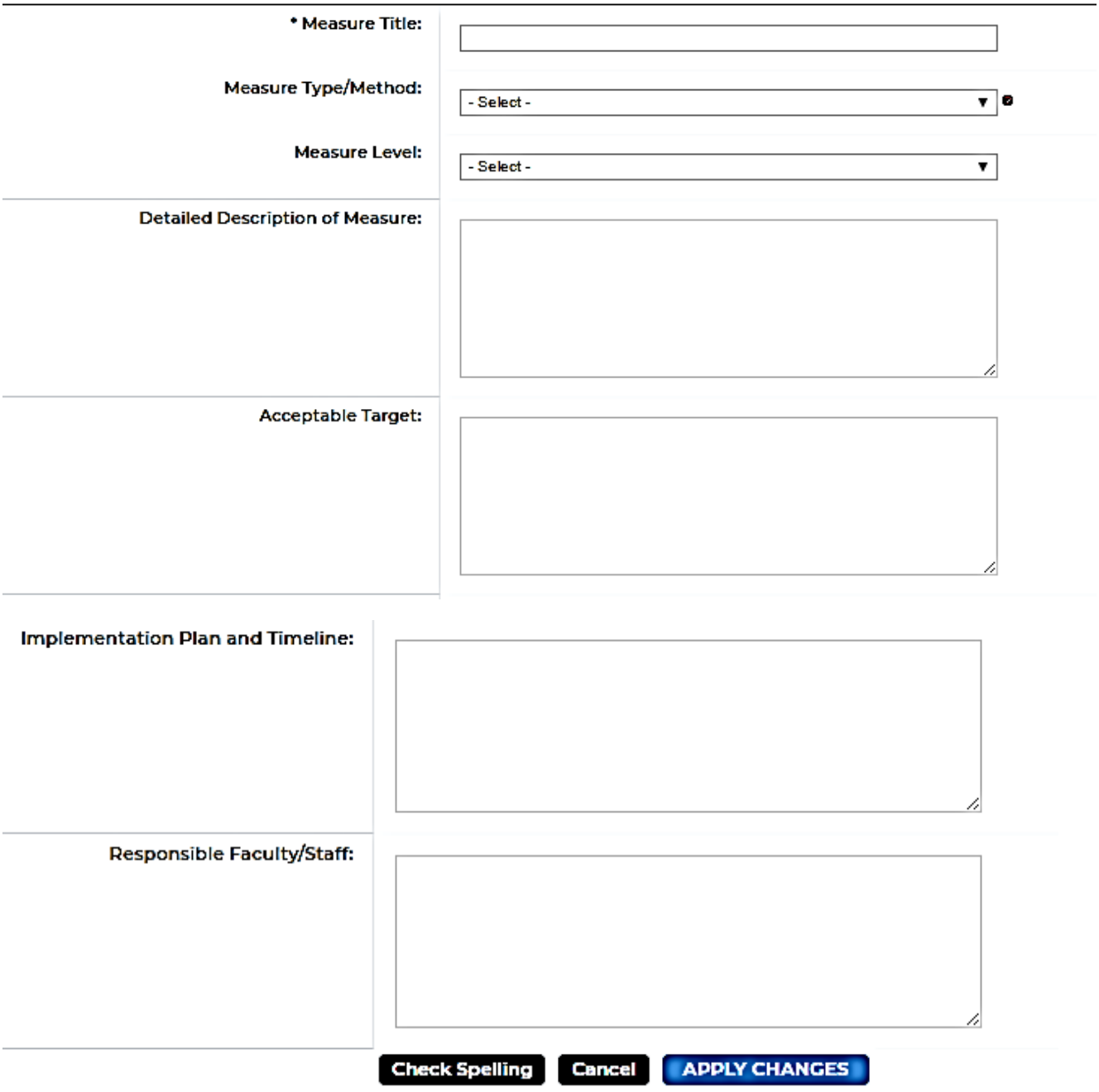
Example: Closing the Loop in Taskstream

Step-by-Step

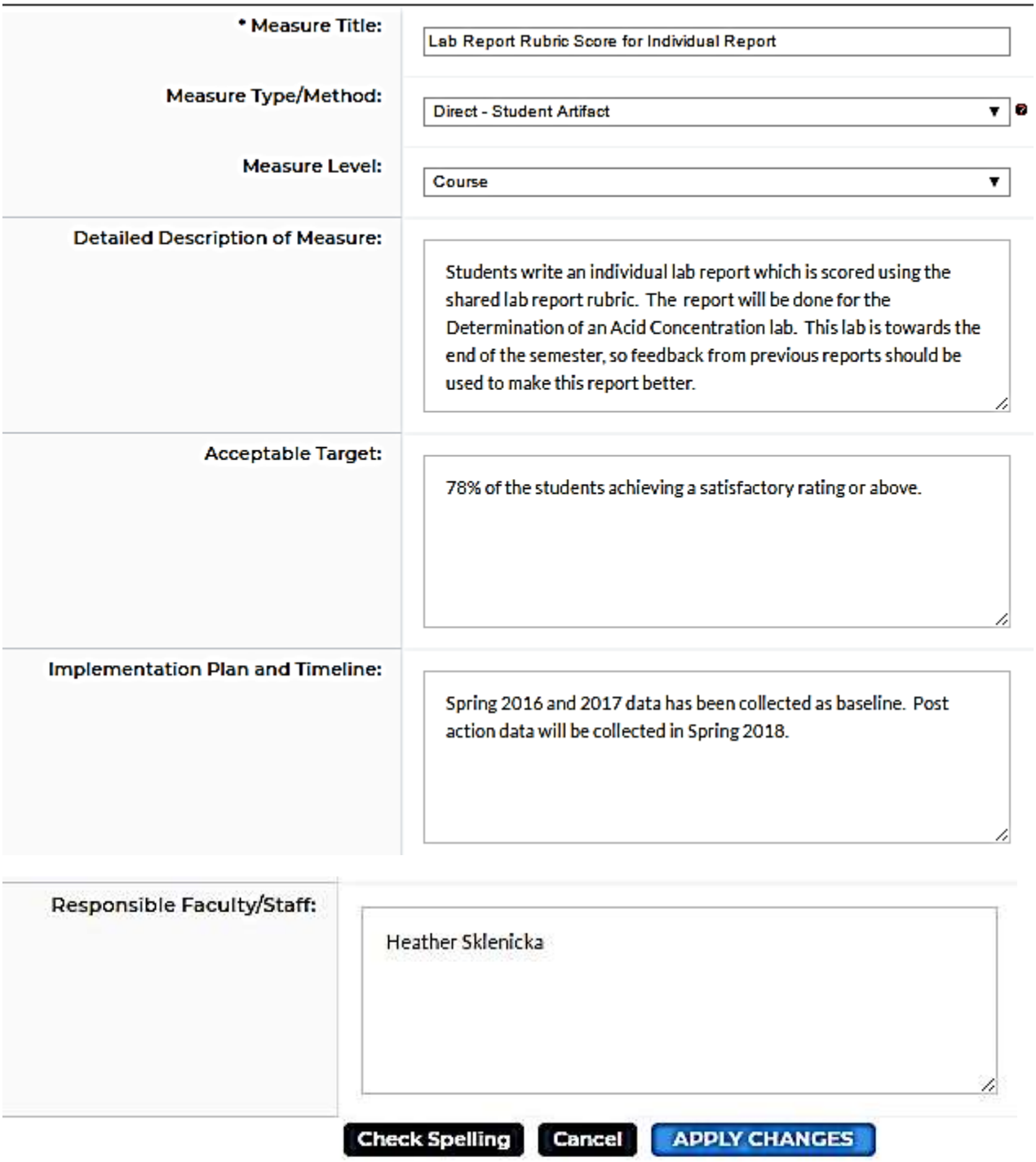
Step 1: Assessment-This is your plan. You should enter this close to the beginning of the semester.

Before entering measure (assessment):



Step 1 Assessment (cont'd)

Entering the measure (assessment)



Step 2 Findings: The Findings should be entered after you have implemented and scored the assessment.

Before Findings are entered:

Outcome: Lab number 4

Apply basic skill in laboratory operations including making measurements, preparing solutions, operating instrumentation, designing experiments, and reporting and interpreting qualitative and quantitative data.

▾ **Measure:** Lab Report Rubric Score for Individual Report

Course level Direct - Student Artifact

Detailed Description of Measure:	Students write an individual lab report which is scored using the shared lab report rubric. The report will be done for the Determination of an Acid Concentration lab. This lab is towards the end of the semester, so feedback from previous reports should be used to make this report better.
Acceptable Target:	78% of the students achieving a satisfactory rating or above.
Implementation Plan and Timeline:	Spring 2016 and 2017 data has been collected as baseline. Post action data will be collected in Spring 2018.
Responsible Faculty/Staff:	Heather Sklenicka

Findings for Lab Report Rubric Score for Individual Report — Add Findings

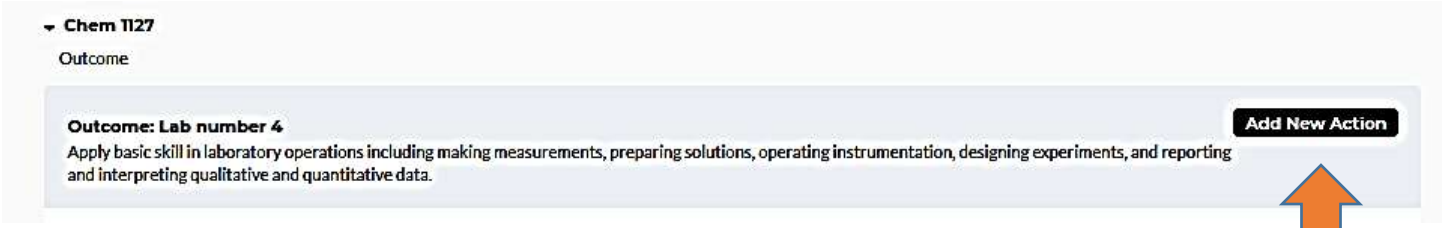
* Summary of Findings:	
Recommended Actions:	
Acceptable Target Achievement:	70% of students achieve an 8 or higher on the final quiz attempt. ○ Not Met ○ Met ○ Exceeded

Entering your Findings:

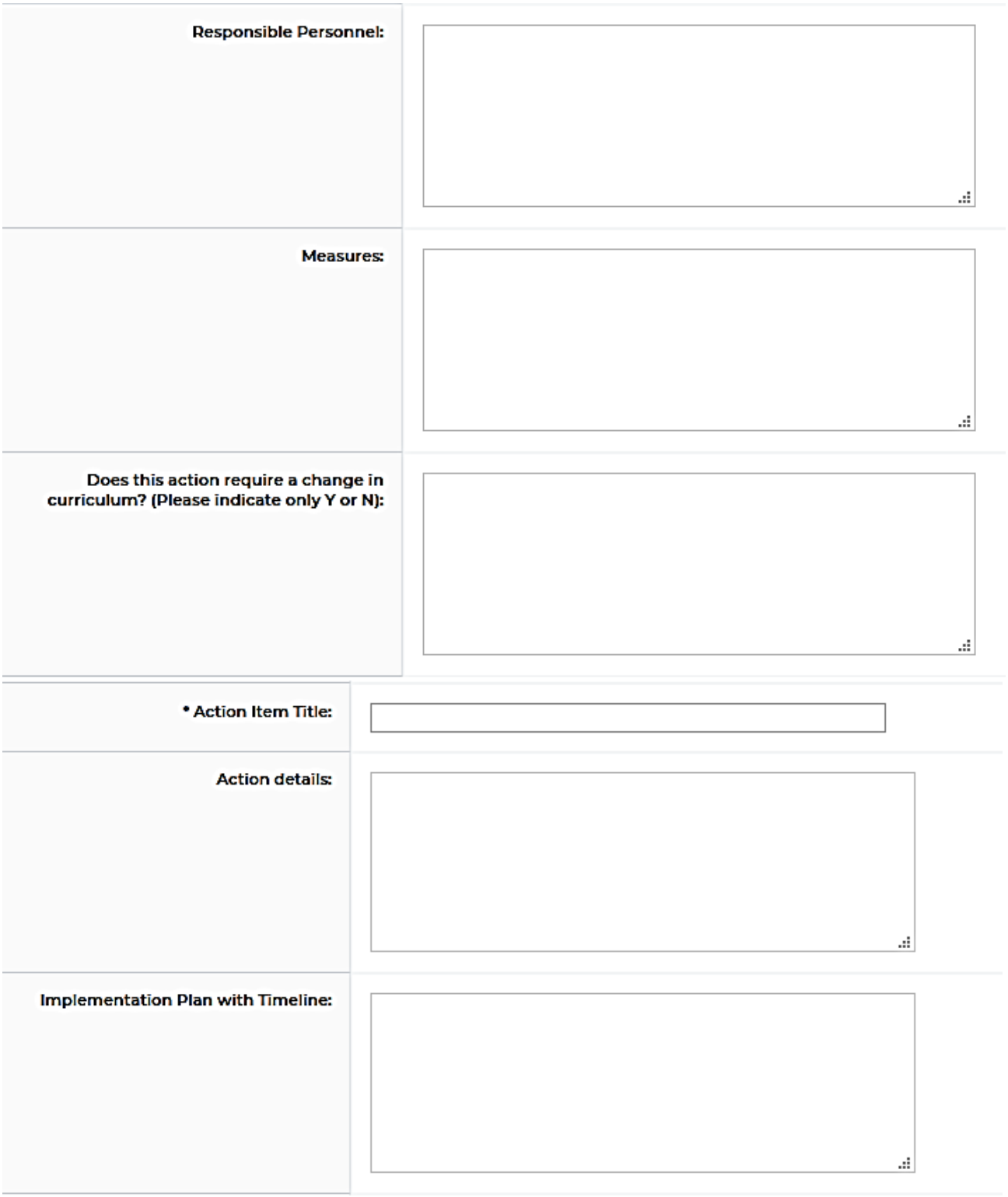
• Summary of Findings:	In Spring 2016, 66% of students achieved an excellent or good ranking for the individual lab report project. In Spring 2017 this jumped to 89%. The average over the two years is 76.8% in the excellent or good ranking.
Recommended Actions:	There was a huge jump in the scores from Spring 16 to Spring 17. Editing the rubric based on instructor feedback will ensure clarity and consistency in grading. Devising a way to encourage students to look at their feedback may help with the score since it is at the end of the semester.
Acceptable Target Achievement:	78% of the students achieving a satisfactory rating or above. ◉ Not Met ○ Met ○ Exceeded 

****If you indicate your students have ***Met or Exceeded*** *the acceptable target, you have Closed the Loop!* If students have *Not Met* your target, proceed to Step 3: Action Plan.

Step 3 Action Plan:-*Enter an Action Plan only if your students did not meet your target. Before Entering the Action Plan*



Entering the Action Plan:

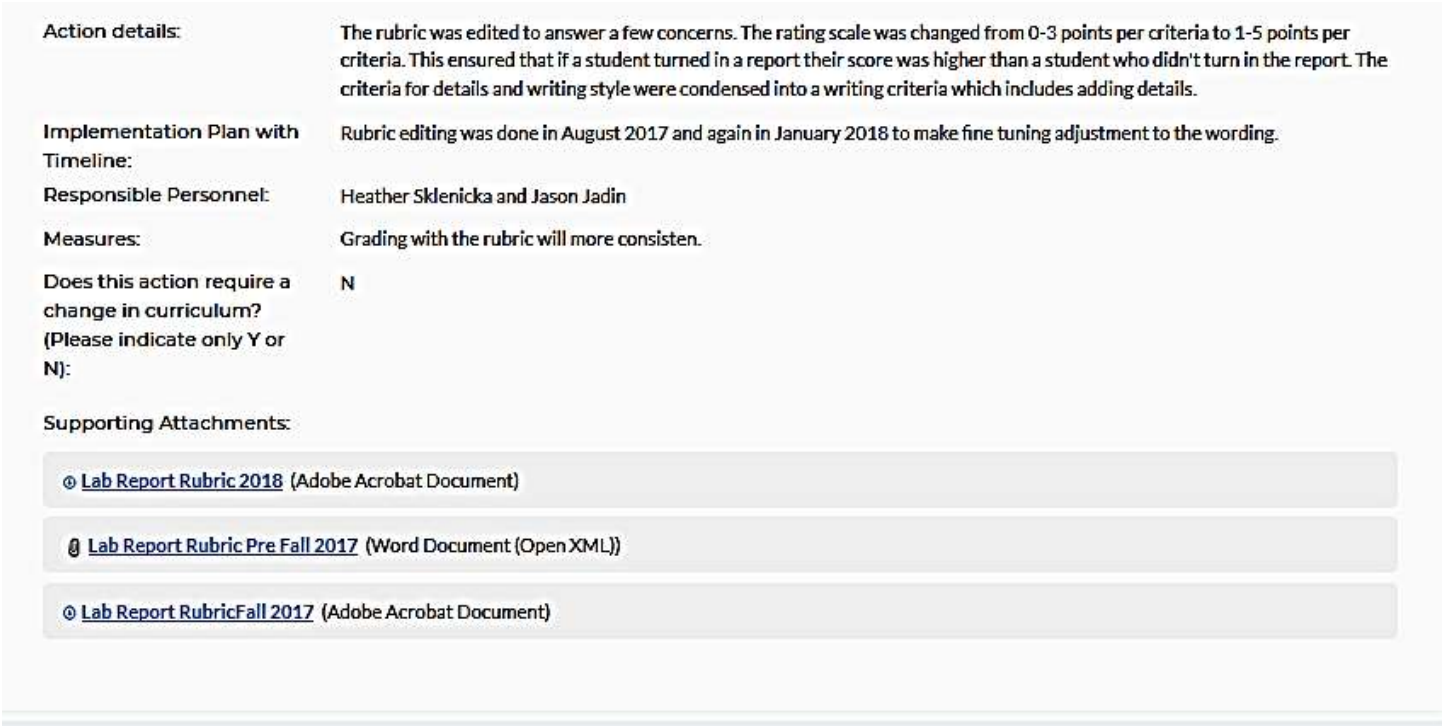


Entering the findings:

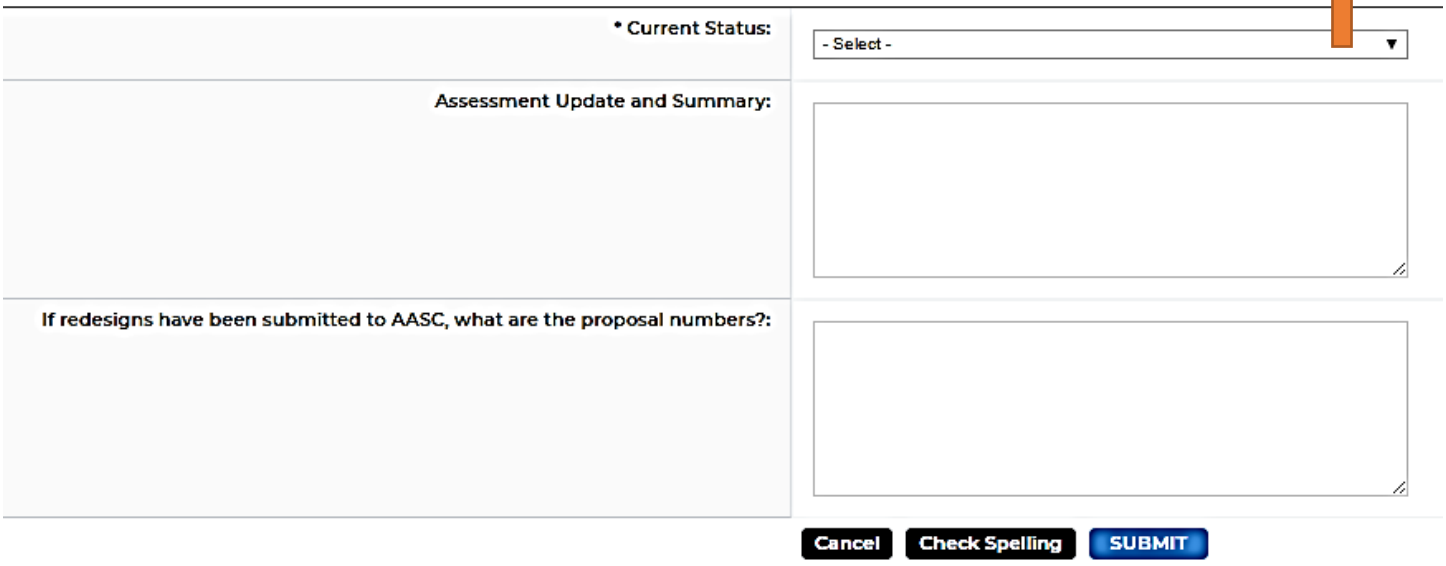
* Action Item Title:	Student Analysis of Feedback
Action details:	A worksheet was created for students to fill out after they receive each lab report back. There is a place to write what feedback they received from the rubric and what feedback they received from the written comments. As the semester progresses, students will get the worksheet initialed and at the end of the semester anyone with a complete worksheet will get extra credit
Implementation Plan with Timeline:	The worksheet was written in January 2018 and given to students when they got their first lab report returned to them. It will be picked up for final grading during the last week of the semester.
Responsible Personnel:	Heather Sklenicka
Measures:	Scores on the rubric at the end of the semester will be in the satisfactory or above mark.
Does this action require a change in curriculum? (Please indicate only Y or N):	N

Step 4 Status Report: The Status Report is an on-going update on the status of the assessment. Once you indicate *Complete* you have Closed the Loop!

Begin entering a status:



Form to enter status:



Entering the Status:

* Current Status:	Completed ▼
Assessment Update and Summary:	The rubric changes have made grading easier and grades seem appropriate for the quality of the reports. The rubric is set to 20 point and students receive the percent of the rubric score as their score regardless of it being a 15 or 25 point lab.
If redesigns have been submitted to AASC, what are the proposal numbers?:	