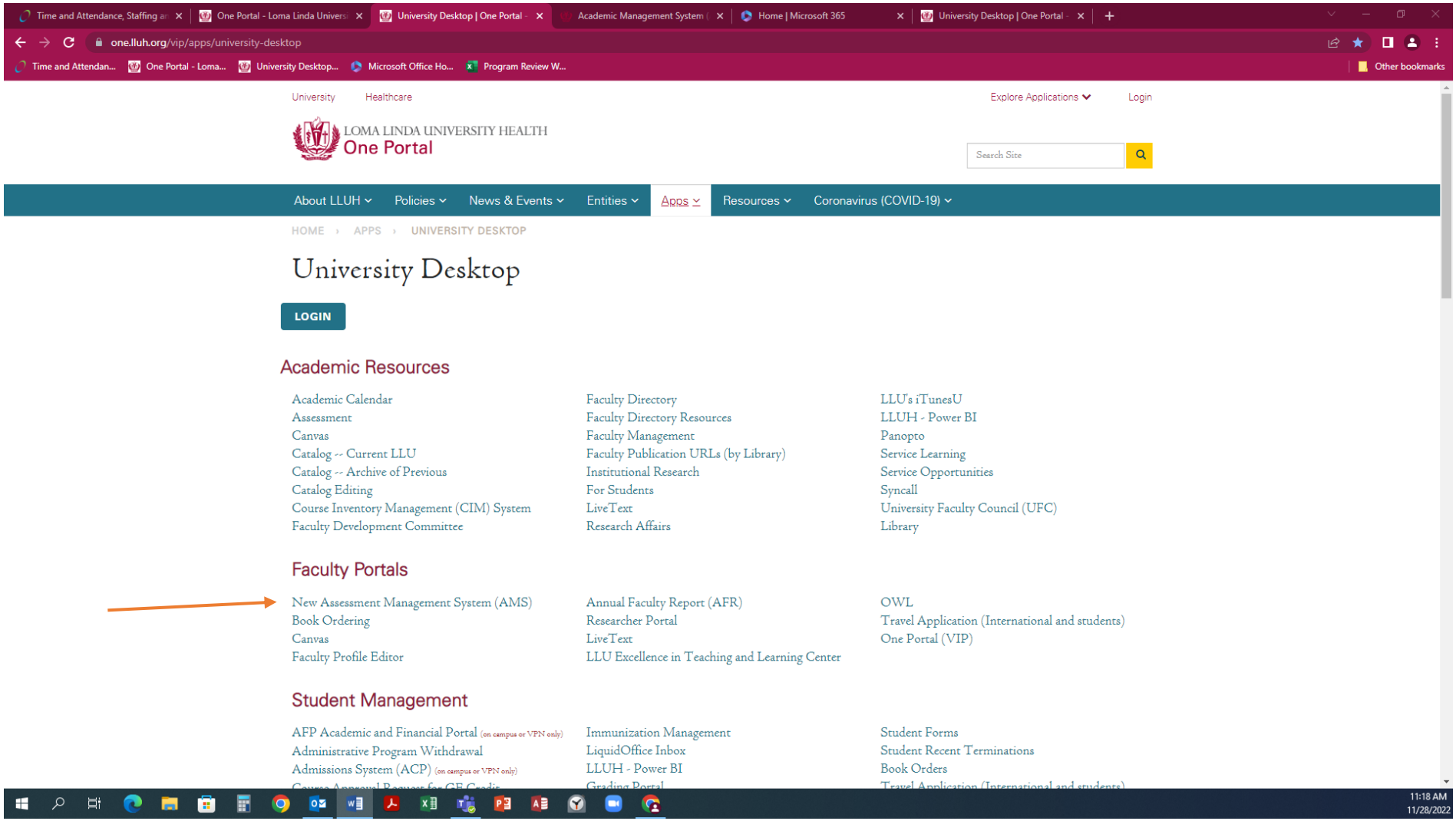
The New LLU Assessment Management System (AMS)

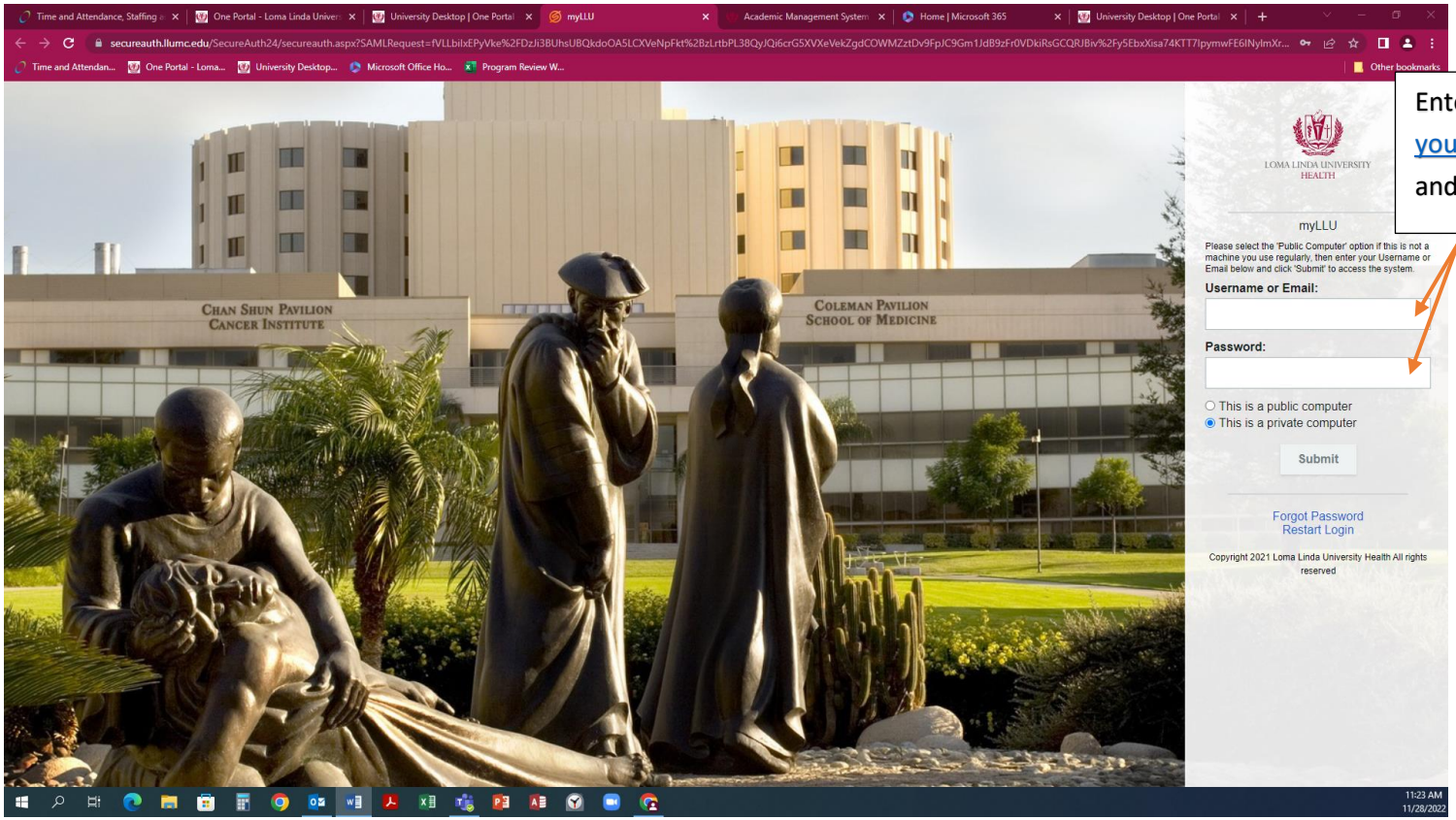
An assessment tutorial

Edited 12/6/2022, Office of Educational Effectiveness

Start here: https://one.lluh.org/vip/apps/university-desktop



Log in


Enter
yourname@llu.edu
and password
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Please select the 'Public Computer' option if this is not a machine you use regularly, then enter your Username or Email below and click 'Submit' to access the system.
Username or Email:
Password:
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Restart Login
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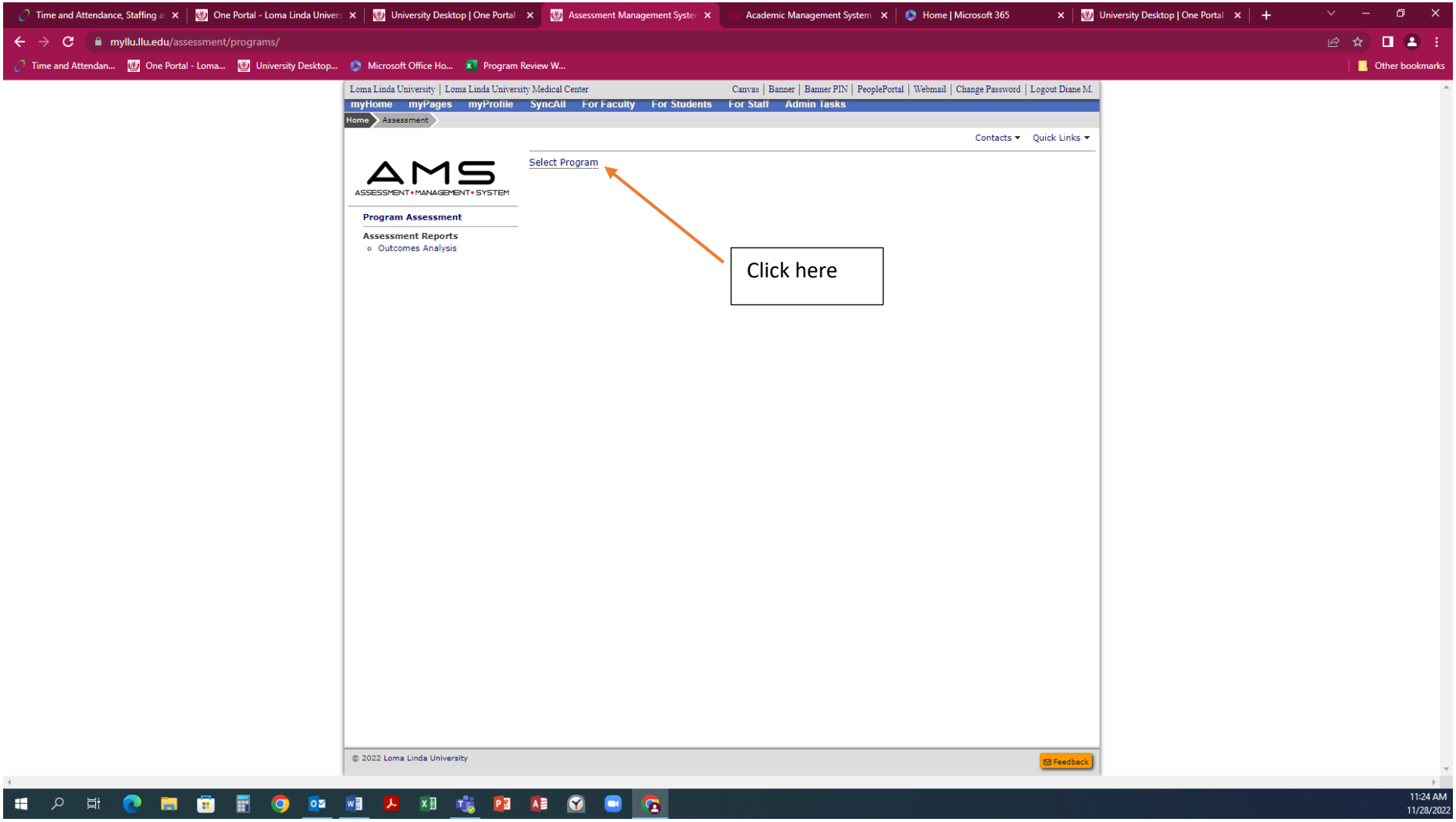
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Click here
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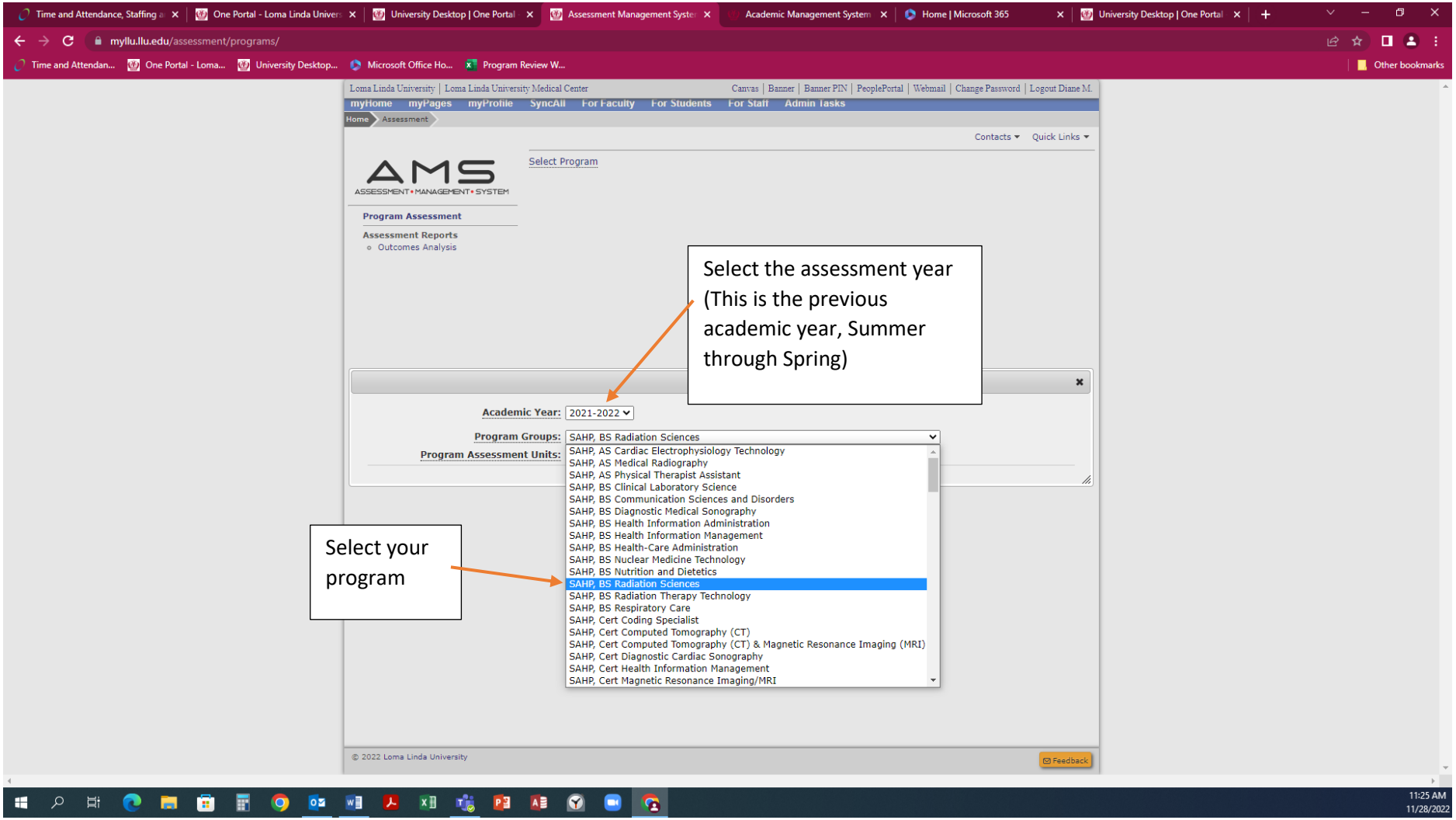
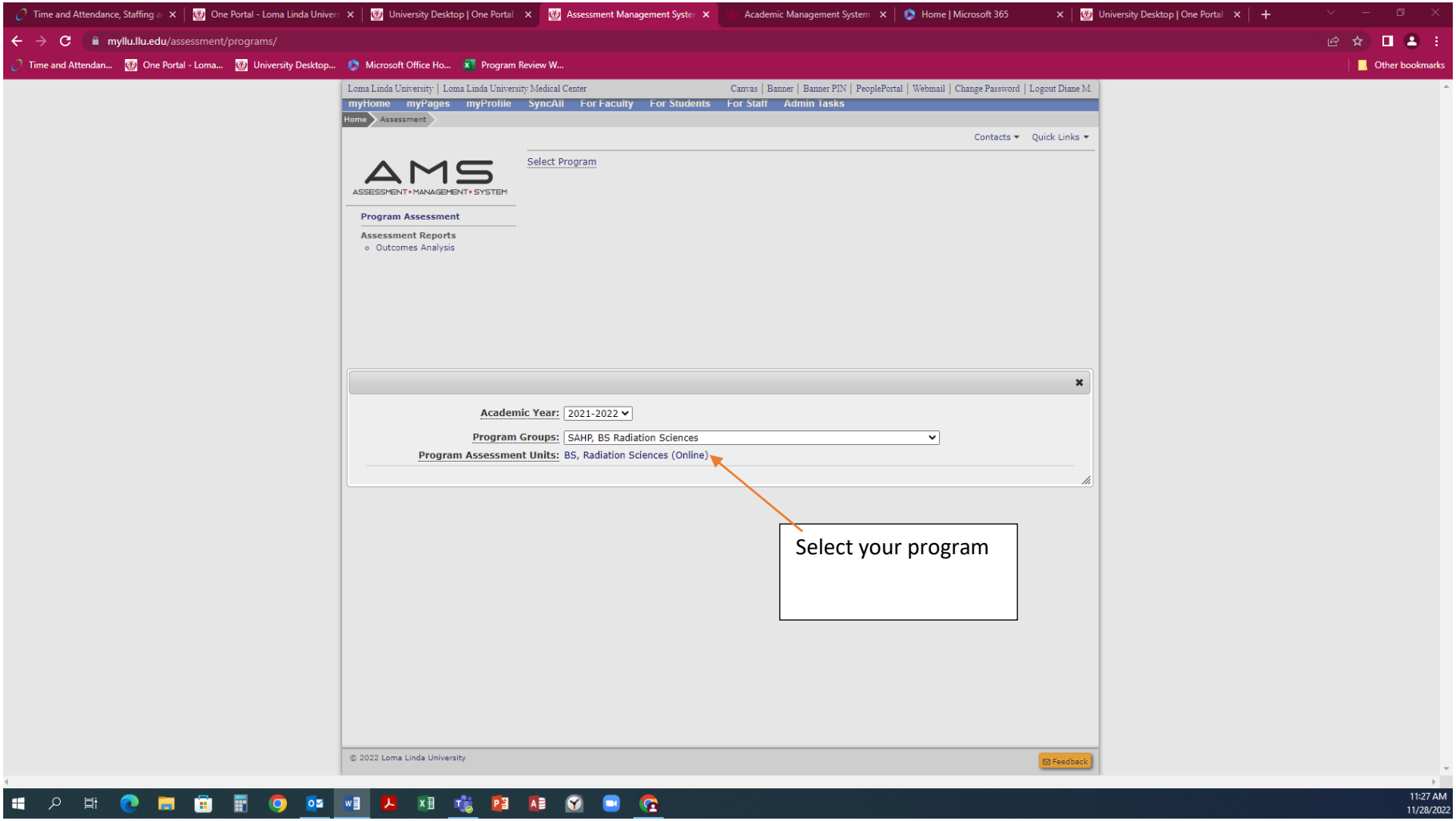

Select the assessment year (This is the previous academic year, Summer through Spring)
Select your program
Academic Year: 2021-2022
Program Groups: SAHP, BS Radiation Sciences
Program Assessment Units:
SAHP, AS Cardiac Electrophysiology Technology
SAHP, AS Medical Radiography
SAHP, AS Physical Therapist Assistant
SAHP, BS Clinical Laboratory Science
SAHP, BS Communication Sciences and Disorders
SAHP, BS Diagnostic Medical Sonography
SAHP, BS Health Information Administration
SAHP, BS Health Information Management
SAHP, BS Health-Care Administration
SAHP, BS Nuclear Medicine Technology
SAHP, BS Nutrition and Dietetics
SAHP, BS Radiation Sciences
SAHP, BS Radiation Therapy Technology
SAHP, BS Respiratory Care
SAHP, Cert Coding Specialist
SAHP, Cert Computed Tomography (CT)
SAHP, Cert Computed Tomography (CT) & Magnetic Resonance Imaging (MRI)
SAHP, Cert Diagnostic Cardiac Sonography
SAHP, Cert Health Information Management
SAHP, Cert Magnetic Resonance Imaging/MRI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Select Program
Program Assessment
Assessment Reports
Outcomes Analysis
Academic Year: 2021-2022
Program Groups: SAHP, BS Radiation Sciences
Program Assessment Units: BS, Radiation Sciences (Online)
Select your program
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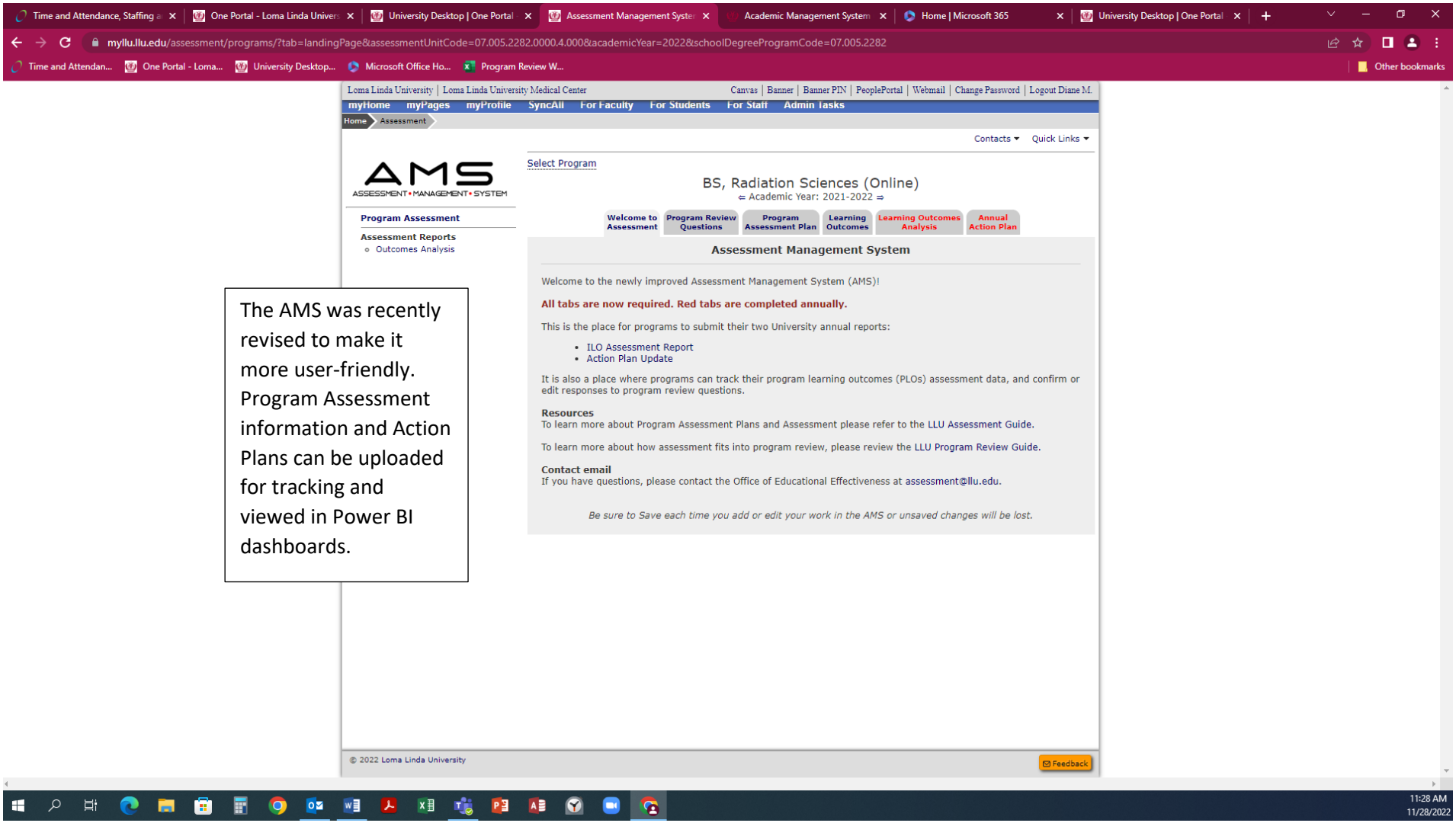
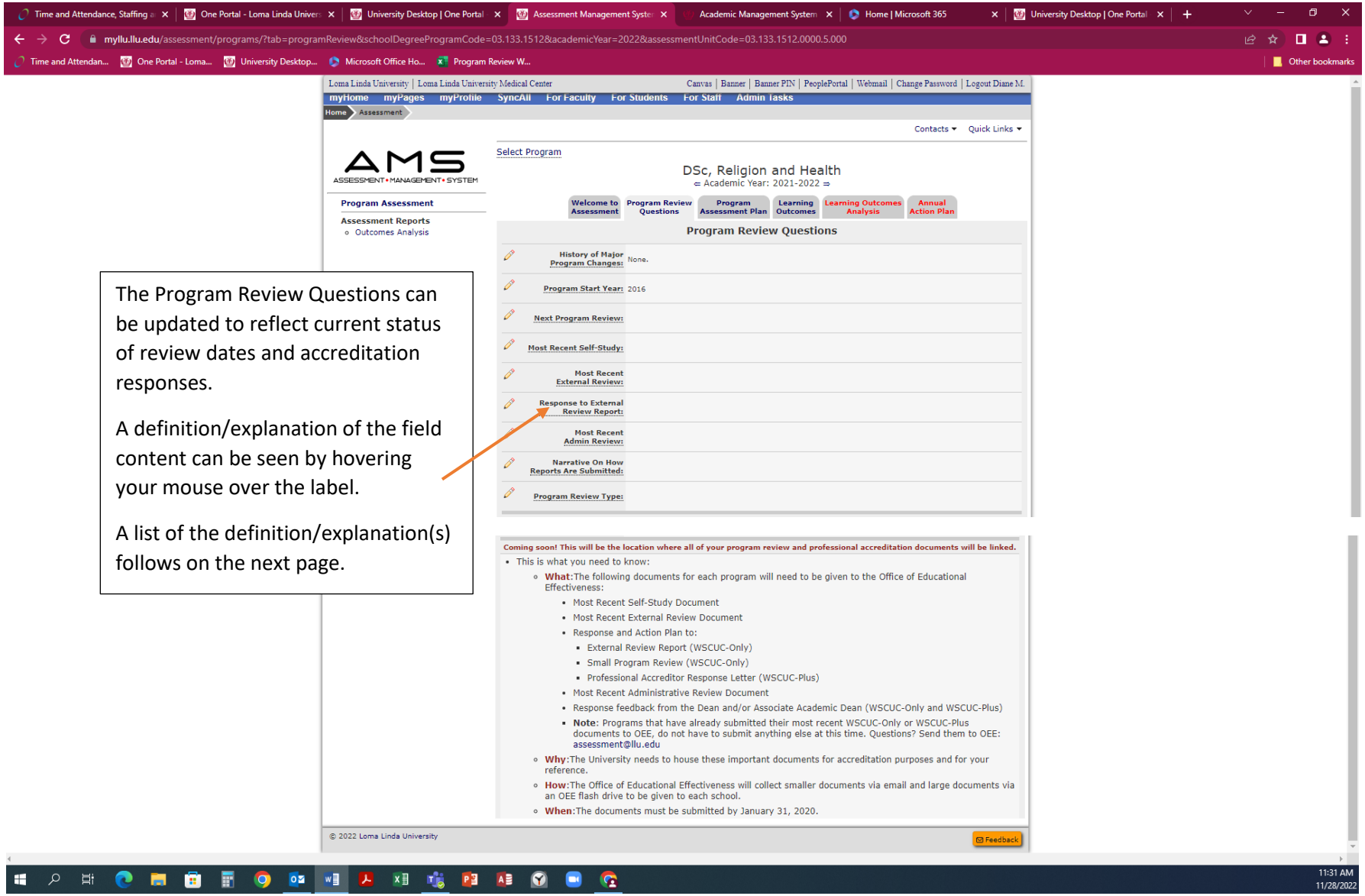


The AMS was recently revised to make it more user-friendly. Program Assessment information and Action Plans can be uploaded for tracking and viewed in Power BI dashboards.



The Program Review Questions can be updated to reflect current status of review dates and accreditation responses.

A definition/explanation of the field content can be seen by hovering your mouse over the label.

A list of the definition/explanation(s) follows on the next page.

Program Review Questions Labels

History of Major Program Changes: *Document major changes such as accreditation, affiliation, or oversight.*

Program Start Year: *This data is from the WSCUC website. If correction is needed, please contact the OEE.*

Next Program Review: *This data is from the Academic and Financial Portal (AFP). If correction is needed, please update the AFP.*

Most Recent Self-Study: *Enter date that the most recent self-study documents were completed.*

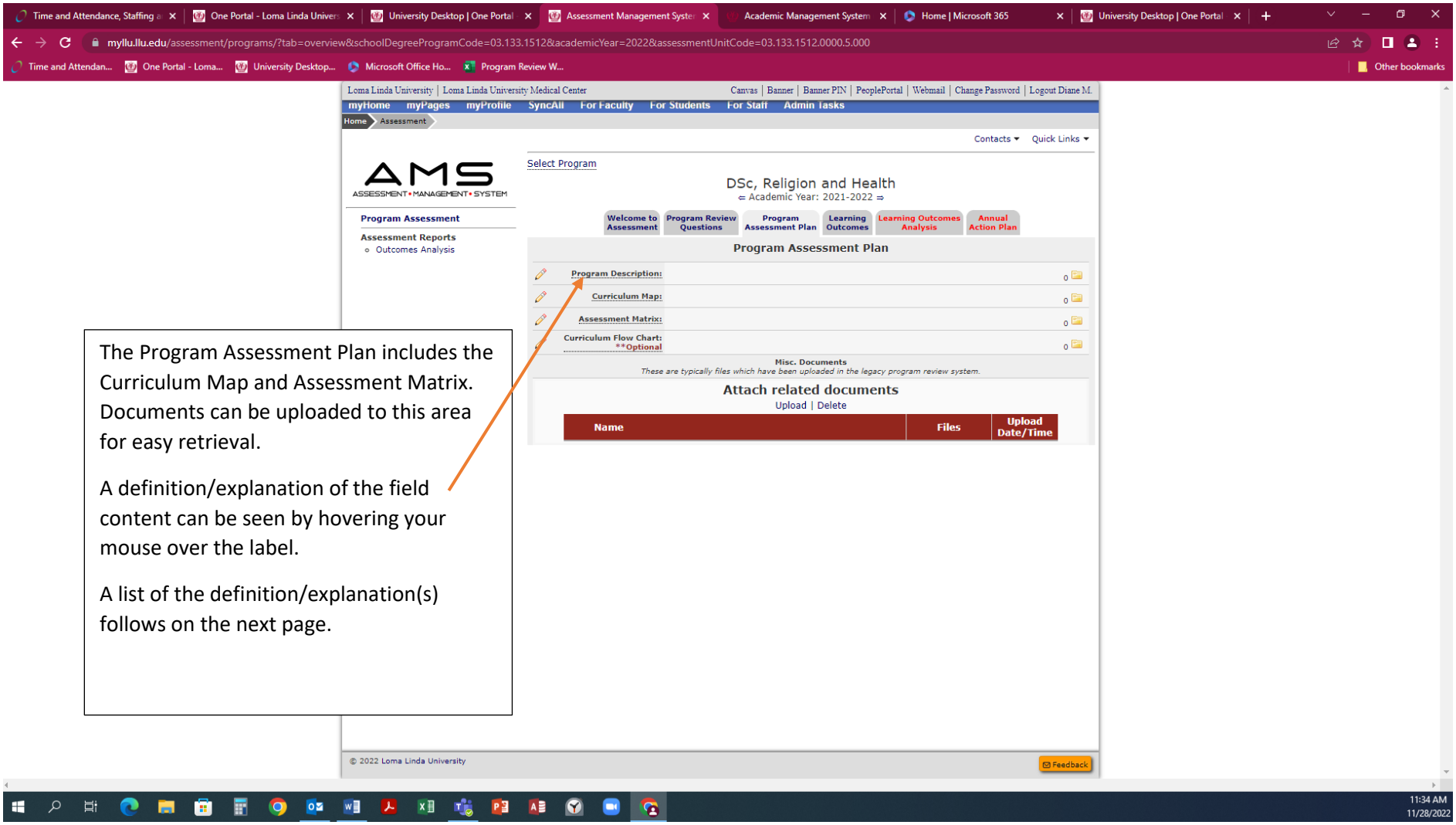
Most Recent External Review: *Enter date the most recent external review was completed.*

Response to External Review Report: *Enter date of the program's response to the most recent external review was completed.*

Most Recent Admin Review: *Enter date of the most recent administrative feedback on program review.*

Narrative on How Reports are Submitted: *Brief description of the program review process for your program. If professionally accredited, how is the report submitted?*

Program Review Type: *WSCUC-Only are programs that do not have a professional accreditor. WSCUC-Plus respond to LLU plus professional accreditors.*



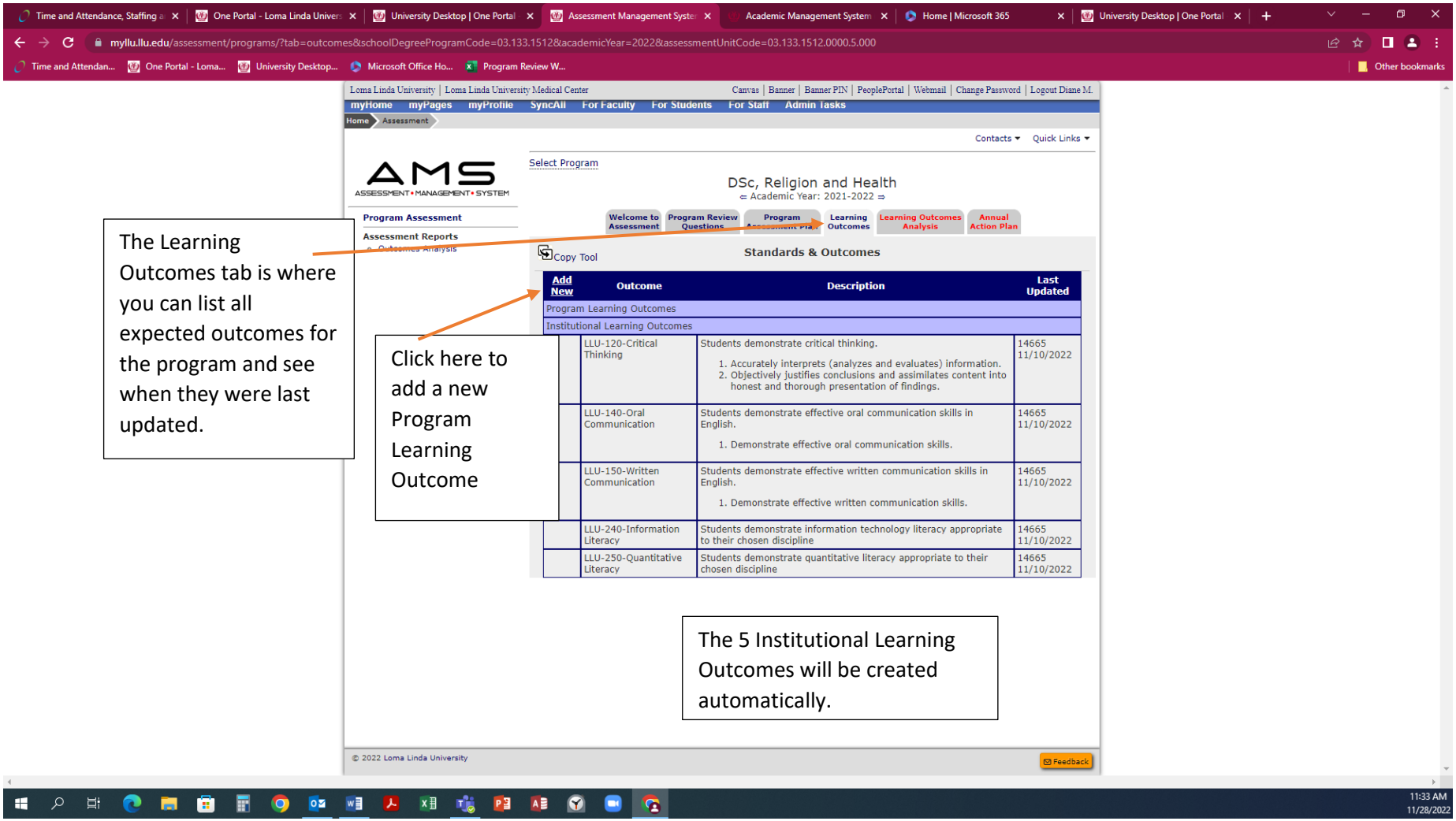
The Program Assessment Plan includes the Curriculum Map and Assessment Matrix. Documents can be uploaded to this area for easy retrieval.

A definition/explanation of the field content can be seen by hovering your mouse over the label.

A list of the definition/explanation(s) follows on the next page.

Program Assessment Plan Labels

Program Description:	*From the Catalog*
Curriculum Map:	*Upload the most recent program Curriculum Map with the revision date on it.*
Assessment Matrix:	*Upload the most recent program Assessment Matrix with the revision date on it.*
Curriculum Flow Chart:	*Enter a quick summary of the Curriculum Flow Chart. Attach any supporting documents by clicking the folder icon.*


The Learning Outcomes tab is where you can list all expected outcomes for the program and see when they were last updated.
Click here to add a new Program Learning Outcome
The 5 Institutional Learning Outcomes will be created automatically.
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Welcome to Assessment
Program Review Questions
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Learning Outcomes
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Standards & Outcomes
Add New
Outcome
Description
Last Updated
Program Learning Outcomes
Institutional Learning Outcomes
LLU-120-Critical Thinking
Students demonstrate critical thinking.
1. Accurately interprets (analyzes and evaluates) information.
2. Objectively justifies conclusions and assimilates content into honest and thorough presentation of findings.
14665 11/10/2022
LLU-140-Oral Communication
Students demonstrate effective oral communication skills in English.
1. Demonstrate effective oral communication skills.
14665 11/10/2022
LLU-150-Written Communication
Students demonstrate effective written communication skills in English.
1. Demonstrate effective written communication skills.
14665 11/10/2022
LLU-240-Information Literacy
Students demonstrate information technology literacy appropriate to their chosen discipline
14665 11/10/2022
LLU-250-Quantitative Literacy
Students demonstrate quantitative literacy appropriate to their chosen discipline
14665 11/10/2022
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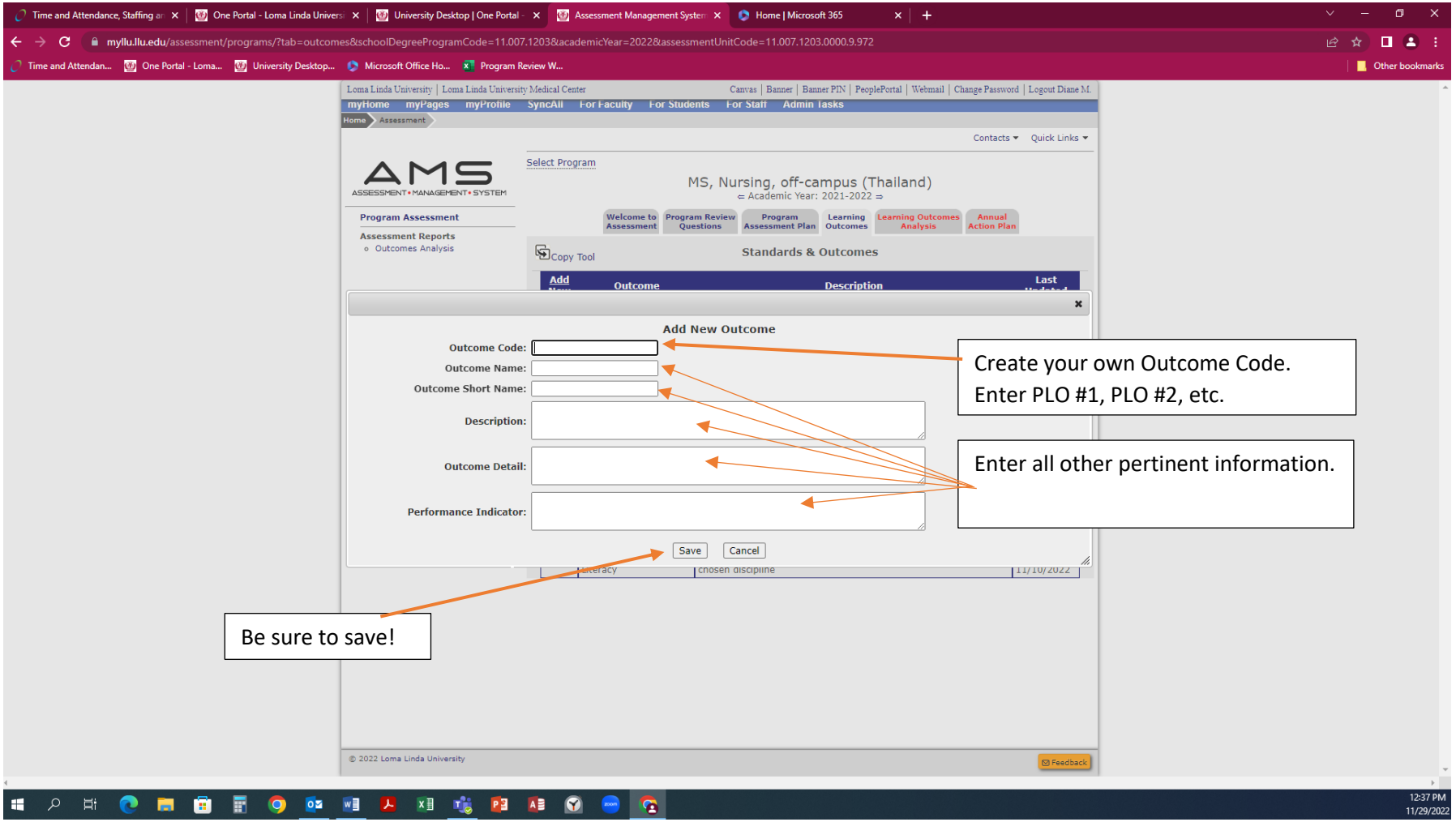
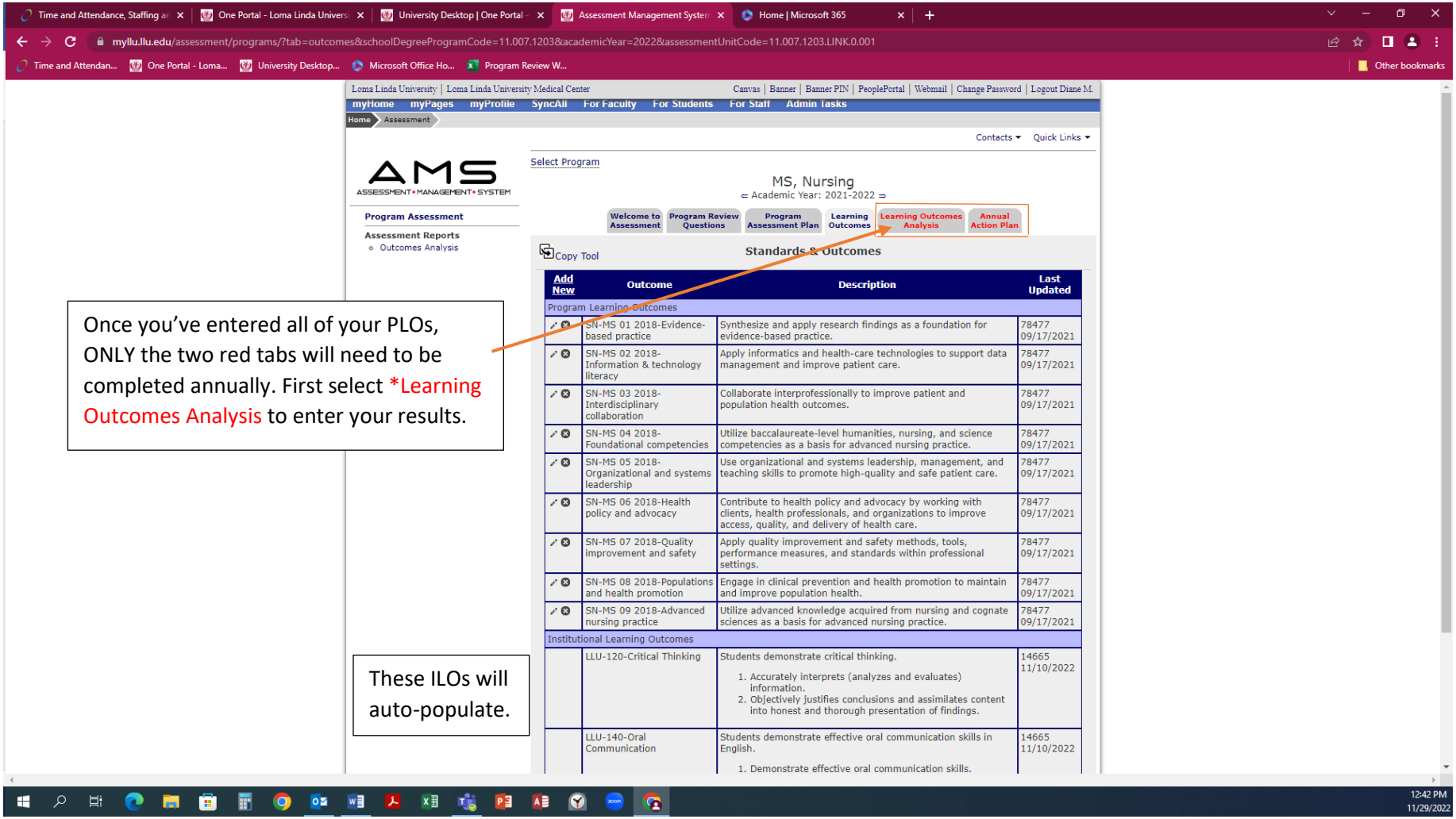
Feedback


Add New Outcome
Outcome Code:
Outcome Name:
Outcome Short Name:
Description:
Outcome Detail:
Performance Indicator:
Save
Cancel
Create your own Outcome Code.
Enter PLO #1, PLO #2, etc.
Enter all other pertinent information.
Be sure to save!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MS, Nursing
Academic Year: 2021-2022
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Learning Outcomes
Learning Outcomes Analysis
Annual Action Plan
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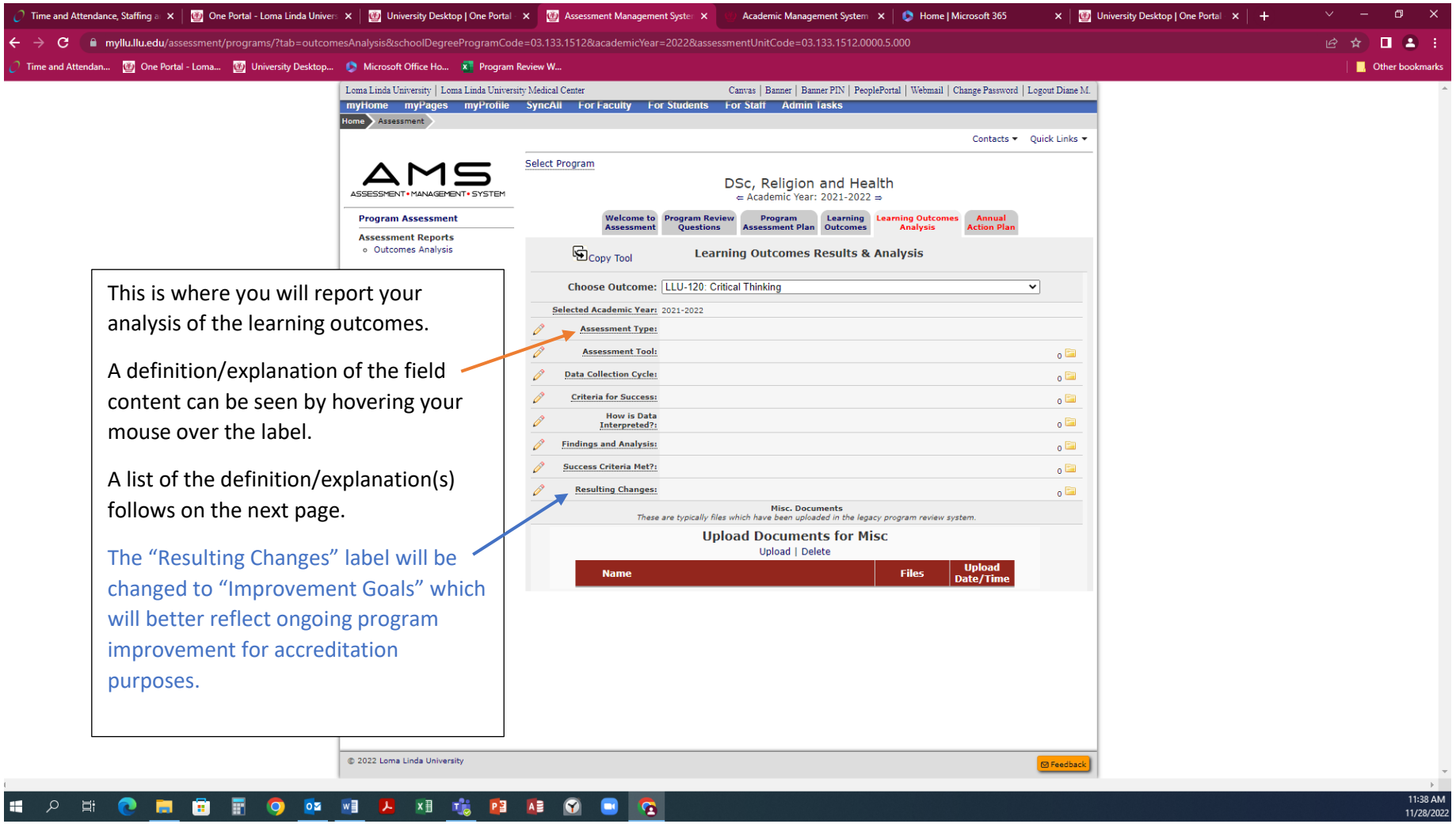
Standards & Outcomes
Add New
Outcome
Description
Last Updated
Program Learning Outcomes
SN-MS 01 2018-Evidence-based practice
Synthesize and apply research findings as a foundation for evidence-based practice.
78477 09/17/2021
SN-MS 02 2018-Information & technology literacy
Apply informatics and health-care technologies to support data management and improve patient care.
78477 09/17/2021
SN-MS 03 2018-Interdisciplinary collaboration
Collaborate interprofessionally to improve patient and population health outcomes.
78477 09/17/2021
SN-MS 04 2018-Foundational competencies
Utilize baccalaureate-level humanities, nursing, and science competencies as a basis for advanced nursing practice.
78477 09/17/2021
SN-MS 05 2018-Organizational and systems leadership
Use organizational and systems leadership, management, and teaching skills to promote high-quality and safe patient care.
78477 09/17/2021
SN-MS 06 2018-Health policy and advocacy
Contribute to health policy and advocacy by working with clients, health professionals, and organizations to improve access, quality, and delivery of health care.
78477 09/17/2021
SN-MS 07 2018-Quality improvement and safety
Apply quality improvement and safety methods, tools, performance measures, and standards within professional settings.
78477 09/17/2021
SN-MS 08 2018-Populations and health promotion
Engage in clinical prevention and health promotion to maintain and improve population health.
78477 09/17/2021
SN-MS 09 2018-Advanced nursing practice
Utilize advanced knowledge acquired from nursing and cognate sciences as a basis for advanced nursing practice.
78477 09/17/2021
Institutional Learning Outcomes
LLU-120-Critical Thinking
Students demonstrate critical thinking.
1. Accurately interprets (analyzes and evaluates) information.
2. Objectively justifies conclusions and assimilates content into honest and thorough presentation of findings.
14665 11/10/2022
LLU-140-Oral Communication
Students demonstrate effective oral communication skills in English.
1. Demonstrate effective oral communication skills.
Once you've entered all of your PLOs, ONLY the two red tabs will need to be completed annually. First select *Learning Outcomes Analysis to enter your results.
These ILOs will auto-populate.
12:42 PM
11/29/2022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Outcomes Analysis
Select Program
DSc, Religion and Health
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Annual Action Plan
Copy Tool
Learning Outcomes Results & Analysis
Choose Outcome: LLU-120: Critical Thinking
Selected Academic Year: 2021-2022
Assessment Type:
Assessment Tool:
Data Collection Cycle:
Criteria for Success:
How is Data Interpreted?:
Findings and Analysis:
Success Criteria Met?:
Resulting Changes:
Misc. Documents
These are typically files which have been uploaded in the legacy program review system.
Upload Documents for Misc
Upload | Delete
Name
Files
Upload Date/Time
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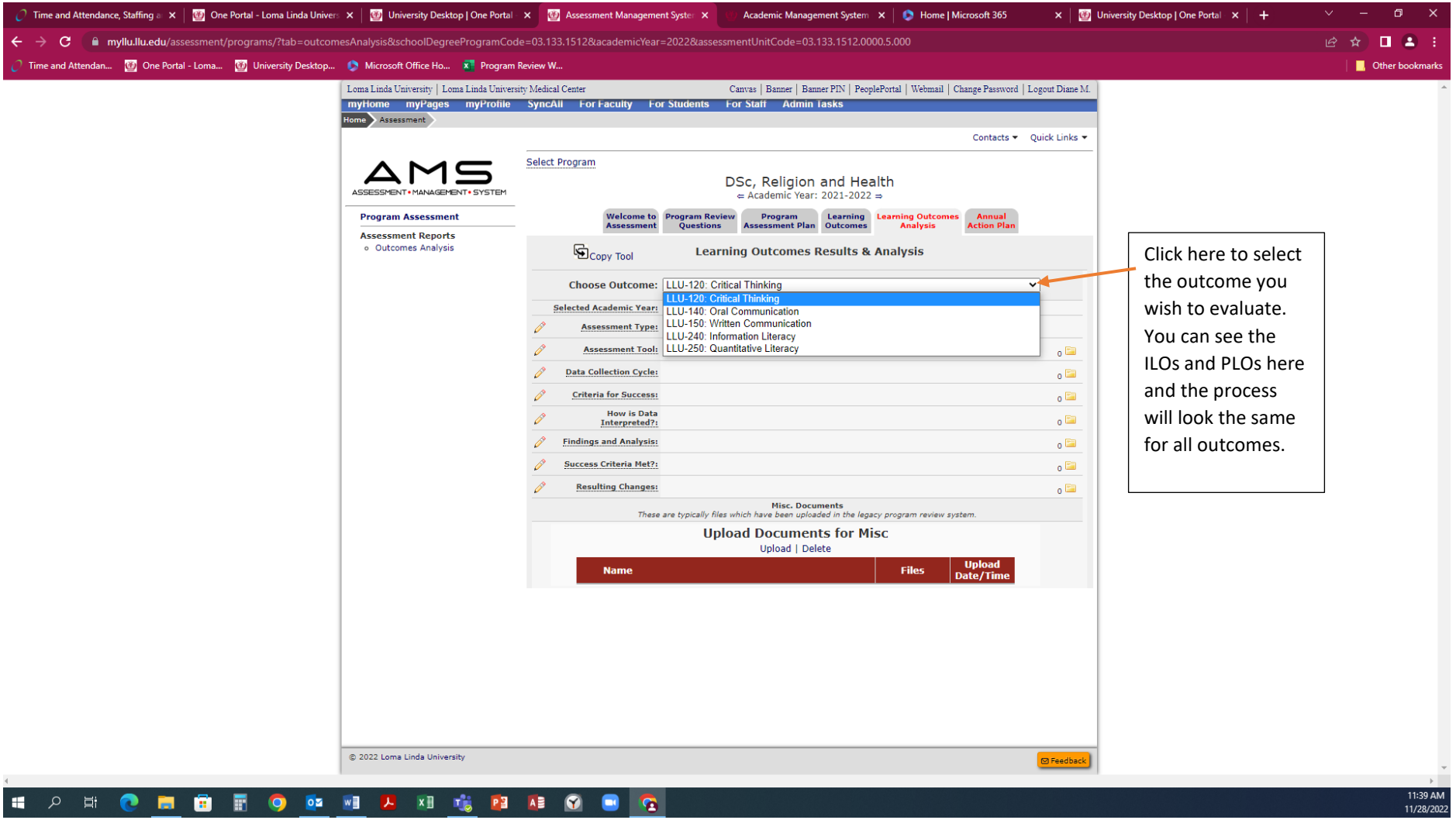
Feedback
This is where you will report your analysis of the learning outcomes.
A definition/explanation of the field content can be seen by hovering your mouse over the label.
A list of the definition/explanation(s) follows on the next page.
The "Resulting Changes" label will be changed to "Improvement Goals" which will better reflect ongoing program improvement for accreditation purposes.

Learning Outcomes Analysis Labels

Selected Academic Year:	*Displays the selected academic year.*
Assessment Type:	*The type of assessment being done.*
Assessment Tool:	*List the rubric or other measurement tool used. This could be an LLU provided rubric or may come from a professional/discipline-specific accrediting agency. If the program didn't use an LLU rubric, describe how the assessment was evaluated and upload the rubric used by selecting the folder icon at the right. Be sure to also include a description of the project of other culminating-type assessment given to the students.*
Data Collection Cycle:	*Note whether this outcome is assessed annually, every other year, etc. Ideally, it should be annually.*
Criteria for Success:	*LLU uses four-point rubrics to indicate the level of success expected and the percentage of students who must achieve this level in order for the program to be successful for the designated ILO. For example, "80% of the students will achieve a three or better on the LLU rubric." This information should be found in the program's Assessment Matrix.*
How is Data Interpreted:	*There are various ways that the data can be analyzed and interpreted: (1) by course instructor/s alone, (2) program director alone, or (3) program director and faculty, the best strategy.*
Findings and Analysis:	*Give a brief summary of the data and what it means.*
Success Criteria Met?:	*This selection makes it possible to run reports on submitted assessment data reports. There are only two options: Met, and Not Met. The description for a program's Success Criteria should be located in Findings and Analysis, part of the program assessment matrix.*
~~**Resulting Changes:**~~	~~*Enter NA if the learning outcome was met. If the outcome was not met, describe how the program has plans to improve student success on the next scheduled assessment of this learning outcome (closing the assessment loop).*~~
Improvement Goals:	*After evaluating the assessment data and reviewing program outcomes, indicate any plans for improvements, changes and goals to close the assessment loop.*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Choose Outcome:
LLU-120: Critical Thinking
LLU-120: Critical Thinking
LLU-140: Oral Communication
LLU-150: Written Communication
LLU-240: Information Literacy
LLU-250: Quantitative Literacy
Selected Academic Year:
Assessment Type:
Assessment Tool:
Data Collection Cycle:
Criteria for Success:
How is Data Interpreted?:
Findings and Analysis:
Success Criteria Met?:
Resulting Changes:
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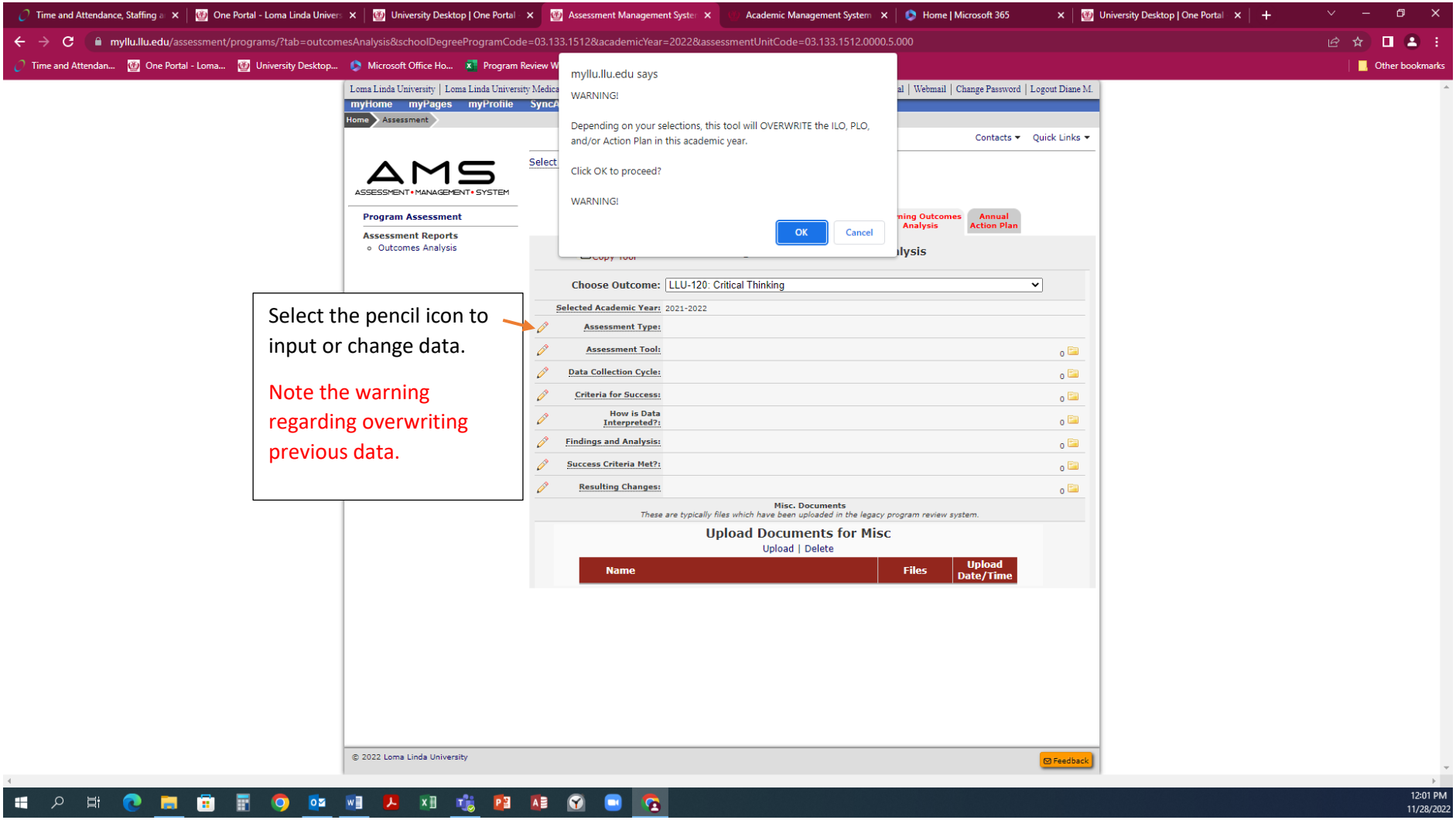
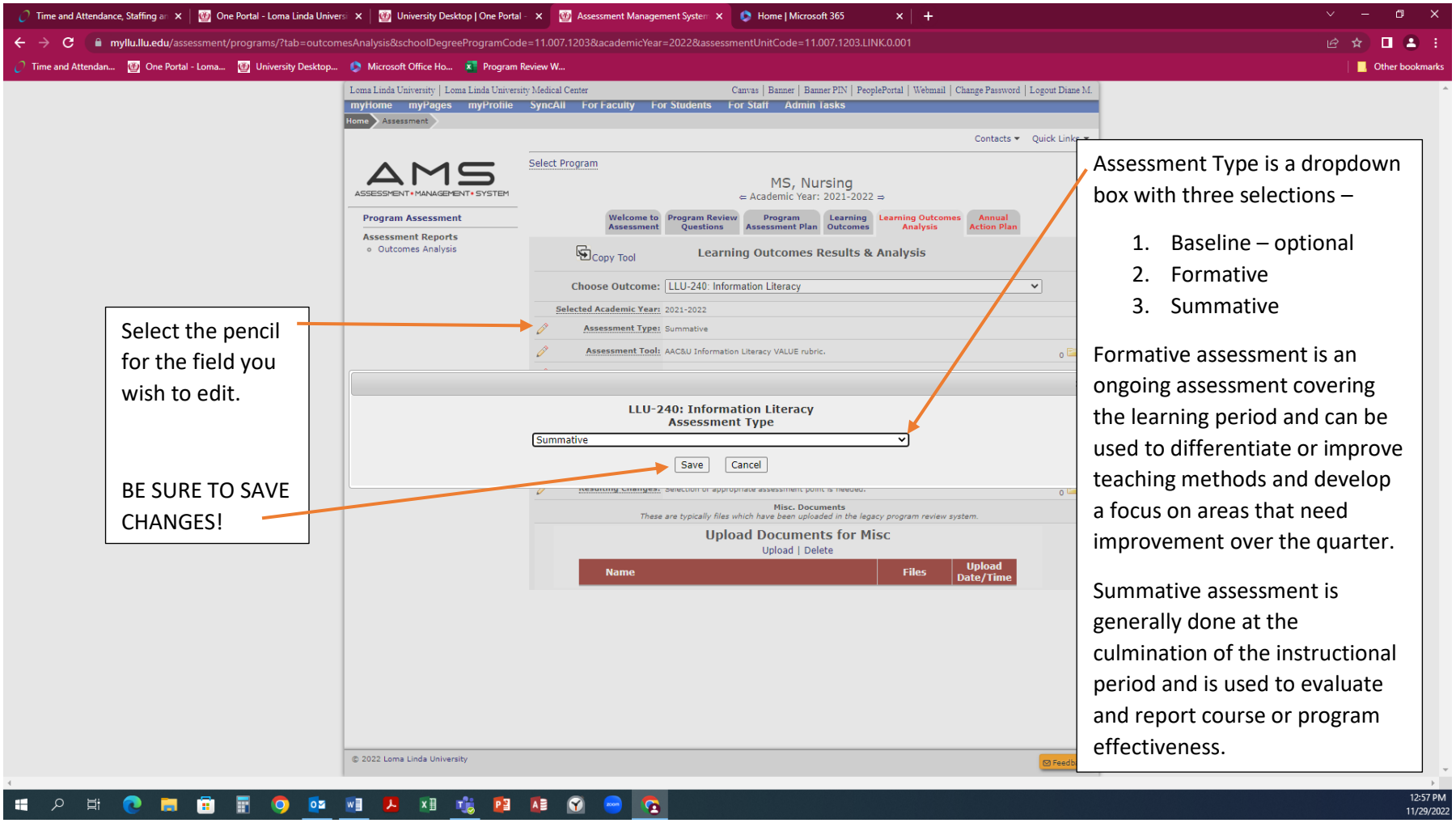
Click here to select the outcome you wish to evaluate. You can see the ILOs and PLOs here and the process will look the same for all outcomes.



Select the pencil icon to input or change data.

Note the warning regarding overwriting previous data.


Select the pencil for the field you wish to edit.
BE SURE TO SAVE CHANGES!
Assessment Type is a dropdown box with three selections –
1. Baseline – optional
2. Formative
3. Summative
Formative assessment is an ongoing assessment covering the learning period and can be used to differentiate or improve teaching methods and develop a focus on areas that need improvement over the quarter.
Summative assessment is generally done at the culmination of the instructional period and is used to evaluate and report course or program effectiveness.
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Assessment Reports
Outcomes Analysis
Select Program
MS, Nursing
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Learning Outcomes Results & Analysis
Choose Outcome: LLU-240: Information Literacy
Selected Academic Year: 2021-2022
Assessment Type: Summative
Assessment Tool: AAC&U Information Literacy VALUE rubric.
LLU-240: Information Literacy
Assessment Type
Summative
Save
Cancel
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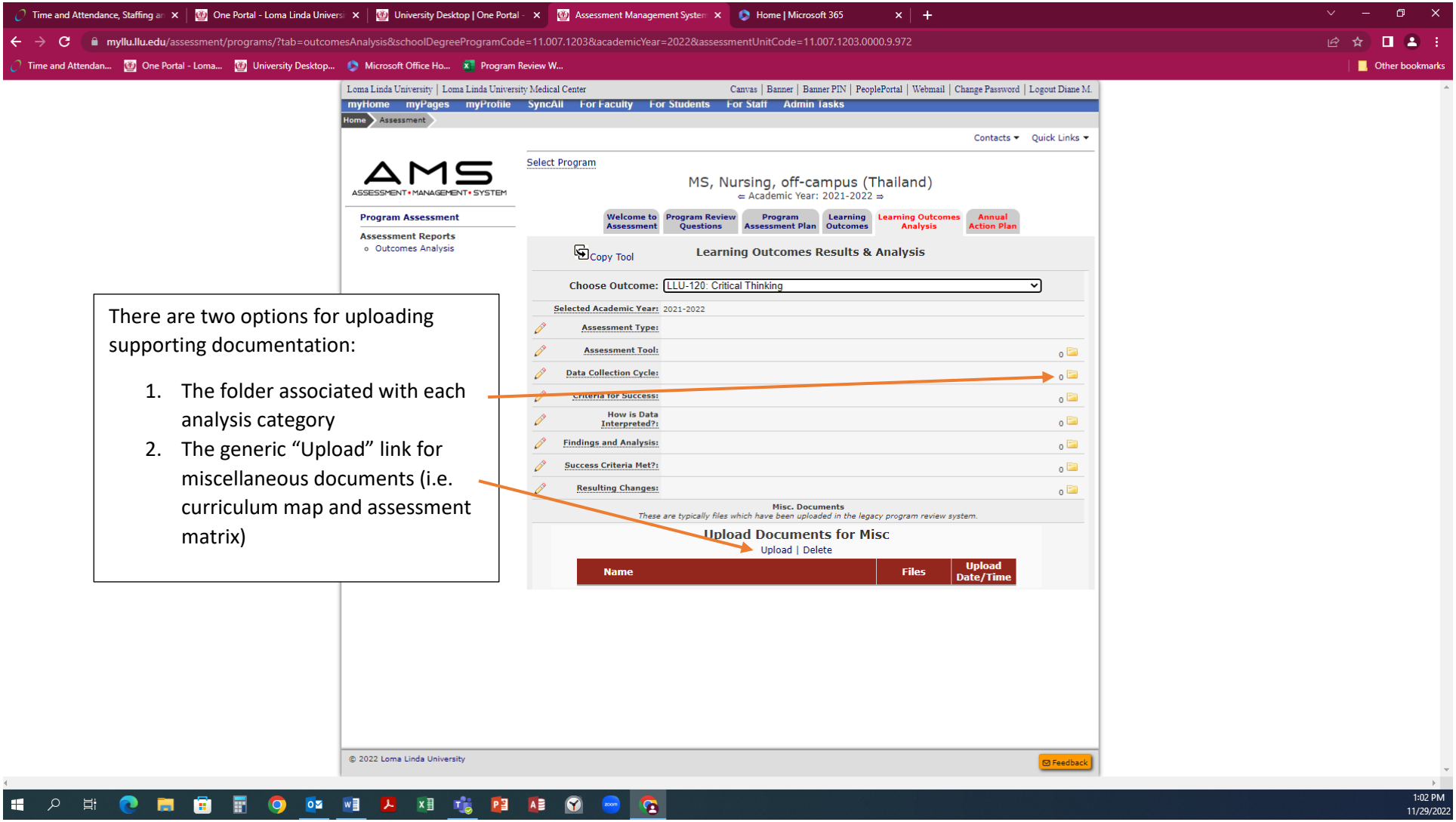
There are two options for uploading supporting documentation:
1. The folder associated with each analysis category
2. The generic "Upload" link for miscellaneous documents (i.e. curriculum map and assessment matrix)
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Program Assessment
Assessment Reports
Outcomes Analysis
Select Program
MS, Nursing, off-campus (Thailand)
Academic Year: 2021-2022
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Program Assessment Plan
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Learning Outcomes Analysis
Annual Action Plan
Copy Tool
Learning Outcomes Results & Analysis
Choose Outcome: LLU-120: Critical Thinking
Selected Academic Year: 2021-2022
Assessment Type:
Assessment Tool:
Data Collection Cycle:
Criteria for Success:
How is Data Interpreted?:
Findings and Analysis:
Success Criteria Met?:
Resulting Changes:
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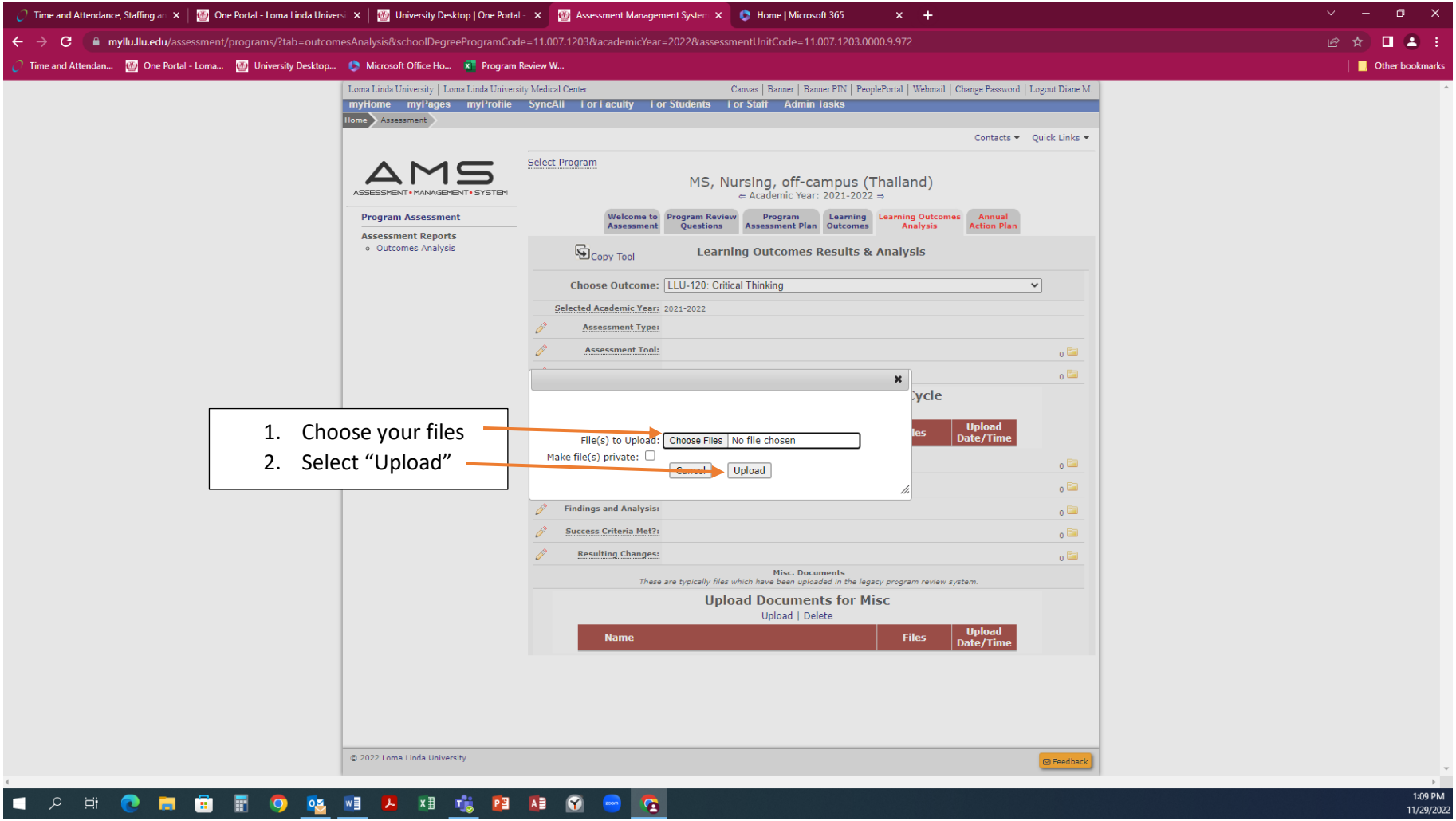
1. Choose your files
2. Select “Upload”
Select Program
MS, Nursing, off-campus (Thailand)
Learning Outcomes Results & Analysis
Choose Outcome: LLU-120: Critical Thinking
Selected Academic Year: 2021-2022
Assessment Type:
Assessment Tool:
File(s) to Upload: Choose Files No file chosen
Make file(s) private:
Cancel
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Findings and Analysis:
Success Criteria Met?:
Resulting Changes:
Misc. Documents
Upload Documents for Misc
Upload | Delete
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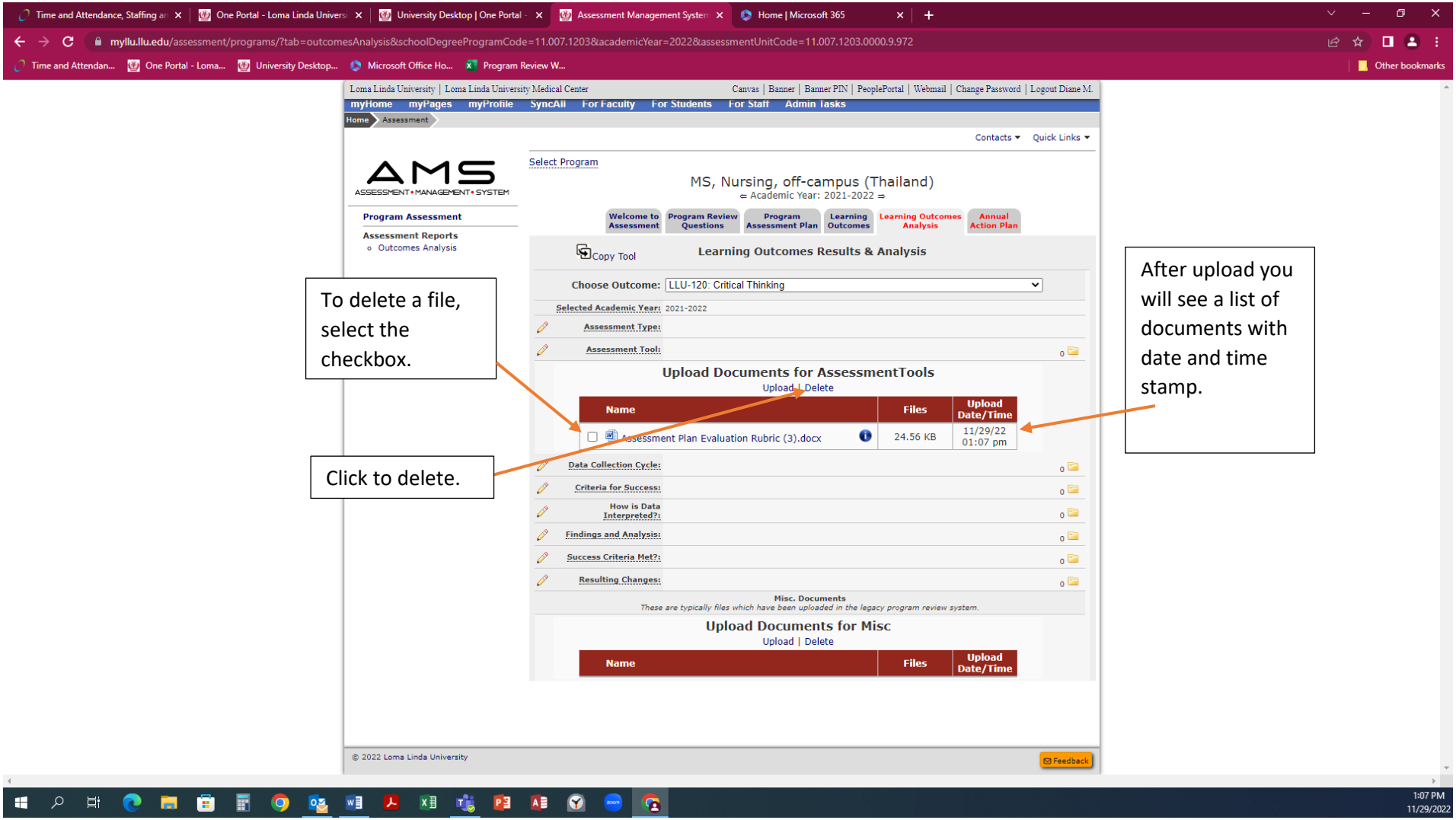
To delete a file, select the checkbox.
Click to delete.
After upload you will see a list of documents with date and time stamp.
Select Program
MS, Nursing, off-campus (Thailand)
Academic Year: 2021-2022
Learning Outcomes Results & Analysis
Choose Outcome: LLU-120: Critical Thinking
Upload Documents for AssessmentTools
Upload | Delete
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Files
Upload Date/Time
Assessment Plan Evaluation Rubric (3).docx
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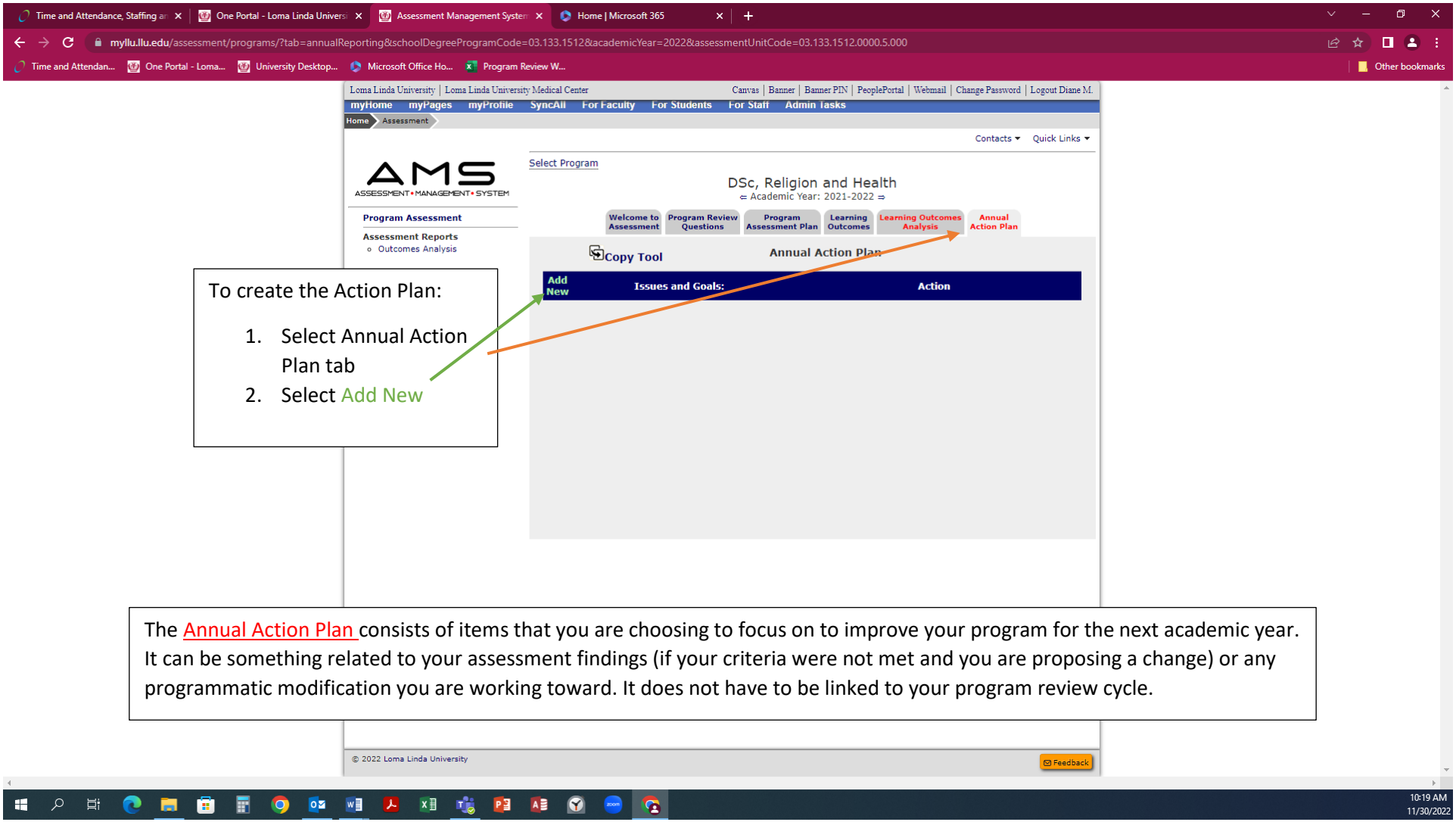
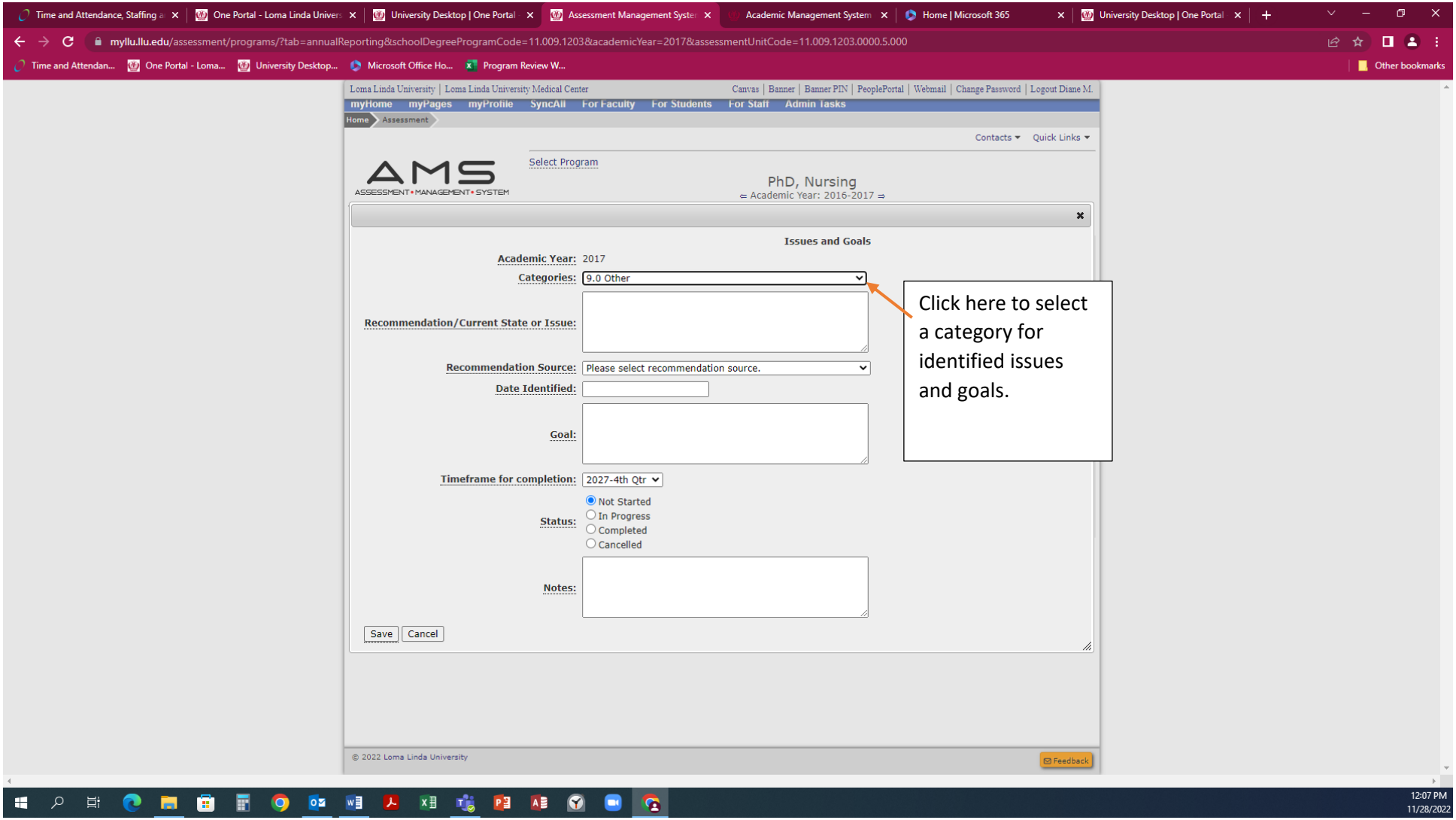
Upload Documents for Misc



The Annual Action Plan consists of items that you are choosing to focus on to improve your program for the next academic year. It can be something related to your assessment findings (if your criteria were not met and you are proposing a change) or any programmatic modification you are working toward. It does not have to be linked to your program review cycle.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Select Program
PhD, Nursing
Academic Year: 2016-2017
Issues and Goals
Academic Year: 2017
Categories: 9.0 Other
Recommendation/Current State or Issue:
Recommendation Source: Please select recommendation source.
Date Identified:
Goal:
Timeframe for completion: 2027-4th Qtr
Status: Not Started In Progress Completed Cancelled
Notes:
Save Cancel
Click here to select a category for identified issues and goals.
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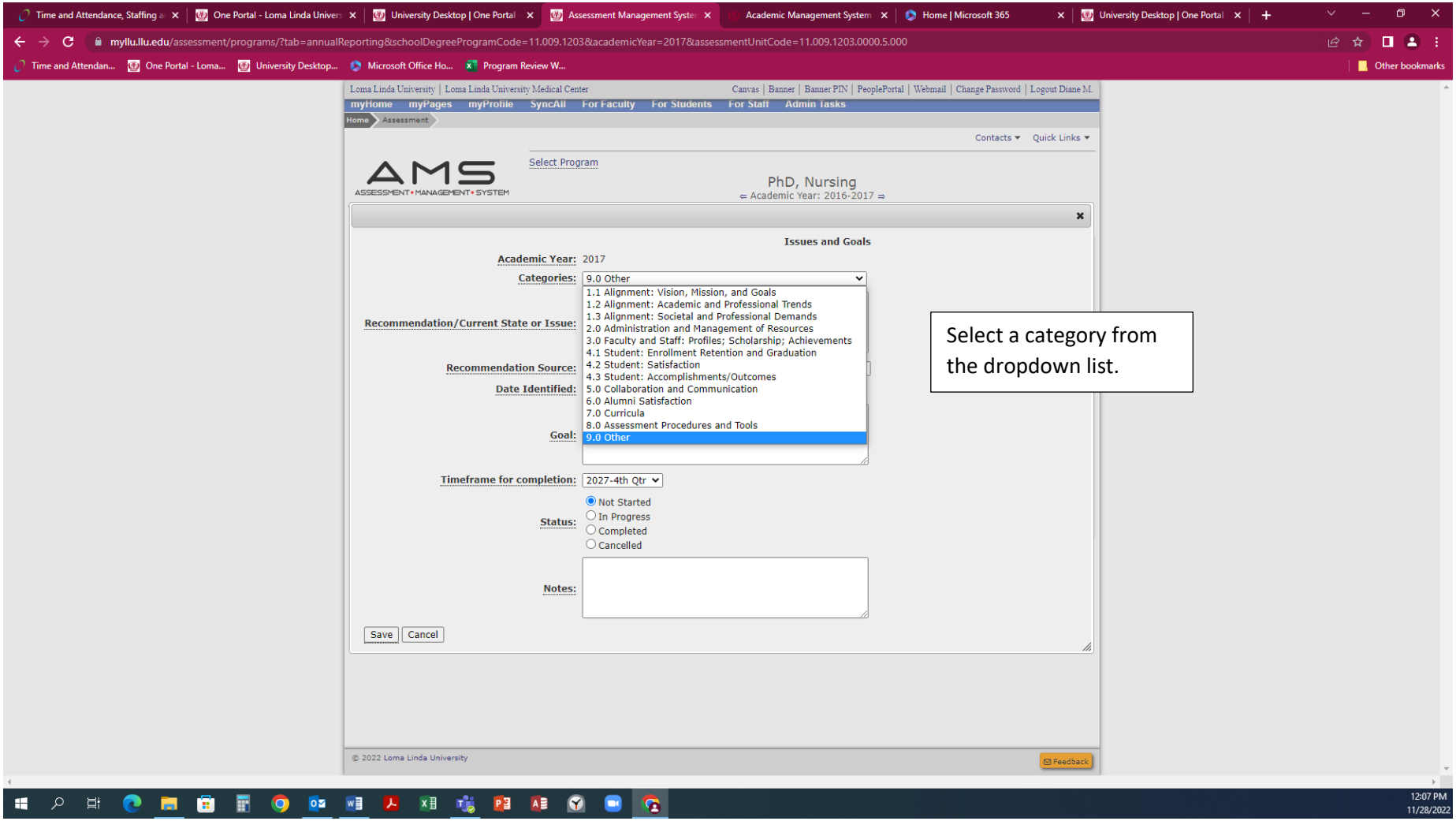
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Select Program
PhD, Nursing
⇐ Academic Year: 2016-2017 ⇒
Issues and Goals
Academic Year: 2017
Categories: 9.0 Other
1.1 Alignment: Vision, Mission, and Goals
1.2 Alignment: Academic and Professional Trends
1.3 Alignment: Societal and Professional Demands
2.0 Administration and Management of Resources
3.0 Faculty and Staff: Profiles; Scholarship; Achievements
4.1 Student: Enrollment Retention and Graduation
4.2 Student: Satisfaction
4.3 Student: Accomplishments/Outcomes
5.0 Collaboration and Communication
6.0 Alumni Satisfaction
7.0 Curricula
8.0 Assessment Procedures and Tools
9.0 Other
Recommendation/Current State or Issue:
Recommendation Source:
Date Identified:
Goal:
Timeframe for completion: 2027-4th Qtr
Status: Not Started In Progress Completed Cancelled
Notes:
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Select a category from the dropdown list.
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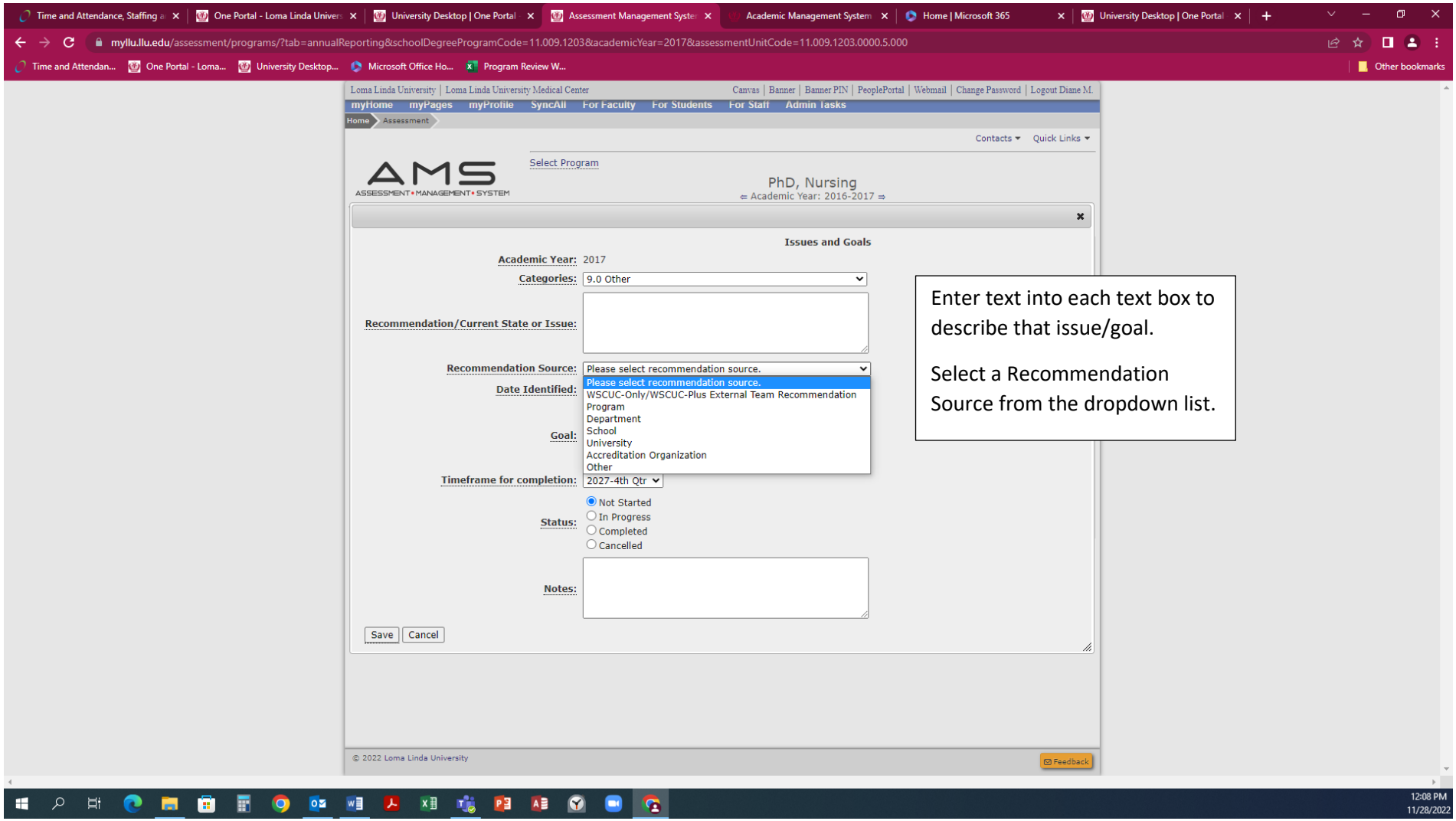
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Issues and Goals
Academic Year: 2017
Categories: 9.0 Other
Recommendation/Current State or Issue:
Recommendation Source: Please select recommendation source.
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WSCUC-Only/WSCUC-Plus External Team Recommendation
Program
Department
School
University
Accreditation Organization
Other
Date Identified:
Goal:
Timeframe for completion: 2027-4th Qtr
Status: Not Started
In Progress
Completed
Cancelled
Notes:
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Enter text into each text box to describe that issue/goal.
Select a Recommendation Source from the dropdown list.
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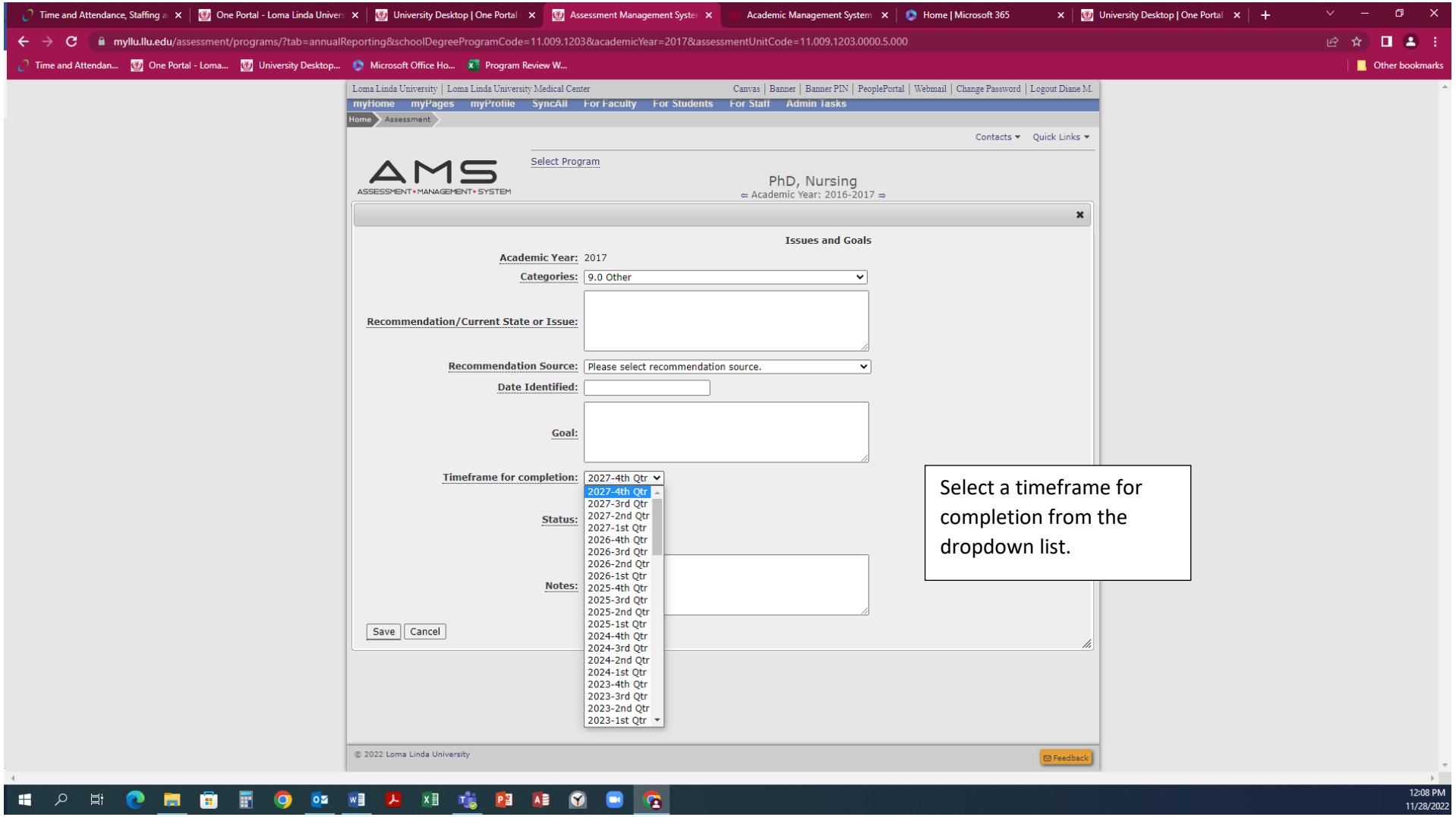
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Goal:
Timeframe for completion: 2027-4th Qtr
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Select a timeframe for completion from the dropdown list.
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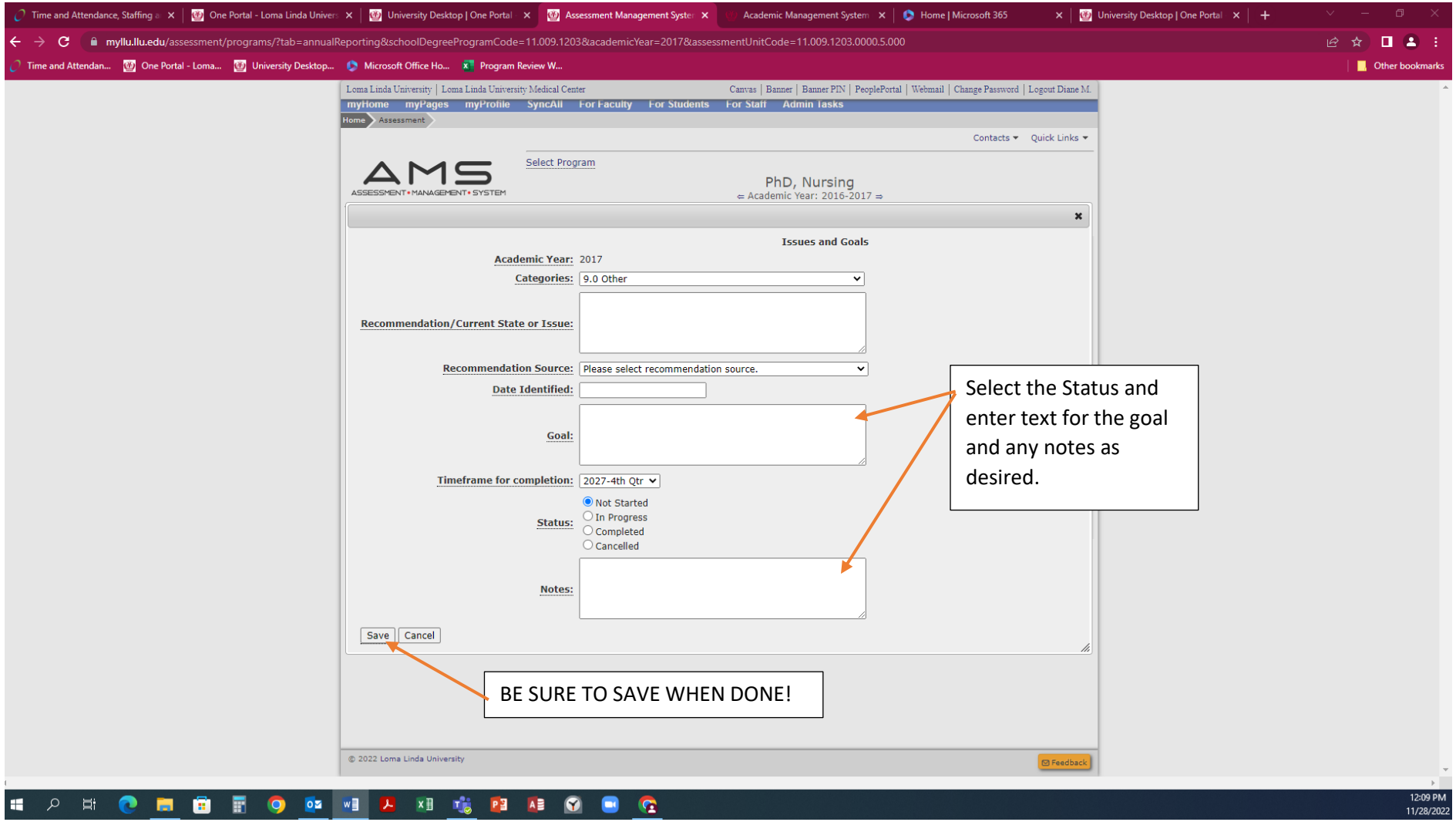
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Issues and Goals
Academic Year: 2017
Categories: 9.0 Other
Recommendation/Current State or Issue:
Recommendation Source: Please select recommendation source.
Date Identified:
Goal:
Timeframe for completion: 2027-4th Qtr
Status: Not Started In Progress Completed Cancelled
Notes:
Save Cancel
Select the Status and enter text for the goal and any notes as desired.
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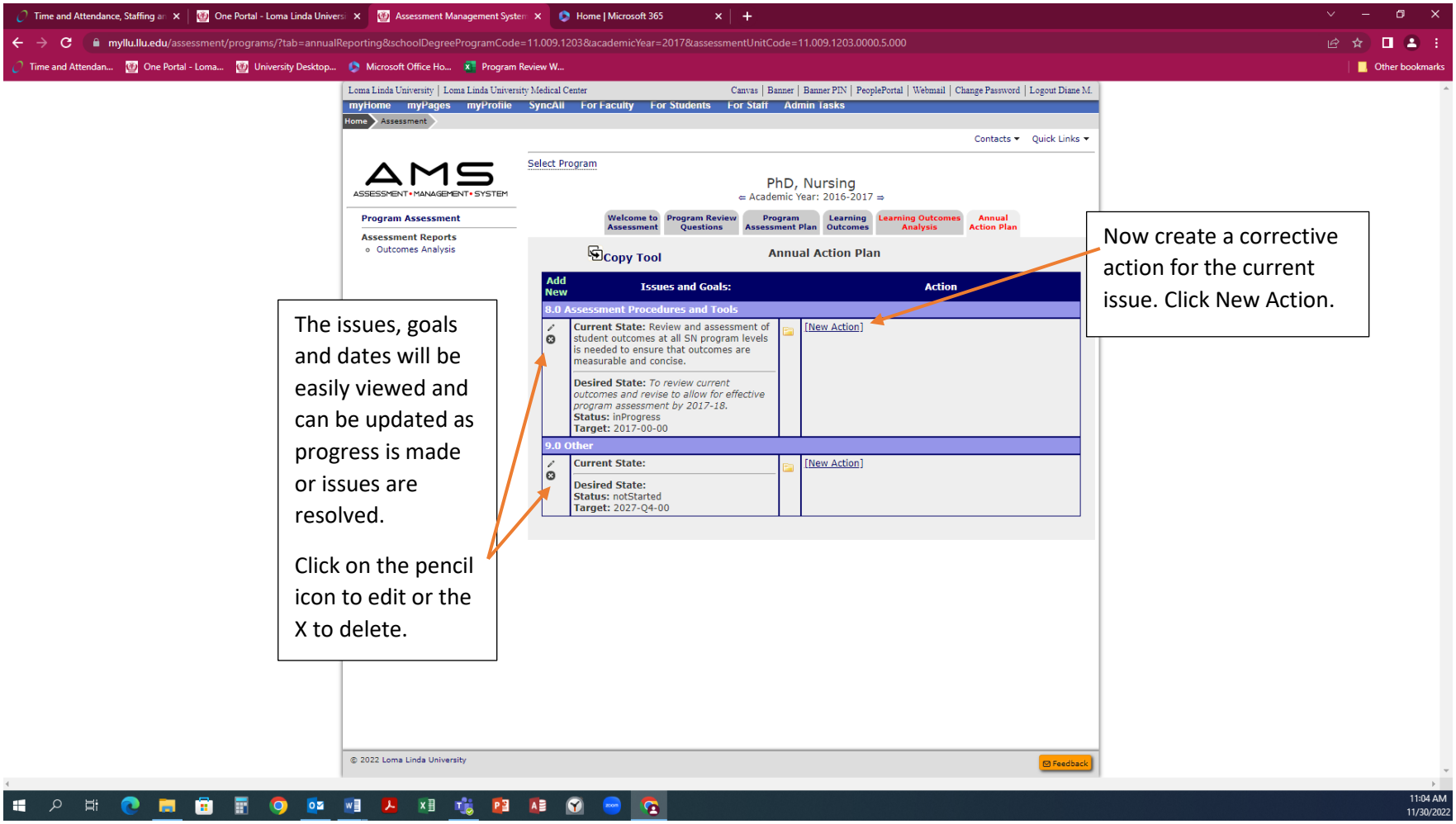
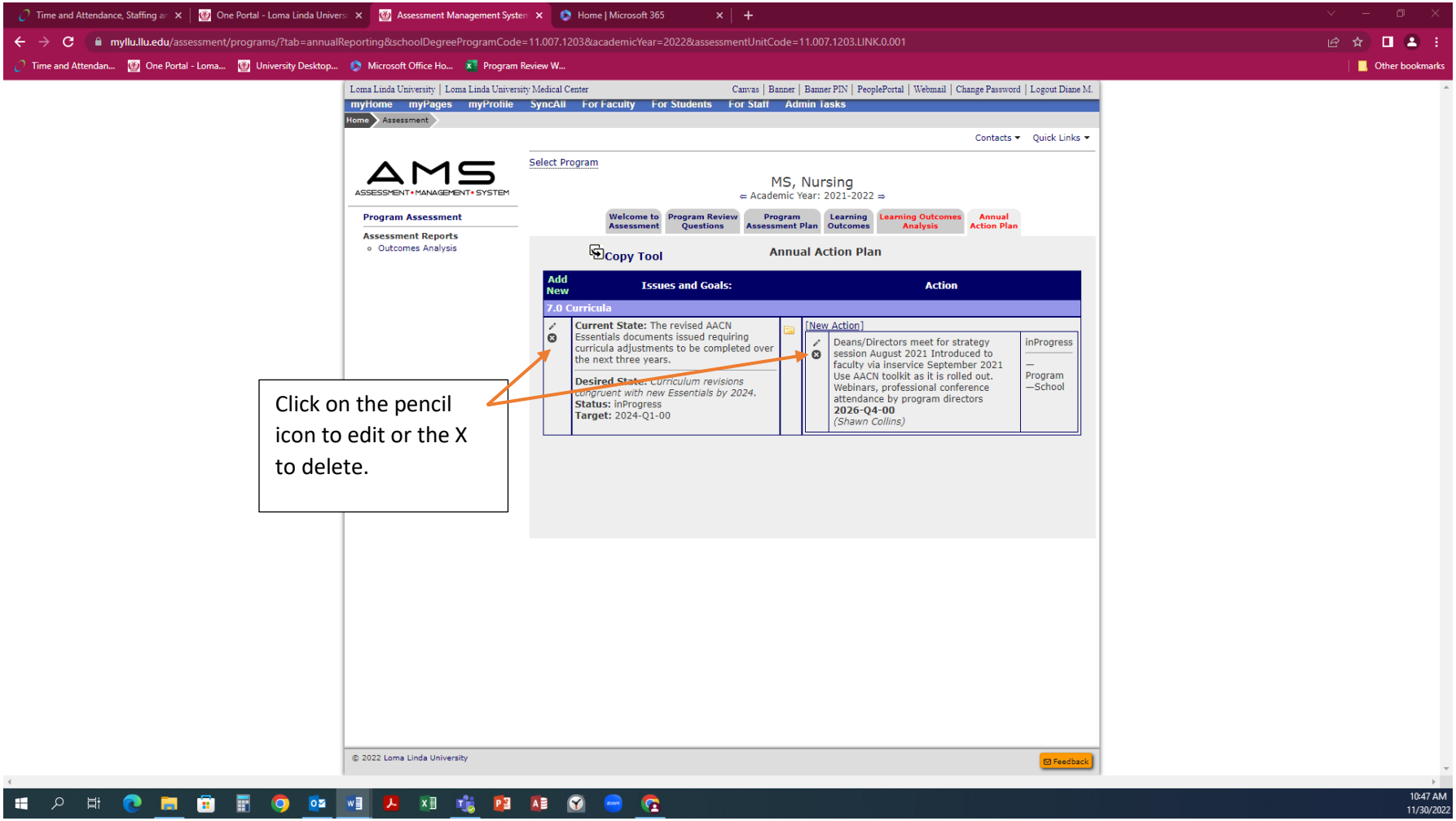


The issues, goals and dates will be easily viewed and can be updated as progress is made or issues are resolved.

Click on the pencil icon to edit or the X to delete.

Now create a corrective action for the current issue. Click New Action.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Assessment Reports
Outcomes Analysis
Select Program
MS, Nursing
Academic Year: 2021-2022
Welcome to Assessment
Program Review Questions
Program Assessment Plan
Learning Outcomes
Learning Outcomes Analysis
Annual Action Plan
Copy Tool
Annual Action Plan
Add New
Issues and Goals:
Action
7.0 Curricula
Current State: The revised AACN Essentials documents issued requiring curricula adjustments to be completed over the next three years.
Desired State: Curriculum revisions congruent with new Essentials by 2024.
Status: inProgress
Target: 2024-Q1-00
[New Action]
Deans/Directors meet for strategy session August 2021 Introduced to faculty via inservice September 2021 Use AACN toolkit as it is rolled out. Webinars, professional conference attendance by program directors
2026-Q4-00
(Shawn Collins)
inProgress
—
Program
—School
Click on the pencil icon to edit or the X to delete.
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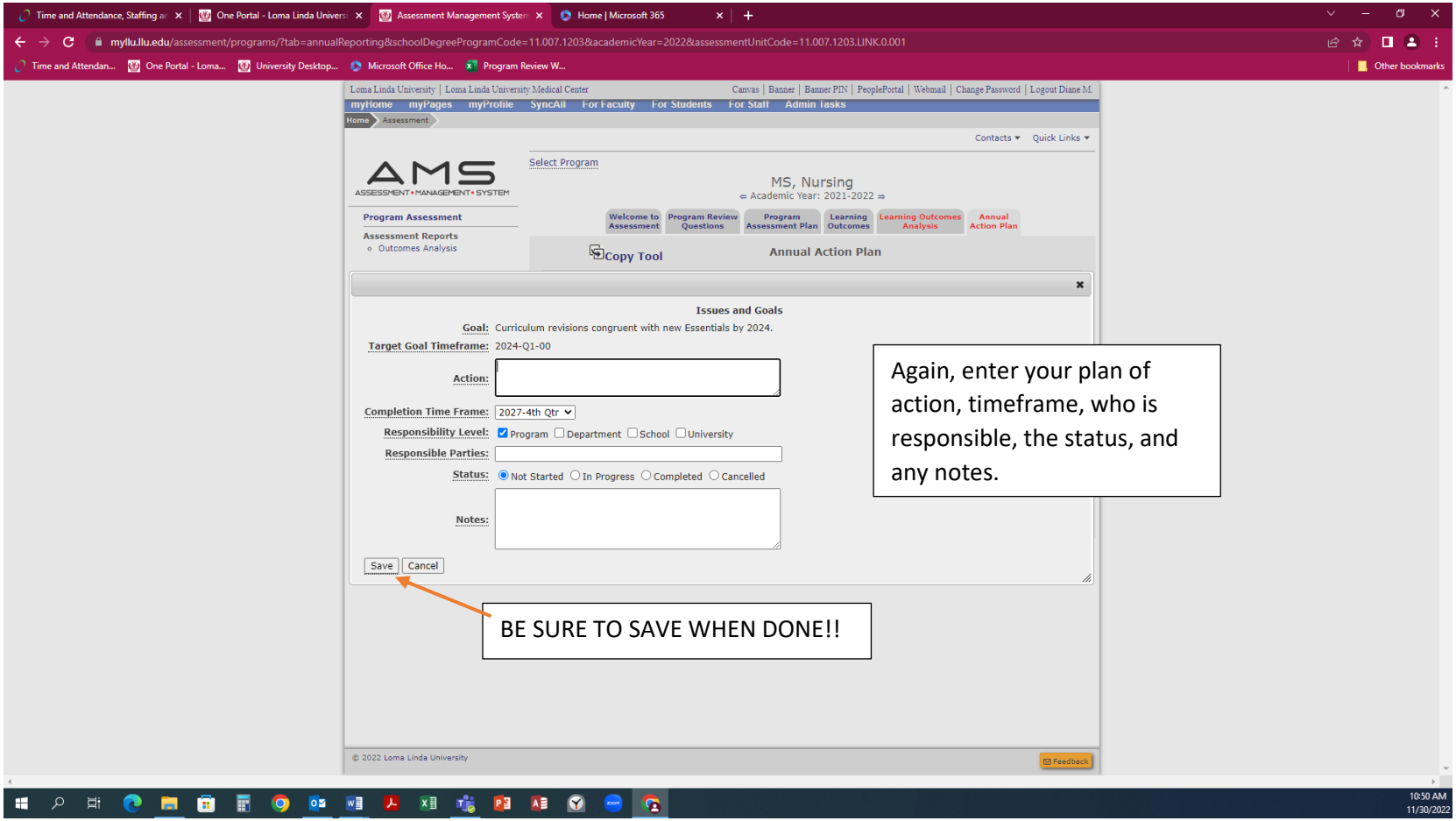
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MS, Nursing
Academic Year: 2021-2022
Program Assessment
Assessment Reports
Outcomes Analysis
Welcome to Assessment
Program Review Questions
Program Assessment Plan
Learning Outcomes
Learning Outcomes Analysis
Annual Action Plan
Copy Tool
Annual Action Plan
Issues and Goals
Goal: Curriculum revisions congruent with new Essentials by 2024.
Target Goal Timeframe: 2024-Q1-00
Action:
Completion Time Frame: 2027-4th Qtr
Responsibility Level: Program Department School University
Responsible Parties:
Status: Not Started In Progress Completed Cancelled
Notes:
Save Cancel
Again, enter your plan of action, timeframe, who is responsible, the status, and any notes.
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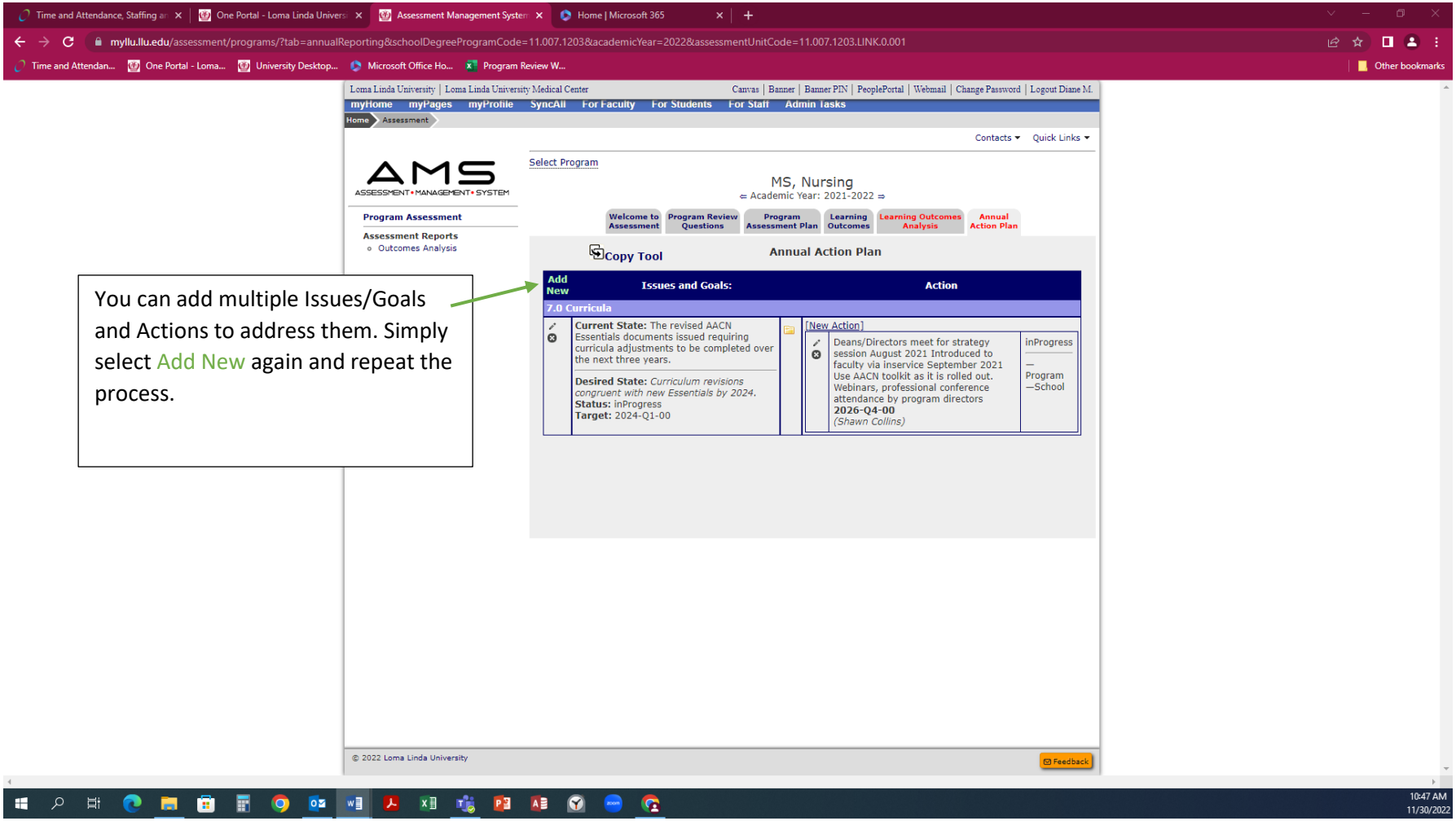
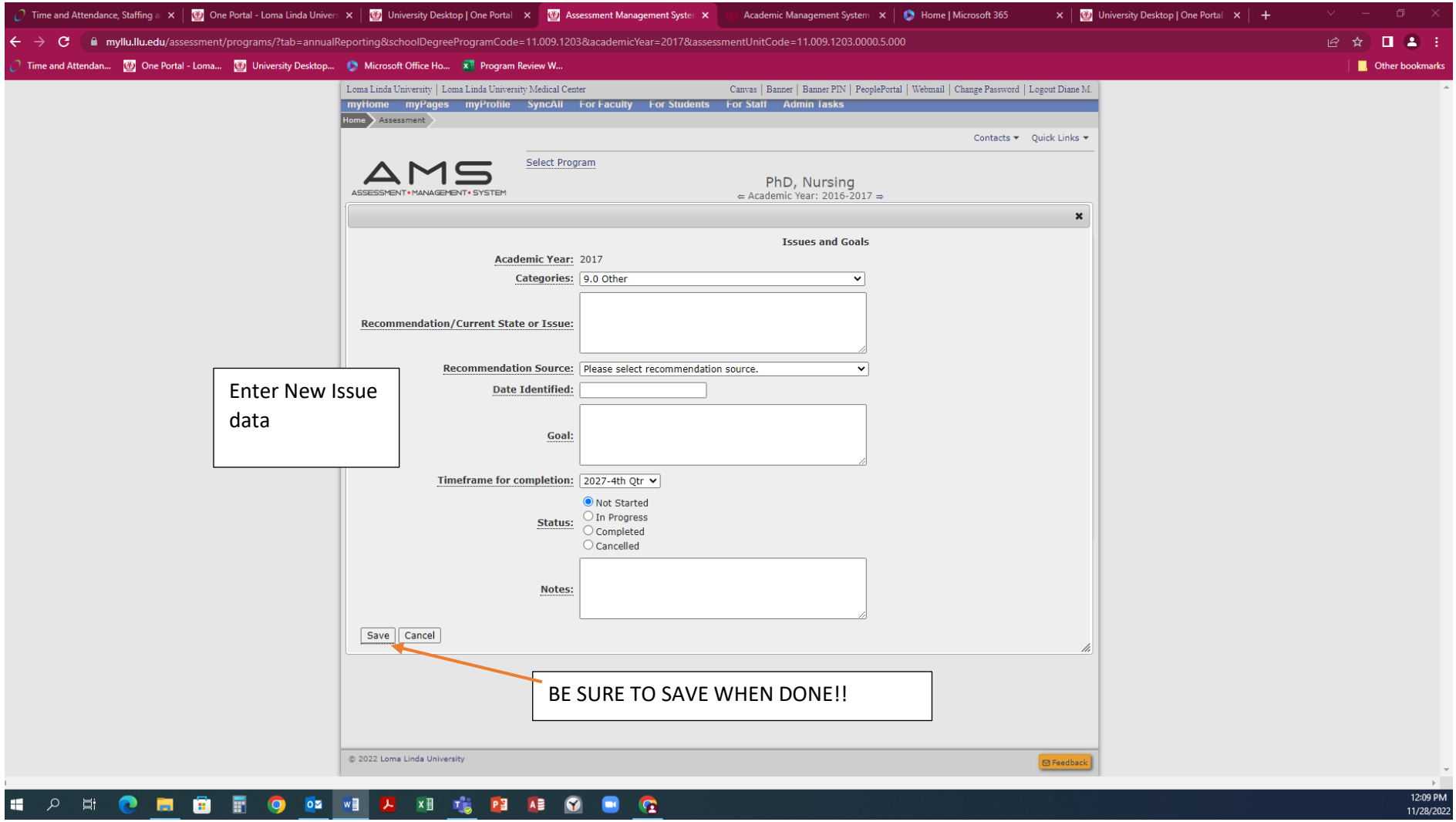


You can add multiple Issues/Goals and Actions to address them. Simply select Add New again and repeat the process.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⇐ Academic Year: 2016-2017 ⇒
Issues and Goals
Academic Year: 2017
Categories: 9.0 Other
Recommendation/Current State or Issue:
Recommendation Source: Please select recommendation source.
Date Identified:
Goal:
Timeframe for completion: 2027-4th Qtr
Status: Not Started
In Progress
Completed
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Notes:
Save Cancel
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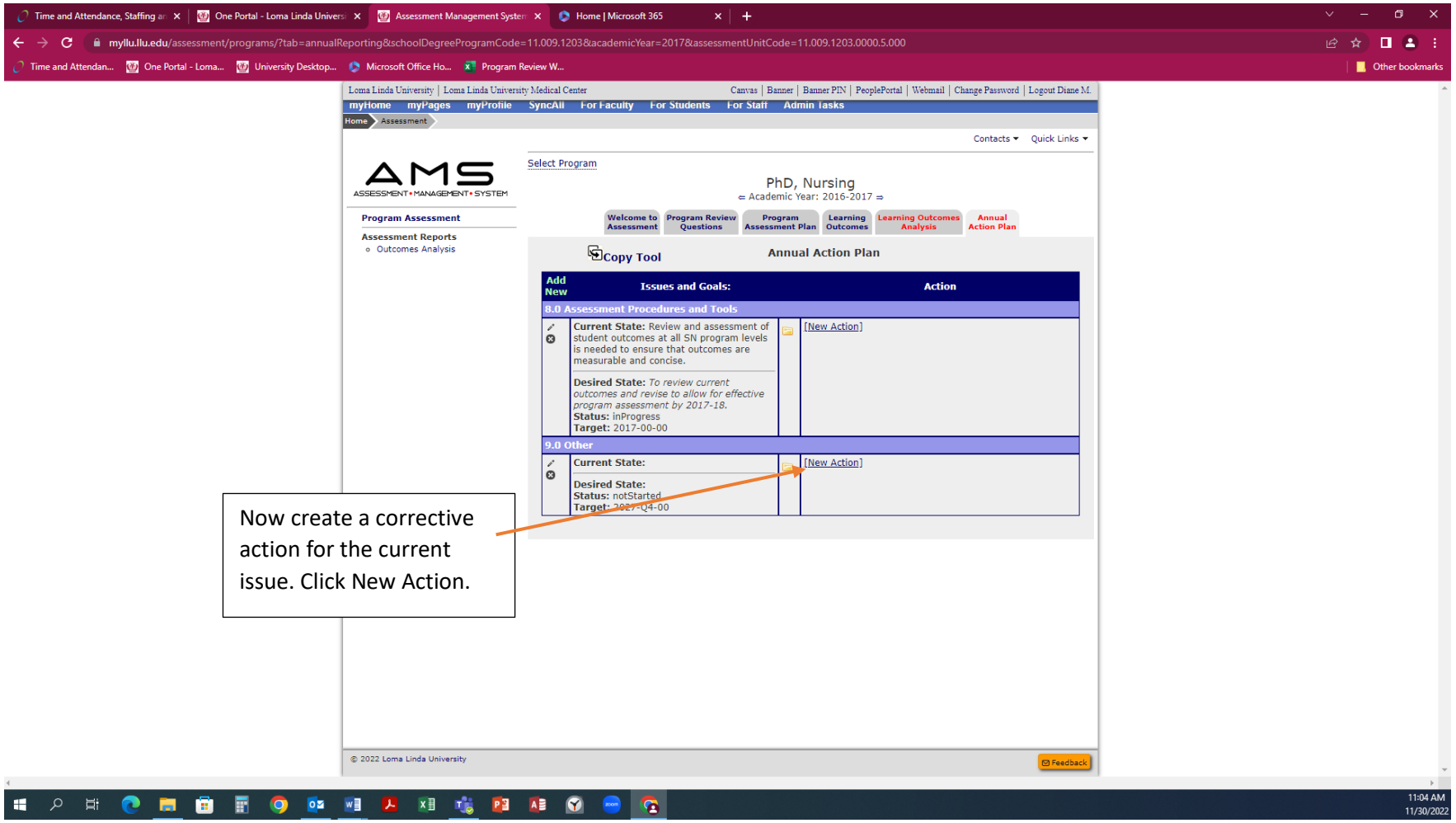
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Annual Action Plan
Add New
Issues and Goals:
Action
8.0 Assessment Procedures and Tools
Current State: Review and assessment of student outcomes at all SN program levels is needed to ensure that outcomes are measurable and concise.
Desired State: To review current outcomes and revise to allow for effective program assessment by 2017-18.
Status: inProgress
Target: 2017-00-00
[New Action]
9.0 Other
Current State:
Desired State:
Status: notStarted
Target: 2027-Q4-00
[New Action]
Now create a corrective action for the current issue. Click New Action.
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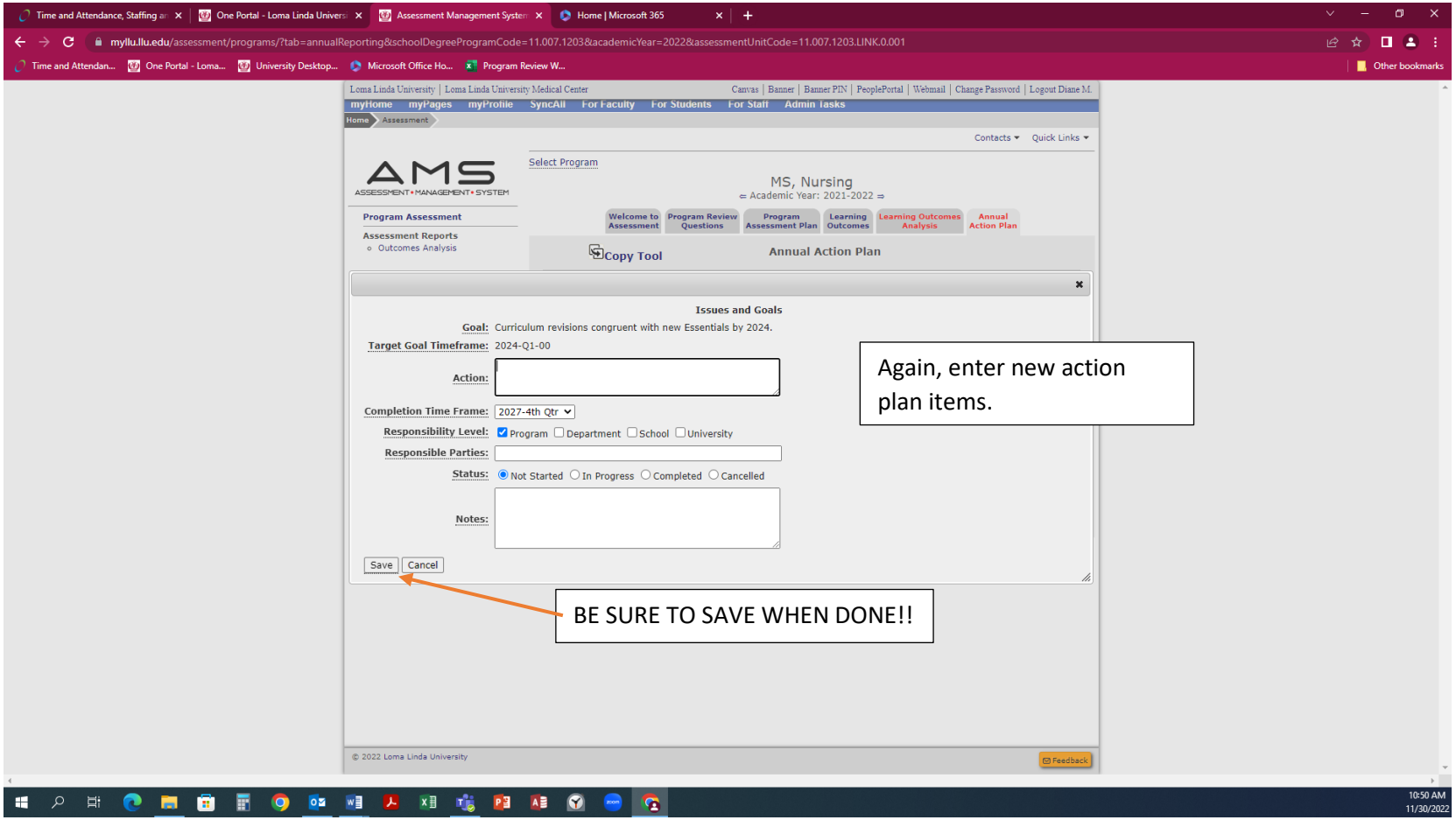

Enter as many issues as you found, and create an Action for each. Once you have entered all of your Action Plans, you will be able to view them on your Power BI Dashboard.

Contact the Office of Educational Effectiveness at assessment@llu.edu for questions or access to your dashboard.