

## Assessment Plan | First-Year Seminar Pilot Study | Kansas State University | Fall 2008

The first-year seminars (FYS) instructors will play a central role in the assessment plan for this pilot study of FYS's. We have listed here the components of the plan and highlighted how and when we will need instructor assistance to make this successful.

Assessment Component	What the Instructor Does	Notes/Explanations	When	Contact/Questions/Concerns
<b>Qualitative documentation</b>	<p>Please document relevant, interesting examples of what happens in your classes.</p> <p>Forward these documents, class materials, anecdotes, etc. to Greg or Emily for collection in the pilot study archive.</p>	<p>You might collect copies of assignments that worked well, examples of student work, certain class plans or teaching ideas, a list of the co-curricular events for your class, anecdotes about what happened, stories about worked well and what did not, reflections on the class or the semester, teaching journal entries, and so on. There is no set kind or amount of what you should include, though we really would like to have two or three items from each course.</p>	Throughout the semester.	Greg (eiselei@k-state.edu) or Emily (lehning@k-state.edu)
<b>Student work</b>	<p>Six students in your class have been randomly selected for inclusion in this part of the study. See the class roster in your folder.</p> <p><u>Please provide the work of these six students, on two assignments, to our team of scorers.</u> You can do so in one of two ways. 1) Drop off the six papers or assignments. Just deliver them to the Office of Assessment (226 Anderson), where we will scan them into a .pdf and upload them for the team of scorers. All papers will be returned immediately or later the same day. Or 2) Add Steve Hawks as a secondary instructor on KSOL. If you use K-State Online and ask students to upload work, just add Steve Hawks as a secondary instructor. Let him know which assignments should be scored, and he will fetch the assignment sheet and the work for scoring. This is an easy option for those who use KSOL.</p> <p><u>Please also score the students' work yourself.</u> Use the "Critical Thinking Scoring Rubric" (in your folder, the same one the team will use) to score your students' work, and then send the six completed rubrics along with a copy of the original assignment to Greg. Do this twice, once in the first half of the semester and again later in the semester.</p>	<p>Our aim is to score directly student work done for an assignment early in the semester and work done for a different but comparable assignment late in the semester.</p> <p>The focus of the scoring is critical thinking. To do the scoring, we will use a common rubric adapted from instruments used at Washington State University. We will also be discussing critical thinking at a couple of our monthly instructor meetings this semester.</p> <p>Our interest is aggregate data about the critical thinking abilities of our students as revealed by work for a class. Information gathered in this process will be treated confidentially. No faculty members and no students will be identified in our reporting of scores or data gathered. We will remove names from the student work before it goes to the scorers. To help us keep track of the work, please ask your students to put their student number on their work.</p>	Throughout the semester.	Greg (eiselei@k-state.edu) or Steve (sjhawks2@k-state.edu)
<b>Engagement survey</b>	<p>Please ask your students to complete the student engagement survey.</p> <p><u>To make arrangements for the engagement survey, please contact Clive (fullagar@k-state.edu).</u> Clive, Luke, or Dishia will administer the survey.</p>	The 16-question survey should take students no more than 5-10 minutes to complete. Your folder includes a handout with the survey form and information about the student engagement survey.	Once in September and again in December	Clive (fullagar@k-state.edu)

<b>CAAP examination</b>	<p>Please set aside a 50-minute class or its equivalent for students to take the CAAP examination.</p> <p><u>To make arrangements for the CAAP examination, please sign up for a date today or contact Steve (sjhawks2@k-state.edu) as soon as you can.</u> Steve or some other member of the Office of Assessment will proctor the examination in your class on the day you choose.</p>	<p>The FYS Pilot Study will be a part of K-State's initial efforts at using the CAAP examination to assess general education outcomes. Please see the handout with additional information about the VSA and the CAAP exam in your folder.</p> <p>If any of your students need appropriate accommodations or if you have questions about the CAAP, please contact Steve. If you have concerns about this aspect of our assessment plan, please contact Greg or Emily.</p>	September 8 – October 10.	Steve (sjhawks2@k-state.edu)
<b>Teaching evaluations</b>	<p>Please set aside time for students to complete the IDEA course evaluation.</p> <p>In November, Nova Nickerson will contact you about scheduling. You will need to set aside approximately 20-25 minutes of class time during the final few weeks of the semesters.</p>	<p>To use your IDEA results in the study, we need your permission. <u>Please sign the consent form in your folder and return it to Greg or Vicki.</u></p> <p>You may administer the evaluation yourself. If you would like someone to administer it for you, please contact Nova (nen@ksu.edu) who will make arrangements to have Luke or Disha administer the evaluation.</p>	December	Greg (eiselei@k-state.edu), or Vicki (vclegg@k-state.edu)
<b>Grades</b>	Please provide a copy of the final grades for your class in one of two ways: 1) add Steve Hawks as a secondary instructor on KSOL, or 2) submit a paper copy of the final grades to Steve.	This information will be treated confidentially.	December	Steve (sjhawks2@k-state.edu)
<b>Instructor feedback</b>	Please join us at our monthly meetings during the semester and then again in the spring.	<p>We will meet monthly in the fall to coordinate activities, to talk about teaching, and to talk about how things are going. We will meet once in the spring for a feedback meeting to evaluate the strengths and weaknesses of the FYS pilot.</p> <p>Please also send along at any point ideas, suggestions, criticisms, and concerns. The perspectives, ideas, and recommendations of the instructors will be central in the continuation and shaping of any future FYS program.</p>	Throughout the fall semester and once in the spring semester.	Greg (eiselei@k-state.edu) or Emily (lehning@k-state.edu)
<b>Student Focus Group</b>	You will not need to do anything for this component of our assessment process.	A few members of the FYS team will meet with selected students for a focus-group meeting to evaluate the strengths/weaknesses of the pilot.	Once in the spring semester	Greg (eiselei@k-state.edu) or Emily (lehning@k-state.edu)
<b>Student information</b>	You will not need to do anything for this component of our assessment process.	As part of the study, we will gather appropriate, aggregate student academic and demographic information. We will invite you to join in the analysis and discussion of this data, but you will not need to help in the collection it.	Throughout the academic year.	Emily (lehning@k-state.edu) or Steve (sjhawks2@k-state.edu)