

This process is specific to artifacts for assessing [Anchor Plan Outcomes 1 and 4](#).

This information supplements processes delineated in three Anchor Plan documents: *Anchor Plan Outcome 1 Assessment Guide*, *Anchor Plan Outcome 4 Assessment Guide*, and *Selecting Anchor Plan Artifacts rev. 8/19/2024*. These are found on the [Anchor Plan assessment website](#).

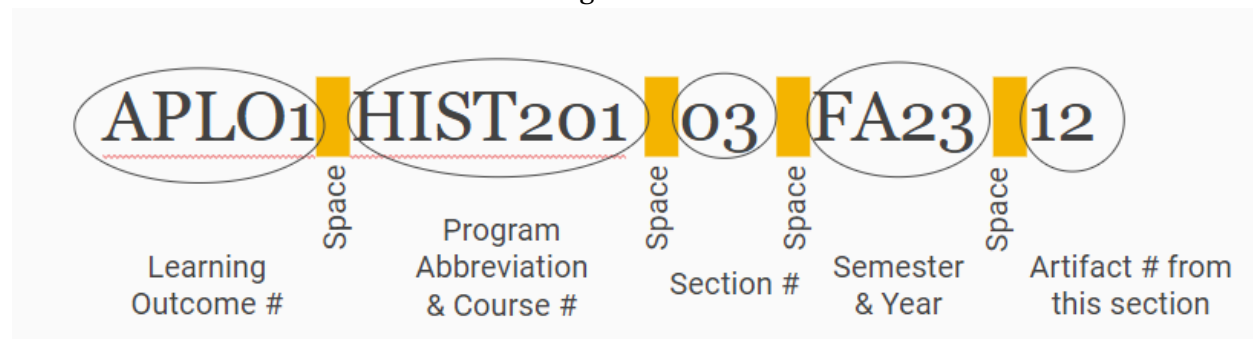
1. Department faculty members identify and collect artifacts for assessing Anchor Plan Outcomes 1 and 4, as described in *Selecting Anchor Plan Artifacts rev. 8/19/2024*.
2. Artifacts are gathered each semester by the Office Manager or other designated department member. Having only one department-level point of contact is essential for department coordination and with the dean's office.

Each artifact is saved as a PDF with a filename using the following convention.

Anchor Plan Learning Outcome Number(space)Program Abbreviation and Course Number(space)Section Number(space)Semester and Year(space)Artifact Number from this course section

For example, History 201, Section 3, is taught in Fall Semester 2023. It is mapped to Anchor Plan Learning Outcome 1. Fourteen artifacts are collected from this course section, and the one you are saving is number 12. The PDF file is named APLO1 HIST201 03 FA23 12

The visual below illustrates the naming convention for this artifact.



3. Assessment meets an “educational purpose” and is an exception to FERPA. Personally Identifying Information (PII) may be removed from artifacts by deleting or using the redact function. PII includes the student's name, content within the artifact that may identify the student, ID numbers, etc. While not required by FERPA, it may be preferred by department faculty members.
4. An instructor may determine that a specific artifact includes information too sensitive to share. In this situation, they may substitute an artifact from another student in the course section.

5. Instructor name and identifying information (other than the course section) can also be removed. Section number is needed in the filename to aid in selecting a representative sample, not to assess individual faculty members. This is the assessment of students' achievement of Anchor Plan Outcomes and not an assessment of the department, program, or instructors.
6. The department office manager or other designated department-level coordinator of this process ensures the following regarding artifacts from their department.
 - a. Artifacts are collected each semester from the relevant courses
 - b. Only student work is submitted. Course rubrics, assignment instructions, etc. are not artifacts and should not be collected.
 - c. Multiple choice exams may be artifacts but require pre-planning with the Director of General Education for use in Anchor Plan assessment before submitting.
 - d. Artifacts are named exactly as the convention with no additional spaces or the use of underlines.
 - e. Each artifact is an individual PDF and not submitted within zip files.
 - f. At the department level, artifact ownership is transferred to frostcenter@hope.edu with the office manager and dean's office as editors.
 - g. Contact the Director of General Education to discuss situations that require different handling of artifact documents.
7. Artifacts for Outcome 1 and Outcome 4 are saved separately. In cases where one artifact is used to assess *both* Outcomes, the document is saved twice with a different filename for Outcome 1 and Outcome 4.
8. Before July 1 of each year, departments provide to their Dean's Office the artifacts collected across the previous academic year (Summer Session, Fall, and Spring). Dean's Assistants will give additional instructions to departments.
9. Deans' Offices ensure that the departments with courses mapped to Outcome 1 and Outcome 4 have provided their artifacts; files are named according to the convention; artifacts are saved in PDF format; and that ownership of files has been transferred to Frost Center.
10. Before August 1 of each year, Dean's Offices upload the artifacts they have received from their departments into the Anchor Plan Assessment folder.