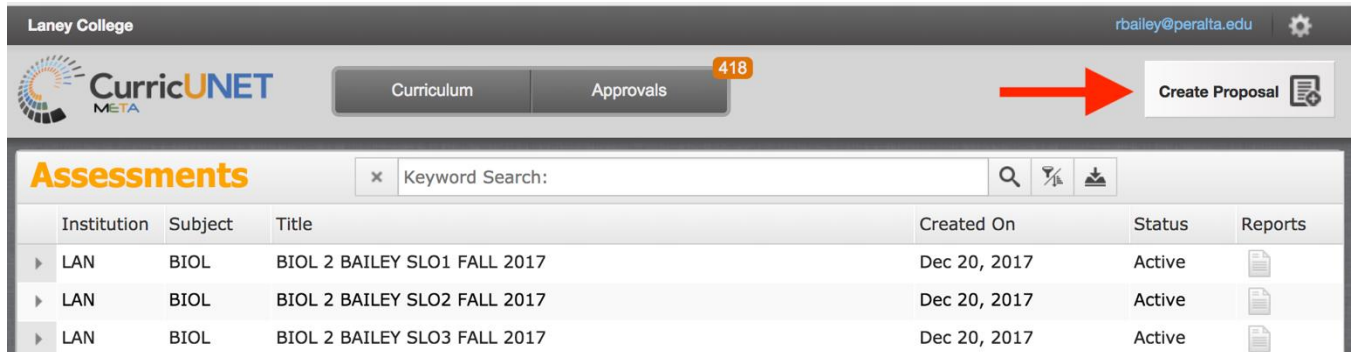


META ASSESSMENT MODULE

Step by step instructions to input assessment data into Meta

(screenshots apply to all Peralta colleges)

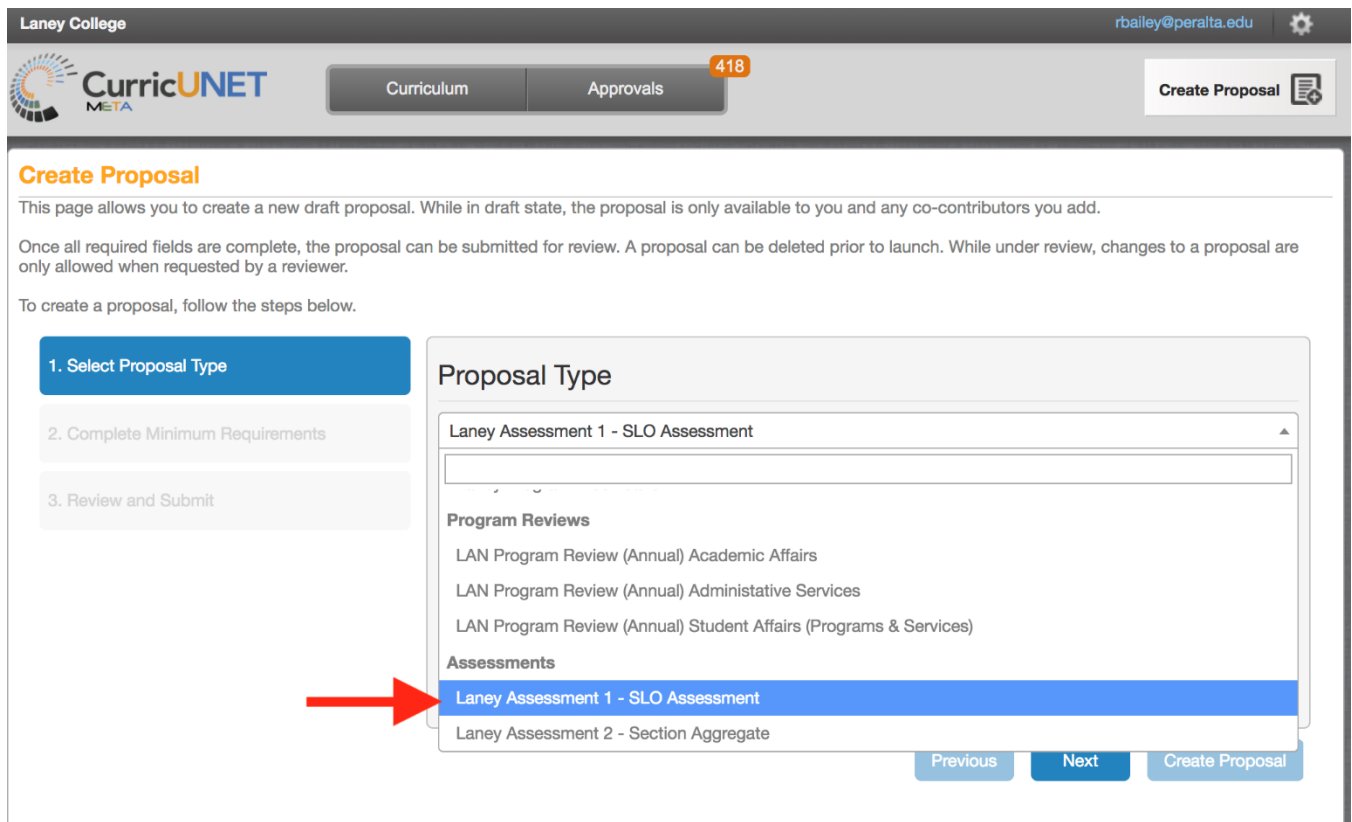
1. Log in to Meta. peralta.curricunet.com
 - Type in your full email address (including the @peralta.edu) and password.
 - If you forgot your password, click the link below the password box.
 - If you tried the forgot password link, and see a “user not found” message, contact your college Assessment Coordinator to get an account.
2. Click “Create Proposal” on the top right.



The screenshot shows the CurricUNET META interface. At the top, there is a navigation bar with 'Curriculum' and 'Approvals' tabs, and a 'Create Proposal' button with a red arrow pointing to it. Below the navigation bar is a search bar with the text 'Assessments' and a 'Keyword Search:' field. A table of assessments is displayed below the search bar.

Institution	Subject	Title	Created On	Status	Reports
▶ LAN	BIOL	BIOL 2 BAILEY SLO1 FALL 2017	Dec 20, 2017	Active	
▶ LAN	BIOL	BIOL 2 BAILEY SLO2 FALL 2017	Dec 20, 2017	Active	
▶ LAN	BIOL	BIOL 2 BAILEY SLO3 FALL 2017	Dec 20, 2017	Active	

3. Using dropdown menu for “Proposal Type”, scroll down to “Assessments” and choose “Laney Assessment 1 - SLO Assessment”. Click “next”. (note: do not hit enter key)



The screenshot shows the 'Create Proposal' form. The 'Proposal Type' dropdown menu is open, showing a list of options. A red arrow points to the 'Laney Assessment 1 - SLO Assessment' option. The form also includes a sidebar with steps: '1. Select Proposal Type', '2. Complete Minimum Requirements', and '3. Review and Submit'. At the bottom of the form, there are 'Previous', 'Next', and 'Create Proposal' buttons.

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Type

Laney Assessment 1 - SLO Assessment

Program Reviews

- LAN Program Review (Annual) Academic Affairs
- LAN Program Review (Annual) Administrative Services
- LAN Program Review (Annual) Student Affairs (Programs & Services)

Assessments

- Laney Assessment 1 - SLO Assessment**
- Laney Assessment 2 - Section Aggregate

Previous Next Create Proposal

4. Choose your Division and Department from dropdown menus. Create a title for your assessment, using the naming conventions in the examples below. If you are one instructor entering data for your course, use example "A," and you can include just one of your class codes. If you are entering an aggregate of data for multiple sections with multiple instructors, use example "B," and indicate "AGG" in the title, plus one of the course codes. It is important that titles of assessments are never duplicated, so the codes keep each title unique. If you prefer, you may use your last name in place of the code.

- Example A: DEPT COURSE CLASSCODE SLO# SEMESTER YEAR, for example:
 1. BIOL 2 23456 SLO1 Spring 2017
 2. CIS 34 45678 SLO2 Fall 2017
 3. MATH 208 32334 SLO3 Summer 2017
 4. CHEM 1A Bailey SLO2 Spring 2018
- Example B: DEPT COURSE AGG CLASSCODE SLO# SEMESTER YEAR, for example:
 1. BIOL 4 AGG 23456 SLO3 Fall 2017
 2. KIN 150 AGG 54321 SLO2 Spring 2018
 3. WELD 53 AGG 34567 SLO1 Fall 2018
 4. BIOL 2 AGG Sisneros SLO3 Spring 2018

5. Confirm that you want to "Create Proposal" by clicking on button (do not hit enter).

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CurricUNET Curriculum Approvals 418 Create Proposal

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

- 1. Select Proposal Type
- 2. Complete Minimum Requirements
- 3. Review and Submit

Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Laney Assessment 1 - SLO Assessment

Module Title: BIOL 10 BAILEY SLO1 SPRING 2018 test

If this is correct press Create Proposal.

Previous Next Create Proposal

6. You will now be on the “Main” tab of your assessment. Complete this tab by choosing pre-populated options from the dropdown menus, or typing in numbers, as appropriate. Number of students assessed, meeting success criteria, and on roster are not technically launch requirements, but Laney faculty should enter these numbers. Choose a “Co-Contributor” if you would like someone else to have access to this assessment. For example, there may be multiple instructors for a course with many sections. Only the originator and co-contributor(s) will be able to see and edit the proposal while it is still in draft form. (note: only faculty with an account will appear in the co-contributors list)

- Once the “Main” tab is completed, click “Save” at the bottom. If you forget to complete this step, or you don’t see the “Save” button, Meta will prompt you before you leave the tab, asking “There are unsaved changes. Do you want to save them?”

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Curriculum Approvals 418 Create Proposal

Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...

Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft

Main	6/6	Main
Assessment Methods / Tools	0/1	Assessment Type: Individual Instructor Assessment of Course Outcome
Assessment Results	0/3	Assessment Information
Reflection	0/1	Assessment Report Title: BIOL 10 BAILEY SLO1 SPRING 2018 test
Action Plan	0/2	Originator *: Rebecca Bailey
Attach Files		Department: L - Biology
Codes/Dates	1/1	Semester Assessed *: Spring
		Year Assessed *: 2018
		Number of students assessed: 30
		Students Meeting Success Criteria: 23
		Number of students on roster: 32
		Subject *: BIOL
		Choose Course *: BIOL 010 - Introduction to Biology
		Choose Course Version *: Choose the current version unless assessing a historical course. BIOL 010 - Introduction to Biology (02/01/2016 - Current)
		Choose Course Outcome *: 1. Differentiate between a hypothesis and a theory.

Save

Fields marked with * are required

7. Click on the tab "Assessment Methods/Tools." NOTE: If you click a checkbox, and then change your mind, save your work before you unclick a box. Then unclick the box and resave. There is a temporary glitch in the system that makes this necessary.
 - In this section you will identify the method you are using to assess the SLO. Choose from the pre-populated list, or choose "other." When you click a checkbox, a text box appears for you to describe the method in detail. You may choose more than one method, but make sure to only choose methods that were actually used to assess this specific SLO in this particular semester.

The screenshot shows the CurricUNET interface for a draft assessment proposal titled "Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...". The status is "Draft" and there are 7 remaining launch requirements. The "Assessment Methods / Tools" section is active, showing a progress bar of 0/1. A launch requirement message states: "Launch Requirement: This list requires a minimum of 1 item". The "exam" checkbox is checked, and a text box contains the description: "10 test questions requiring students to differentiate a hypothesis from a theory". There are also checkboxes for "pre- and post-test" and "paper", both of which are unchecked.

- Detail your "Success Criteria." In this area, describe your measurement criteria. **Success criteria should be determined BEFORE analyzing your data.** Identify the level of success you hope to see, **for the outcome overall**, and **for students**. What percentage of students would you want to perform at what level to consider the class successful with that outcome? For example, "80% of the students must earn at least 70% of the points in order to meet the expectations for this outcome." The percentages expected can vary widely, depending on level of the course, and how critical success with that outcome is to the course. A laboratory course with strict safety requirements, for example, may aim for 100% of students demonstrating proficiency with a safety-related outcome. Rubrics are an excellent way to evaluate student performance on an SLO, and can be attached just below the text box.

The screenshot shows the CurricUNET interface for the same draft assessment proposal. The status is "Draft" and there are 6 remaining launch requirements. The "Success Criteria" section is active, showing a progress bar of 1/1. A red arrow points to the "Success Criteria" label. The text box contains the description: "at least 75% of students will score 70% or better on the chosen exam questions". There are also checkboxes for "interview", "observation", "student survey", and "other", all of which are unchecked.

8. Click on the tab "Assessment Results."

- Identify the course delivery method. If the course has day sections and evening sections, these should be entered separately (create one proposal for the day sections, and one for evening). Likewise, online vs. face-to-face should be entered separately, as should dual enrollment sections. Later, in more advanced proposal types, you'll be able to compare results for the different delivery methods. Disaggregating data in this manner is critical for our service to students, and is essential for accreditation purposes.

The screenshot shows the CurricUNET interface for a draft proposal titled "Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...". The status is "Draft" and there are 2 remaining launch requirements. The "Assessment Results" tab is active, showing a progress bar of 6/6. The "Outcome (Read only)" section contains the text "1. Differentiate between a hypothesis and a theory." The "Delivery Method" dropdown menu is open, showing options: "Face to Face Day Class" (selected), "Distance Education 100% Online", "Face to Face Day Class", "Face to Face Evening Class", "Face to Face / Online Hybrid", "Dual Enrollment", and "Other". A red arrow points to the dropdown menu.

- Complete your Results and Analysis, and Learning Gaps. There may be some overlap in what you include in these text boxes. Generally, results should be numbers, analysis should be a brief narrative, and learning gaps should be the main issues from the analysis that you will address with an action plan.

The screenshot shows the CurricUNET interface for a draft proposal titled "Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...". The status is "Draft" and there are 3 remaining launch requirements. The "Assessment Results" tab is active, showing a progress bar of 6/6. The "Students Meeting Success Criteria" section shows "Percent of students successful" as 76.67%. The "Results and Analysis" section contains the text: "9/30 students scored A on selected questions (30%)", "11/30 scored B (37%)", "3/30 scored C (10%)", "7/30 scored below a C (23%)", "23/30 students scored a C or better = 77%, SUCCESS CRITERIA MET", and "The vast majority of students were able to correctly define the terms hypothesis and theory. Some had trouble fully grasping the implications of using the term 'hypothesis' vs. 'theory' in a scientific way." The "Learning gaps identified based on analysis" section contains the text: "While the success criteria were met, learning gaps were identified. Most students were able to memorize definitions for 'hypothesis' and 'theory,' but some could not fully answer questions requiring more nuanced understanding of the terms." Red arrows point to the "Results and Analysis" and "Learning Gaps" text boxes.

- Click on the tab "Reflection." Results from previous Action Plans will be populated if data is available, and you will discuss the efficacy of these past action plans. In most cases, until we have more data in the system, you should say n/a.

The screenshot shows the CurricUNET interface for a draft assessment proposal titled "Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...". The status is "Draft" and there are 2 remaining launch requirements. The "Reflection" tab is selected, showing a progress bar for 1/1 completion. The main content area contains the following text:

Reflection
Last updated by Rebecca Bailey on 3/9/2018 at 1:19 PM

Review previous action plan below, along with previous and current assessment results. Discuss the efficacy of planned actions from past assessments of the same SLO. Did your previous action plan result in better student learning? What worked, what didn't work, etc.? If you have never assessed this SLO before, please put N/A. *

In previous years, assessments using pre/post tests showed student learning of this outcome occurred over the semester. In this year's assessment, using more clearly worded questions, and more questions with subtle differences, resulted in improvement in the percent of students meeting success criteria, but also revealed more specifically where students have difficulty. This is important in structuring future assessments.

- Click on the tab "Action Plan." Here you will detail your action plans based on results from the current assessment. You must choose at least one action at the course level. You may also choose actions beyond the course level, but this is not required. Text boxes will request additional detail. At the bottom of the page, identify the next semester/year this SLO will be assessed. You should plan to assess all SLOs for a course within a 3-year cycle, but you may want to assess more often if you feel it is critical to implement your action plan and assess the same SLO again.

The screenshot shows the CurricUNET interface for the same draft assessment proposal, now with the "Action Plan" tab selected. The status is "Draft" and there are 2 remaining launch requirements. The "Action Plan" progress bar shows 0/2 completion. The main content area contains a list of action items with checkboxes and text boxes for details:

- Revise the amount of writing/oral/visual/clinical or similar work
- Revise activities leading up to and/or supporting assignment/activities
- Increase in-class discussions and activities

Provide details of your action plan. Be specific and concrete. Attach Evidence on the Attach Files Tab. *

more small-group and class discussions will be developed for future semesters, requiring more nuanced differentiation of terms
- Increase student collaboration and/or peer review
- Provide more frequent or more comprehensive feedback on student progress
- Increase guidance for students as they work on assignments

Provide details of your action plan. Be specific and concrete. Attach Evidence on the Attach Files Tab. *

student groups will be required to check in with instructor after discussions, and receive a brief critique of their work
- Use methods of questioning that encourage the competency you measured
- State criteria for grading more explicitly (Grading guidelines, rubrics, etc)
- Increase interaction with students outside the class

11. You can attach supporting documents on the Methods/Tools, Results, and Action Plan tabs. The final tab, "Attach Files," allows for attachment of any additional supporting files, and anything you've attached on any tab should show up here. While attachments are not required by the system, typically you would have a few attachments, including a rubric, exam, etc. When approving your assessments, Assessment Coordinators and/or other Learning Assessment Committee members will generally want to see at least one or two relevant attachments.

12. Once all sections are complete, click "Launch" in the upper right hand corner. You will not be able to launch until all launch requirements are complete. Orange boxes indicate the tab is incomplete, while green boxes indicate the tab is completed. If you want to leave it as draft, you can access at another time by logging in, then click on "Curriculum" along the top, scroll down to "Assessment". Your drafts, in review, and active (approved) proposals will appear. Click on the draft to make changes, or launch once complete. In review or active proposals cannot be modified. You can delete a draft, if necessary, by clicking "Delete Draft" next to the "Launch" button.

The screenshot shows the CurricUNET interface for Laney College. At the top, there is a navigation bar with "Curriculum" and "Approvals" tabs, and a notification badge with the number "429". A "Create Proposal" button is also visible. Below the navigation bar, the "Assessments" section is displayed as a table. A dropdown menu is open over the table, with a red arrow pointing to the "Assessment" option. The table contains the following data:

Institution	Subject	Title	Created On	Status	Reports
LAN	BIOL	BIOL 1 ... 2018 test	Mar 09, 2018	Draft	
LAN	BIOL	BIOL 2 BAILEY SLO1 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 BAILEY SLO2 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 BAILEY SLO3 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 BAILEY SLO4 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO1 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO2 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO3 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO4 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 BAILEY SLO1 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 BAILEY SLO2 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 BAILEY SLO3 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 BAILEY SLO4 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO1 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO2 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO3 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO4 FALL 2017	Dec 21, 2017	Active	