



## Archiving Artifacts for Anchor Plan Assessment

This process is specific to artifacts to be used in the assessment of Anchor Plan Outcomes 1 and 4.

This information supplements the processes delineated in three Anchor Plan documents: *Anchor Plan Outcome 1 Assessment Guide*, *Anchor Plan Outcome 4 Assessment Guide*, and *Selecting Anchor Plan Artifacts*.

1. Department faculty members will identify the artifacts to be collected for assessment of Anchor Plan Outcomes 1 and 4, as described in the three documents noted above.
2. Artifacts are gathered each semester by the Office Manager or another member of the department. Each artifact is saved by the department as a single PDF with a filename using the following convention:

Anchor Plan Learning Outcome(space)Course(space)Section(space)Semester

For example:

APLO1 HIST257 01 FA23

APLO4 ART116 03 SP24

APLO1 ART111 01 SS24 (the term SS is used for May, June, and July sessions)

You will also need to add an identifier onto the end of each artifact filename with the same outcome, course number, section, and semester (you cannot save two documents with the same filename).

For example:

APLO1 HIST257 01 FA23 1

APLO1 HIST257 01 FA23 2

3. Personally identifying information (PII), such as student name, ID number, etc., is removed from artifacts either by deleting or using the redact function. Instructor name and identifying information (other than the course section) are also removed. Section number is only collected to aid in selecting a representative sample and not to assess individual faculty members.
4. The artifacts for Outcome 1 and Outcome 4 are saved separately. There are cases where one artifact is used for assessing *both* Outcomes 1 and 4. In these cases, the document is saved twice with different filenames for Outcome 1 and Outcome 4.
5. Before July 1 of each year, departments provide to their Dean's Office the artifacts that they have collected across the previous academic year (Summer Session, Fall, and Spring).
6. Deans' Offices ensure that the departments with courses mapped to Outcome 1 and Outcome 4 have provided their artifacts; that the files are named according to the convention, and that each artifact is saved in PDF format.

7. Before August 1 of each year, Deans' Offices upload the artifacts they have received from their departments into the [Anchor Plan Artifacts Submissions Folder](#). Artifacts are saved by the outcome and by the course attribute. For example, an artifact from English 113 is saved within Outcome 4 in the Humanities and Arts Perspectives folder. Revisit #4 above regarding artifacts that might be used for assessment of both Outcome 1 and Outcome 4.
8. Ownership of all artifacts is transferred to Frost Center to facilitate long-term storage.