Documenting Student Learning Assessment Activities in Works

Go to works.umn.edu, and click LOGIN to access your personal information. You will be asked for your U of M x.500 username and password.

Once logged in, you will see the page shown in part below. Unless your college has specified otherwise, use the “Curriculum Development” link under Teaching to describe your work in course and program assessment of student learning activities; use “University/Department” under Service to document PAL/assessment coordinator activities.
Assessment within Teaching

Click on the “Curriculum Development” link to enter information. The page will display the following header along with the list of items you have entered previously. If a current entry does not specify an end date, then the item will display in the listing as “Month 20xx – Present.” To edit an entry listed, click the item and make the appropriate changes. To create a new item for the current calendar year click the “+ Add New Item” button, then follow the instructions below.

Specify the start and end date of the assessment activity you wish to describe. For example, you may select January 1, 2017, as the start date and December 31, 2017, as the end date to summarize all of your assessment-related activities in teaching for the performance evaluation year.

In your description of Curriculum Development activities, you may discuss the types of teaching and assessment methods you used in your courses and identify aspects that you think would help to improve student learning – without stating assessment results. You could also reflect upon changes you made to your courses for the year based on previous assessment information and describe if the changes were effective in improving student learning (i.e., closing the loop).

Within Collaborative Efforts and Activities, describe your participation in program, department, school, and/or Liberal Education Program discussions with other faculty. You may provide brief narratives of the discussion topics and/or outcomes.

Be sure to save your entry. Use the “<” symbol next to the heading to navigate back to previous pages.
Assessment within Service

Click on the “University/Department” link to enter information. The page will display the following header along with the list of items you entered previously. Click the “+ Add New Item” button to create a new item for your list.

Enter an item for each service-oriented assessment role you had in the year, specifying the start date as well as the end date if applicable. If the role is ongoing, leave the end date blank so that the listing will show as “Month 20xx - Present.” Most PALs will select “Department” as the Service Level and “Other” as the Position/Role; list “Program Assessment Liaison” as Explanation of Other and the name of the program assessed for Name. If you are an area coordinator for your program, be sure to include a description of your assessment work within that item entry. If you are an Assessment Subcommittee member or have any other assessment-specific role, create a separate item for those responsibilities.

Be sure to save your entry. Use the “<” symbol next to the heading to navigate back to previous pages.