



OFFICE OF THE PROVOST & VICE PRESIDENT
DIVISION OF ACADEMIC AFFAIRS
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September 20, 2024

Subject: Important Updates on Annual Assessment Report Submission Process

Dear Department Chairs/Coordinators,

On behalf of USLOAC, I'm pleased to announce that starting this year, we will be using Canvas for the submission of annual assessment reports. We hope this transition to Canvas will streamline the assessment reporting and review processes, and better integrate assessment records into the program review cycle.

This year's assessment reports are due **Monday, Dec. 2, 2024**.

What's New in the USLOAC Canvas Site:

- Academic programs will be enrolled as students.
- Assessment reports, plans, rubrics, and indirect measures will be submitted as assignments.
- PLO Assessment Reports should be completed using the USLOAC template (see attached Word document) and submitted as an attachment in Canvas.
- Only one PLO Assessment Report is required from each program (if multiple PLOs were assessed, consolidate the findings into a single report).
- Each program must also complete an Annual Assessment Summary, which will be embedded as a short quiz in Canvas (includes both multiple-choice and short-answer questions).
- Each department will have its own group area for collaboration and to archive assessment documents.

What's Staying the Same:

- The assessment information required from programs remains essentially the same as in the Campus Labs Plan Items (with minor adjustments for clarity).
- Report evaluation criteria are unchanged (with minor wording updates for clarity).
- An assessment plan template is still required for all programs.

Timeline:

- **Sept. 23 - Oct. 4:** Piloting the new Canvas site. We invite 4-5 programs to volunteer in piloting the system. Please contact me as soon as possible if your program is interested.
- **Early Oct.:** All department chairs/coordinators will automatically be enrolled as students in the Canvas site.

- **Mid-Oct.:** Additional faculty can be enrolled upon the request of department chairs. As reports are submitted on a program basis, we strongly encourage each department to designate a single faculty member to submit for each program, especially in departments with multiple degree-granting programs.
- **Late Oct. – Nov.:** USLOAC will offer training and consultations.

Additionally, USLOAC will host a **DEI in Assessment Workshop** on Nov. 6 via Zoom, from 1:00-2:30 p.m. More details will follow soon.

The Campus Labs platform is still open, so you can download any previous assessment documents if needed. For questions about archiving Campus Labs files, please contact Ms. Kimberly Campos at kcampos44@csudh.edu.

Thank you for your continued dedication to student learning and success. Should you have any questions, feel free to reach out to me.

Best regards,

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