

## 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):*

<b>* Measure Title:</b>	<input type="text"/>
<b>Measure Type/Method:</b>	<input type="text" value="- Select -"/>
<b>Measure Level:</b>	<input type="text" value="- Select -"/>
<b>Detailed Description of Measure:</b>	<input type="text"/>
<b>Acceptable Target:</b>	<input type="text"/>
<b>Implementation Plan and Timeline:</b>	<input type="text"/>
<b>Responsible Faculty/Staff:</b>	<input type="text"/>

## Step 1 Assessment (cont'd)

### Entering the measure (assessment)

<b>* Measure Title:</b>	<input type="text" value="Lab Report Rubric Score for Individual Report"/>
<b>Measure Type/Method:</b>	<input type="text" value="Direct - Student Artifact"/> ▼ ⓘ
<b>Measure Level:</b>	<input type="text" value="Course"/> ▼
<b>Detailed Description of Measure:</b>	<p>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.</p>
<b>Acceptable Target:</b>	<p>78% of the students achieving a satisfactory rating or above.</p>
<b>Implementation Plan and Timeline:</b>	<p>Spring 2016 and 2017 data has been collected as baseline. Post action data will be collected in Spring 2018.</p>
<b>Responsible Faculty/Staff:</b>	<p>Heather Sklenicka</p>

## 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

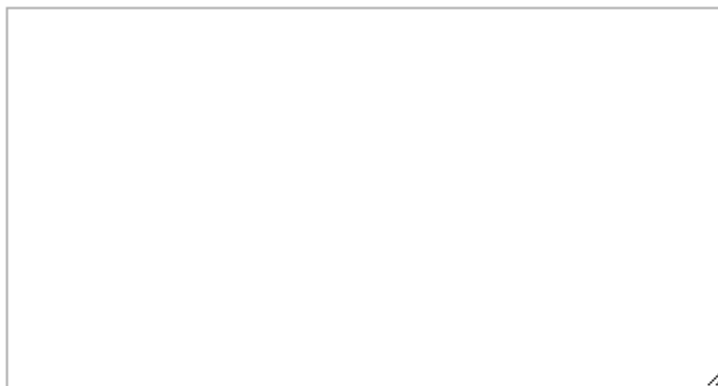
Course level Direct - Student Artifact

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

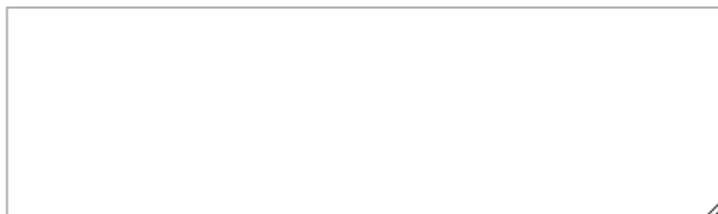
Findings for Lab Report Rubric Score for Individual Report.

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:

<p><b>• Summary of Findings:</b></p>	<p>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.</p>
<p><b>Recommended Actions:</b></p>	<p>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.</p>
<p><b>Acceptable Target Achievement:</b></p>	<p>78% of the students achieving a satisfactory rating or above.</p> <p><input checked="" type="radio"/> Not Met   <input type="radio"/> Met   <input type="radio"/> Exceeded</p> 

**\*\*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

Chem 1127

Outcome

**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.

Add New Action



#### Entering the Action Plan:

<b>Responsible Personnel:</b>	<input type="text"/>
<b>Measures:</b>	<input type="text"/>
<b>Does this action require a change in curriculum? (Please indicate only Y or N):</b>	<input type="text"/>
<b>* Action Item Title:</b>	<input type="text"/>
<b>Action details:</b>	<input type="text"/>
<b>Implementation Plan with Timeline:</b>	<input type="text"/>

Entering the findings:

<b>* Action Item Title:</b>	Student Analysis of Feedback
<b>Action details:</b>	<p>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.</p>
<b>Implementation Plan with Timeline:</b>	<p>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.</p>
<b>Responsible Personnel:</b>	Heather Sklenicka
<b>Measures:</b>	<p>Scores on the rubric at the end of the semester will be in the satisfactory or above mark.</p>
<b>Does this action require a change in curriculum? (Please indicate only Y or N):</b>	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:*

<b>Action details:</b>	The rubric was edited to answer a few concerns. The rating scale was changed from 0-3 points per criteria to 1-5 points per criteria. This ensured that if a student turned in a report their score was higher than a student who didn't turn in the report. The criteria for details and writing style were condensed into a writing criteria which includes adding details.
<b>Implementation Plan with Timeline:</b>	Rubric editing was done in August 2017 and again in January 2018 to make fine tuning adjustment to the wording.
<b>Responsible Personnel:</b>	Heather Sklenicka and Jason Jadin
<b>Measures:</b>	Grading with the rubric will more consisten.
<b>Does this action require a change in curriculum? (Please indicate only Y or N):</b>	N
<b>Supporting Attachments:</b>	
	<a href="#">Lab Report Rubric 2018</a> (Adobe Acrobat Document)
	<a href="#">Lab Report Rubric Pre Fall 2017</a> (Word Document (OpenXML))
	<a href="#">Lab Report RubricFall 2017</a> (Adobe Acrobat Document)

Status for Rubric Editing **Add Status**

*No Status Added*

*Form to enter status:*

<b>* Current Status:</b>	<input type="text" value="- Select -"/>
<b>Assessment Update and Summary:</b>	<div style="border: 1px solid #ccc; height: 80px;"></div>
<b>If redesigns have been submitted to AASC, what are the proposal numbers?:</b>	<div style="border: 1px solid #ccc; height: 80px;"></div>

**Cancel** **Check Spelling** **SUBMIT**



*Entering the Status:*

<b>* Current Status:</b>	Completed ▼
<b>Assessment Update and Summary:</b>	<p>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.</p>
<b>If redesigns have been submitted to AASC, what are the proposal numbers?:</b>	