



**ARKANSAS STATE
UNIVERSITY**

Annual Taskstream Reporting Tips

Standing Requirements-required and in most cases, already in place. These items should be reviewed annually to ensure accuracy (mission, outcomes, c map).

Assessment Plan

All items are required annually because this information defines the process of assessment for each outcome.

Field (Outcomes and Measures)	Required or Optional	Recommended Attachments
1. Outcomes-needed because they define WHAT is being assessed	Required	Please upload the actual assessment measure/instrument, i.e. test, test questions, rubrics, assignment sheet, survey, focus group questionnaire, etc.
2. Measure(s)-needed because they define HOW the outcome will be assessed	Required	
3. Details/Description-needed to determine the appropriateness of the measure for the outcome. A description of the measure and the course/venue where it will be assessed should be included here	Required	
4. Benchmark-needed because it defines the target for success	Required	
5. Implementation Plan (timeline)-needed because it defines the schedule for assessing each outcome	Required	
6. Key/Responsible Personnel-needed so we know with whom we should communicate when/if we have questions	Required	

Assessment Findings

All assessment findings (data) are required annually to ensure accountability, continuity, and transparency within departments/disciplines.

Field (Findings per Measure)	Required or Optional	Recommended Attachments
1. Summary of Findings-needed so we know what the data say and the analysis derived from it	Required	Substantiating Evidence-Please upload raw data, a copy of the measure/instrument, narrative explanations related to data, and any other pertinent documentation that helps clarify the data
2. Recommendations-optional as this should be covered in the action plan	Optional	
3. Reflections/Notes- optional... may be used to discuss observations, narrative analysis, notes and any other information pertinent to data/process	Optional	
4. Action Plan (not met, met, exceeded)- needed to determine if programs are meeting their assessment goals	Required	
5. Overall Recommendations and Overall Reflection-Repetitive, but could be used to report big picture, overall recommendations to process, etc.	Optional	

Action Plan

Action plans are required annually to ensure that departments/disciplines are using the data to inform program improvements and “closing the loop” by following through on the action plan and determining what impact the action plan had on student learning within the program.

Field (Actions)	Required or Optional	Recommended Attachments
1. Action Item Title-needed as it provides an abbreviated description of the action plan, e.g., In class activities, Curriculum changes, Changes in Assessment Process, etc.	Required	Please upload meeting minutes, and/or any other documentation that shows that the faculty met, shared/discussed assessment
2. Action Plan-needed because it describes what steps a program will take to increase student learning in the future, e.g. curriculum changes, pedagogical changes, changes in the assessment process, etc.	Required	
3. Implementation Plan-needed as it defines WHEN the action plan will be implemented	Required	

4. Key/Responsible Personnel- needed so we know with whom we should communicate when/if we have questions	Required	information, and made decisions as a group about what the action plan (future steps) for the program should be
5. Measures-optional... users could identify the measures that will be used to assess the impact of the action plan on student learning, e.g. a program may decide to utilize a writing tutor once a week to see how that affects student writing in the future. This field could be used to describe the measure (s) that will be used to determine if the use of the tutor impacted student learning	Optional	
6. Priority Level -optional...assumption is if it's an action plan, it's a high priority	Optional	

Status Report

This section must be updated annually in the following year status reports are submitted. For example, Status Reports for 2015-16 should be updated the following year, 2016-17. This is necessary because this information fully describes the closing the loop process.

Field (Action Statuses)	Required or Optional	Recommended Attachments
1. Current Status-needed as it defines the STATUS of the action plan-completed, in progress, etc.	Required	Please upload any documentation that details any actions that have been completed during the closing the loop process, e.g. meeting minutes related to the status of the action plans, narrative explanations about the status of the action plans
2. Additional Information-necessary as it DETAILS the status of the action plan, e.g. what has been done, what has yet to be done, issues that have arisen.	Required	
3. Next Steps- needed as it defines WHERE the program goes next with the information it has learned from carrying out the action plan OR if the action plan is being carried out in phases, the next steps in the plan should be articulated here	Required	
4. Status Summary and Summary of next steps- optional and seems repetitive but could be utilized for big picture, overall summaries and next steps	Optional	