Identifying & Saving Anchor Plan Artifacts

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What we will cover today - Laura

1. Department-level roles in collecting & saving artifacts
2. Identifying Anchor Plan courses
3. Selecting Anchor Plan artifacts
4. Archiving/Storing Anchor Plan artifacts
5. Personally Identifying Information (PII) and FERPA
6. Access guidance documents at hope.edu/assessment on the [Anchor Plan Outcomes page](#)

Helpful Guidance - Laura

hope.edu/assessment then navigate to the *Anchor Plan Outcomes* page

Three documents found at the bottom of the page.

- Identifying Anchor Plan Courses
- Selecting Anchor Plan Artifacts for Assessment
- Archiving Anchor Plan Artifacts for Assessment

Purpose of Assessment - Tom

We are assessing the Anchor Plan. This means our research question is this:

How is the Anchor Plan working or not working? What effect is it having as a strategy for general education?

We are not

- Grading Students
- Grading Instructors
- Grading Courses
- Grading Programs or Departments

Department-Level Roles - Laura & Tom

At the department level, the thing we most need help with is the **collection and curation** of artifacts for assessment.

We also need a clear point of contact/coordinator in each department where Anchor Plan Outcomes 1 & 4 are assessed

Identifying Anchor Plan Courses - Chad

To find the courses from which to pull artifacts:

1. Go to schedule.hope.edu
2. Be sure you are in the appropriate semester ("Term")
3. Click on the dropdown menu for "Attribute"
   a. For Anchor Plan Learning Outcome 1
      i. MNS, NSL, MA, SS, HCP (100-level), HST (100-level), PHL (100-level), RL2
   b. For Anchor Plan Learning Outcome 4
      i. NSL, ART, HCP (200-level), HST (200-level), PHL (200-level)
4. Identify the courses in your department(s) and their enrollments

Selecting Anchor Plan Artifacts - Kathy

What is an artifact?

A piece of student work that demonstrates progress toward the student learning outcome being assessed.

An artifact can be from an individual or a group of students.

The Process for Selecting Anchor Plan Artifacts - Kathy

Step 1. Calculate the total number of students enrolled for the year (SS+FA+SP) in <u>department</u> courses mapped to this outcome.

      Example: APLO1 History Department 2024-25

May + June + July 2024 = 1 course	7 students (actual)
Fall 2024 = 8 courses	198 students (registered)
Spring 2025 = 8 courses	<u>200 students</u> (estimate)
Total 17 courses	405 students

Selecting Anchor Plan Artifacts - Kathy

Step 2. Determine the annual sample size of artifacts needed by using the sample size table.

N= total number of students for the year   **S**=the annual sample size needed

Example: APLO1 History Department 2024-25

SS24+FA24+SP25 = 405 students $\longrightarrow$

N	S
340	181
360	186
380	191
400	196
420	201
440	205
460	210

Selecting Anchor Plan Artifacts - Kathy

Step 3. Divide the sample size by the number of course sections in the department that are mapped to the outcome being assessed

Example: APLO1 History Department 2024-25

SS24 + FA24 + SP25 = 17 sections (from Step 1)

Sample Size (from Step 2) = 196

196 / 17 = 12 artifacts needed from each section

Selecting Anchor Plan Artifacts - Kathy

Step 5. Notify instructors to use a random sampling method to collect and provide the identified number of artifacts.

-if they don't have enough students enrolled for the sample needed, submit artifacts for all students - don't "make up" the missed number

One way to select a random sample:

a. Count down their course enrollment list to the student who is the number identified in a random number generator.

b. Continue counting down the list by this same number and identifying

Group Projects - Kathy

How to calculate group projects as artifacts

Example:

Class needs a sample of artifacts from 8 students

Students prepare lab reports in groups of 3 students

Sample of 8 / 3 students per artifact = 3 lab reports collected

Labeling Artifacts - Kathy

Label each artifact   **Save as a pdf**

APLO1 [Space] HIST201 [Space] 03 [Space] FA23 [Space] 12

Learning Outcome #

Space

Program Abbreviation & Course #

Space

Space

Section #

Space

Semester & Year

Space

Artifact # from this section
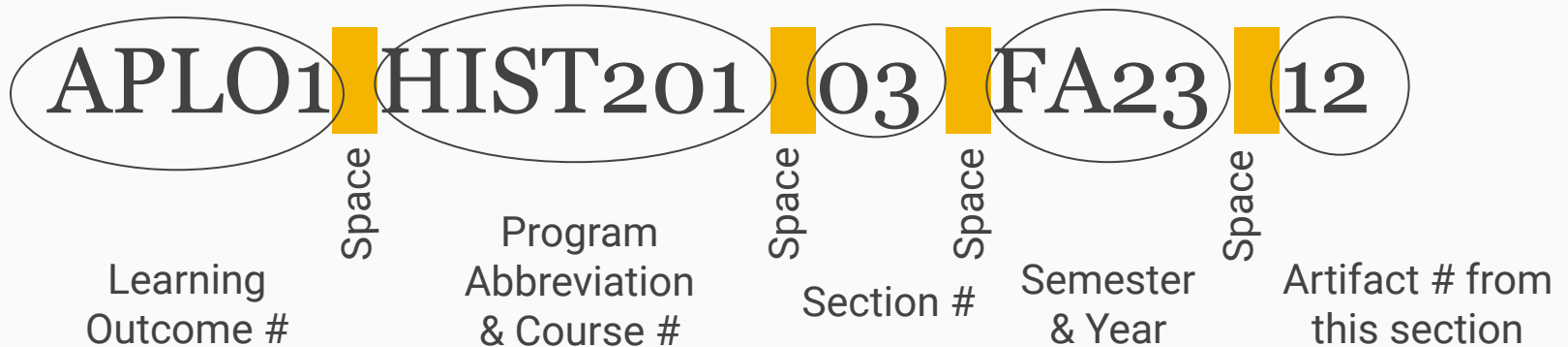
Archiving Artifacts - Laura

<u>Annually:</u>
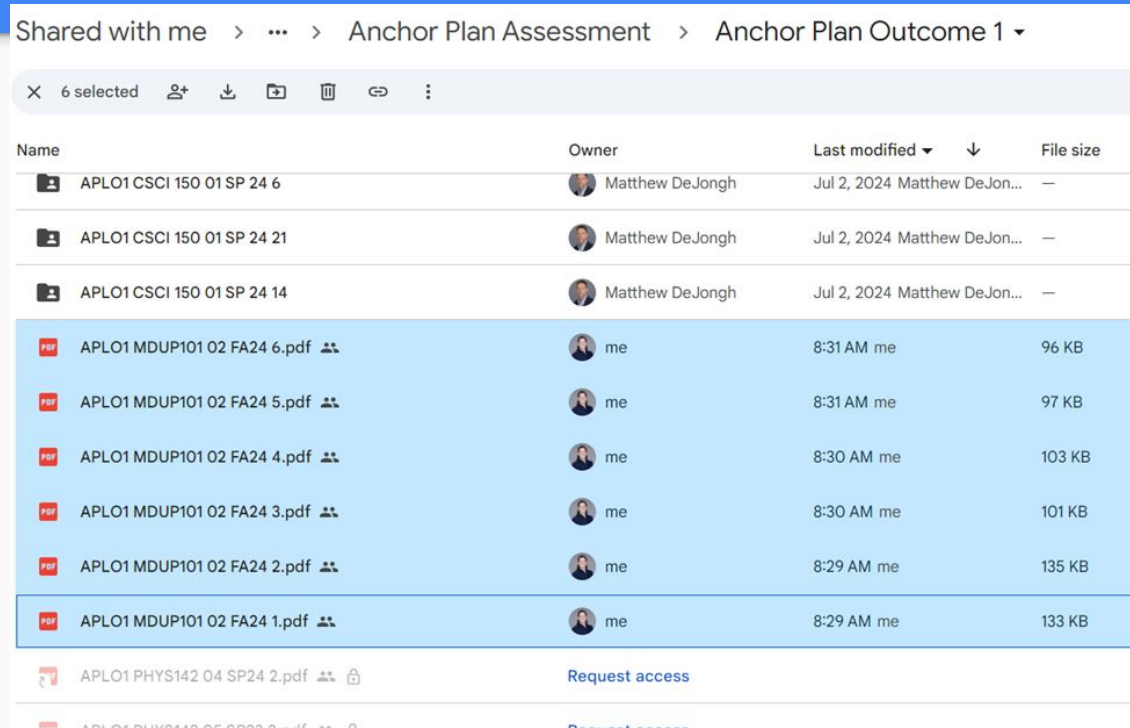
Provide collected artifacts to your Dean's Office by July 1 TRANSFER OWNERSHIP

Dean's Assistants will upload to Frost Center by August 1

Changing ownership

After uploading, change the ownership quickly by:
Click + shift + click to select all your files and then right click while selected...

And change the owner.

This will change it for all the highlighted documents.

[Note: Talk to your Deans' Assistant to determine if frostcenter@hope.edu or another account should be used for ownership transfer]

And it's easy to confirm!

NOTE: do NOT select the "share" icon to the right of an individual document. Rather right-click on the title. The share icon will only change ownership for that document. Right-clicking any highlighted title will initiate the change for all highlighted documents.
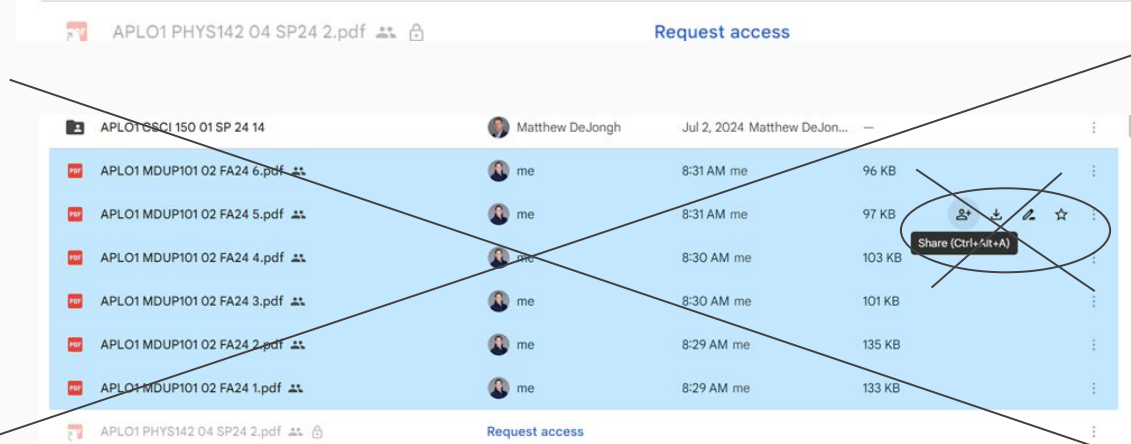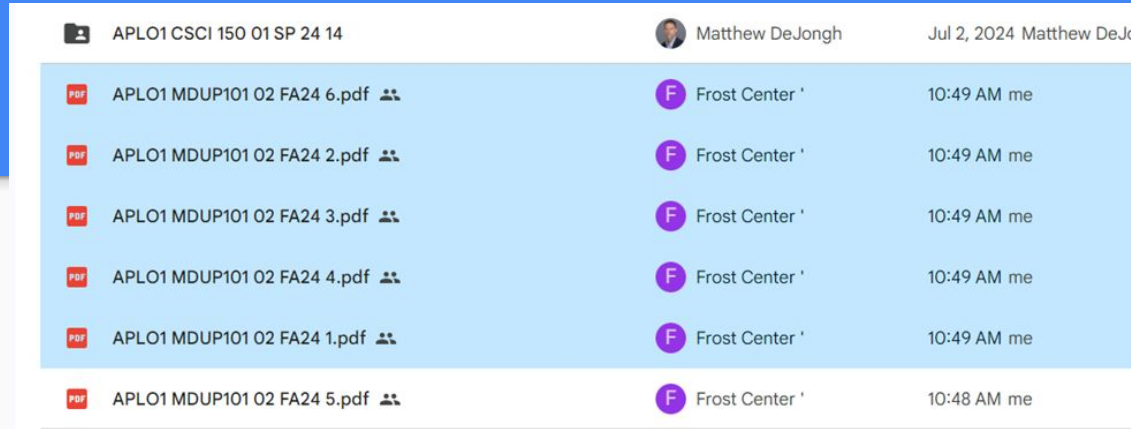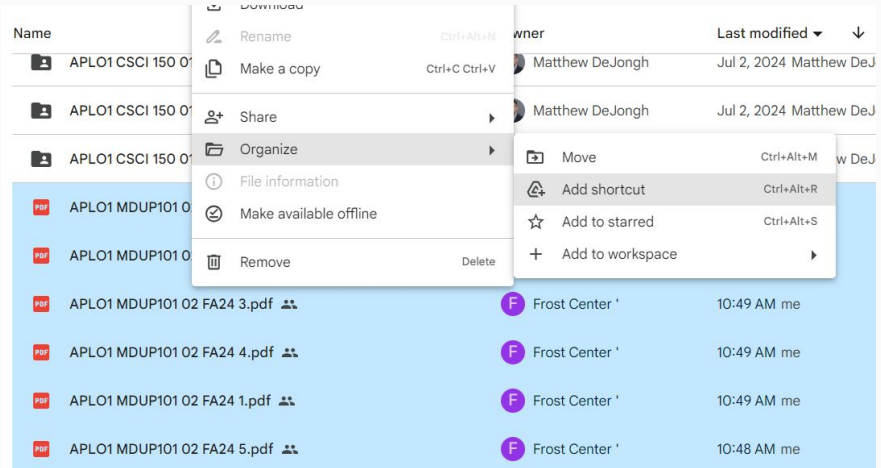
But I want to remember what I submitted

You can add a shortcut to the original documents in your own file structure to remember/retain what you'd submitted
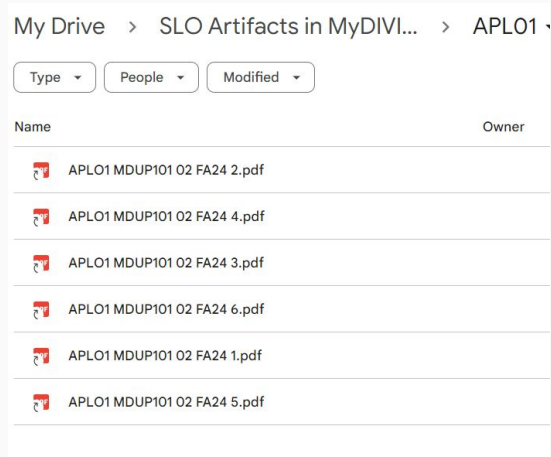
Curating Artifacts | Personal Info - Tom

FERPA does not limit our ability to collect and use student artifacts for educational and assessment purposes within Hope College.

- We are not required to redact all identifying information from student artifacts.
- Instructors may choose to redact identifying information, especially if they deem the information contained in the artifact too sensitive.
- We want to prioritize two things: maintaining sample size integrity and doing what we can to reduce the potential for bias.

Need additional assistance?

For resources, visit the hope.edu/assessment [Anchor Plan Outcomes page](#)

For questions, your first point of contact is your Dean's Assistant

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