



# 4-Year Review Workshop

September 6, 2019

# Agenda



9:00 a.m. – Introductions

9:15 a.m. – What is 4-Year Review?

9:25 a.m. – What is the Process?

9:35 a.m. – Experience with the Process and Assessment

10:30 a.m. – Planning and Next Steps

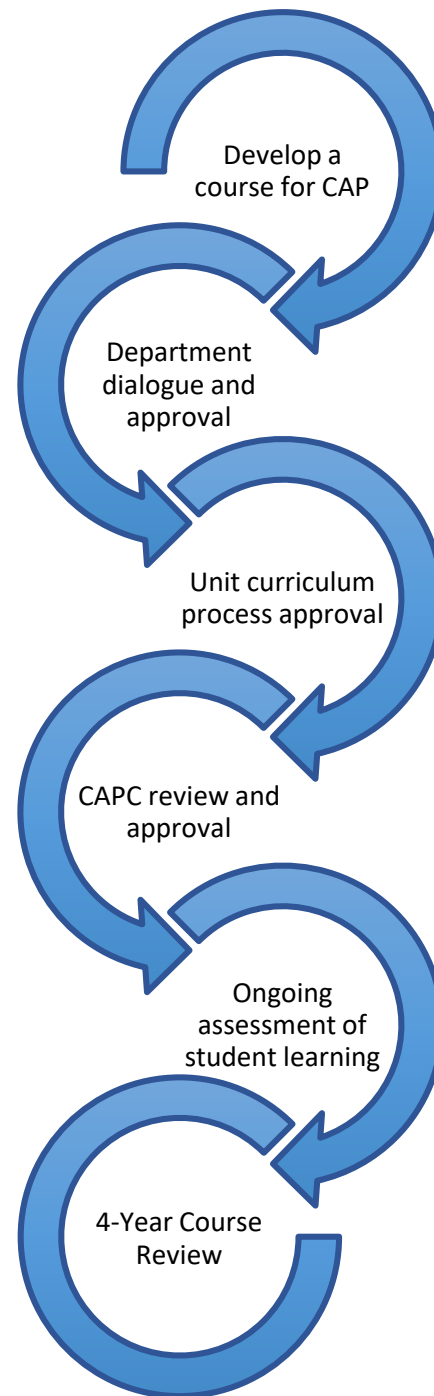
# Course Cycle



- Develop a course for CAP
- Department dialogue and approval
- Unit curriculum process approval
- CAPC review and approval
- Ongoing assessment of student learning



4-Year Course Review



# What is 4-Year Review (4YR)?



4YR is the part of the CAP Course Cycle that asks faculty to determine:

- *Are students learning what the faculty members want them to learn?*
- *How do we know they are learning?*
- *What changes might be made to future course offerings to enhance learning?*

# What Does CAPC Want?



- To understand your process for assessing student learning (via the 4-Year Review Report)
  - What do you want students to learn?
  - How do you know they are learning?
  - What's your assessment plan and how does it work?
  - What do you do with the information you gather about student learning?



# What 4-Year Review is Not



- 4-Year Review is not about:
  - Collecting evidence for the CAP Office to give to tenure & promotion committees or any other committee
  - Telling faculty how or what to teach (faculty determine their course learning objectives)
  - Using data to thwart or advance course offerings

# 4YR Process, 2019-20 AY



- 2019
  - Attend workshop on 4YR
  - Faculty who teach course converse, collaborate about student learning:
    - Are students learning what we want them to?
    - How do we know students are learning?
  - Compile information about learning
  - Draft and/or implement assessment plans about student learning
  - Complete a draft of the 4YR Report and share with department



# 4YR Process, continued



- Early Winter 2020
  - Faculty, in consultation with department chair, make revisions to 4YR Report
  - Departments approve 4YR Report
  - 4YR Report completed and uploaded to the Course Inventory Management (CIM) system by January 22, 2020 for submission to CAPC

# 4YR Process, continued



- Spring 2020
  - CAPC reviews 4YR Reports submitted for each course in a subcommittee
  - Subcommittees review and determine what, if any, additional information is needed
  - CAPC reviews subcommittee's recommendations and will let department know by March 23<sup>rd</sup> if additional information to and/or a conversation with CAPC needed

# 4YR Process, continued



- Late Spring 2020
  - CAPC will hold any meetings with faculty/department chairs in April 2020, if needed
  - CAPC will make decisions about renewal of CAP designation and modifications by May 15<sup>th</sup>
- Summer 2020
  - Modifications must be submitted via CIM by September 1<sup>st</sup>

# 4YR Outcomes



- Departmental Decisions
  - Withdrawal from CAP (department should develop plan to phase out the course in order to cause minimal disruption in courses of study of students likely to take the course)
  - Deferral of 4YR process for two years (one-time option)
  - *For either of these options, the CAP Office should be notified no later than October 15<sup>th</sup>*

# 4YR Outcomes, continued



- Following CAPC's examination of 4YR Report
  - 2-year reapproval
  - 4-year reapproval
  - Course is not reapproved

# Experience with 4YR & Assessment



- Lee Dixon / Psychology
- Shuang-Ye Wu / Geology
- Jackson Goodnight / SSC 200

# Planning & Next Steps



- Come to CAP with Friends!
- What can you do now?
- What steps should be taken?
  - Who needs to be involved?
  - What meetings need to be convened?
- Draft an action plan! Set up a timeline!



# 4YR Screenshots



- CAP Website
- 4YR Report Form
- CIM

# 4YR on CAP Website



## CAP 4-Year Review

[Provost Home](#) / [Common Academic Program \(CAP\)](#) / CAP 4-Year Review

<https://www.udayton.edu/provost/cap/4-year-course-review.php>

### What is the 4-Year Review process for CAP courses?

The CAP 4-Year Review process is an opportunity for faculty members and departments to reflect on a CAP course and consider student learning in that course. Faculty members are asked to re-examine the course as it was initially conceived and proposed to determine if the course is still being delivered that way and whether or not students are learning what faculty members strive for them to learn in the course.

Simply put, the 4-Year Review process asks:

- Is the course being delivered as proposed for CAP?
- Are students learning?
- How is that learning discerned?

[CAP Overview](#) →

[Advising and CAP Designated Course Lists](#) →

[What is CAP?](#) →

[CAP Components](#) →

[Developing CAP Courses](#) →

[CAP 4-Year Review](#) →

# 4YR on CAP Website, continued



## **Recommended elements of a course assessment plan:**

The CAP Committee (CAPC) developed recommendations that a course assessment plan should identify the following elements:

- System for administering assessment (e.g., rubric)
- Who will conduct the assessment (e.g., instructor of record, outside instructors, etc.)?
- Who will be assessed (e.g., every student or random sample)?
- Frequency of assessment (if appropriate depending on how often the course is offered)
- Thresholds for achievement (e.g., 70% proficiency)
- Process or method for interpreting and using results from assessment to enhance student learning in the course (i.e., closing the loop)

If the course is part of program assessment (perhaps for an academic unit and/or external accreditation), please look for ways to align the 4-Year Review with that process.

# 4YR on CAP Website, continued



## Completing the 4-Year Review Report

Departments are asked to provide information about each course undergoing the CAP 4-Year Review process by completing a form (download information follows). Departments will need to refer to the [Course Inventory Management \(CIM\)](#) system to complete the form. Additional information, documentation, etc. is encouraged, but please include *answers* to each question on the form and refer only to other documents for supplemental information.

Download the 4 Year Review Report form (Word) [>>HERE](#).

## 4-Year Review Timeline: 2019-20 Academic Year

The following timeline applies to departments with courses that will go through the 4-Year Review process during the 2019-20 academic year. Departments will be notified with significant lead time about the timeline applicable to courses that will go through the process in subsequent academic years.

Summer 2019



Fall Semester 2019



Spring Semester 2020



# 4YR on CAP Website, continued



## 4-Year Review Workshops: Presentations and Resources

The CAP Office sponsors workshops (generally once a semester) to provide information to departments with courses up for 4-Year Review. The following materials were covered during the specified workshop. Select the title to download a presentation or document.

- Overview of the 4-Year Review Process: 2019-20 Academic Year
  - Presentation: [Spring 2019](#) (PDF)
  - Handout #1: [CAP Course Development and Approval Cycle](#) (PDF)
  - Handout #2: [Overview, Timeline, and Outcomes of CAP 4-Year Review](#) (PDF)
  - Handout #3: [4-Year Review Report Form](#) (Word)
- Experience with the 4-Year Review Process and Assessment
  - CMM 100 Assessment ([Presentation: Spring 2018 - PDF](#)): Jason Combs, CMM 100 Course Director
  - ENG Capstone 4-Year Review ([Presentation: Fall 2018 - PDF](#)): Steve Wilhoit, Department of English
  - MTH 114/137/168 4-Year Reviews ([Presentation: Fall 2018 - PDF](#)): Wiebke Diestelkamp, Department of Mathematics Chair
  - PSY Capstone 4-Year Review ([Presentation: Spring 2019 - PDF](#)) | [Scholarship Assignment - PDF](#) | [Vocation Assignment - PDF](#): Lee Dixon, Department of Psychology Chair
  - SSC 200 Assessment ([Presentation-Spring 2018 - PDF](#)): Jackson Goodnight, SSC 200 Coordinator
- Resource: [Frequently Asked Questions about the 4-Year Review](#) (PDF)

# 4YR on CAP Website, continued



## RELATED LINKS

[CAP 4-Year Review Report Form \(Word\)](#)



[Course Assessment Plan: Recommended Elements](#)



[Instructions: Using the Word Form \(PDF\)](#)



[Instructions: Uploading Report to CIM \(PDF\)](#)



[4-Year Review FAQs \(PDF\)](#)



[Assessment for Student Learning Website](#)



# 4YR Report Form



## CAP 4-Year Review Report (effective Academic Year 2019-2020)



Course is going through 4-Year Review for the first time:

- ☐ Yes
- ☐ No

### Section 1: Course Information

1-A. Course Number and Title:

Click or tap here to enter text.

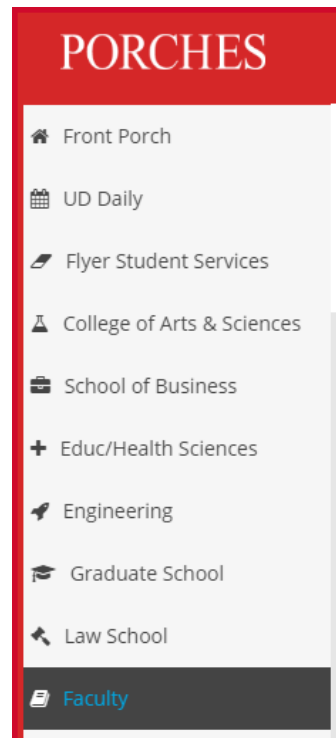
Completed form must be  
uploaded into CIM under  
Syllabus and Other  
Documents



# Course Inventory Management (CIM)




- <https://nextcatalog.udayton.edu/courseadmin/> OR
- Porches > Faculty Channel > Office of the Registrar Resources




# CIM: Search for the Course



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Course Inventory Management [Help](#)

Search, edit, add, and deactivate courses.  
Use an asterisk (\*) in the search box as a wild card.  
The system searches the Course Code, Title, Workflow step and CIM Status.

  ☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
ENG 349	Children's Literature and Culture		Edited

# CIM: Select Edit Course



[Export to Word](#) [Export to PDF](#)

Changes saved but not submitted

Viewing: **ENG 349 : Children's Literature and Culture**

Last approved: 04/05/16 3:09 pm

Last edit: 04/02/19 12:43 pm

[Approved Courses](#)  
Catalog Pages [English](#)  
referencing this course [English](#)

[Edit Course](#)  
[Preview Workflow](#)

History  
1. Apr 5, 2016 by aslade1


### General Information

Proposer(s)	<div><div>Name</div><div>Kara Getrost and Andrew Slade</div></div>
Is this a CAP Course?	Yes
Is this proposal for 4-year CAP review?	Yes

# CIM: Select 4YR




- Is this proposal for 4-year CAP review? Select “Yes”

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## Course Inventory

Editing: **ENG 349: Children's Literature and Culture**

*Please remember to save your proposals frequently. Use help bubbles  for additional information.*

### General Information


Proposer(s)

Name	
<input type="text"/>	 

Is this a CAP Course?

☒ Yes ☐ No

Is this proposal for 4-year CAP review?

 ☒ Yes ☐ No

In most cases, the CAP Office already took care of this step.

# CIM: Editing Course Content



- Course content should not be edited in CIM during 4YR process until after the CAPC reviews the 4YR Report and provides renewal decision (by May 15<sup>th</sup>)
  - Course Learning Objectives (CLOs)
  - Method of Evaluation / Attainment of CLO
  - UD Institutional Learning Goals (ILGs) and Developmental Levels
  - Mapping CLOs to ILGs
  - CAP Components

# CIM: Editing Course Content, continued



- The 4YR Report Form asks for original content and planned changes
- CAPC will review any planned changes and ask for clarification, if needed
- Edits to course record in CIM are to be made by September 1, 2020

# CIM: Placeholder Language



- If the course has not been edited since the CIM course proposal form was revised, the CAP Office will insert placeholder language

Course Content Information		
<b>Course Goals</b>		
This integrative course for students of all majors provides an opportunity to study the social construction of, and issues related to, the child and childhood from an interdisciplinary perspective. The primary discipline addressed by this course will be literary studies. Other disciplines addressed will vary by instructor or semester taught, and may include disciplines such as education, sociology, psychology, philosophy, criminal justice, among others. This course will examine the rhetoric of literary texts and material objects related to childhood, which will demonstrate how ways of seeing the child and childhood transcend material form. In exploring these texts, students will develop close reading, interpretative, and critical theoretical skills.		
<b>Course Learning Objectives (CLO) and Criteria for Evaluation/Attainment of CLOs</b>		
CLO #	Course Learning Objective (After completion of the course, students will be able to:)	Method of Evaluation/Attainment of CLO
CLO 1	Departments must update this field as part of the 4-Year Review process - AFTER the CAPC reviews the 4-Year Review report and provides feedback and a decision by May 15, 2020 regarding renewal of CAP designation. Updates need to be completed by September 1, 2020.	Departments must update this field as part of the 4-Year Review process - AFTER the CAPC reviews the 4-Year Review report and provides feedback and a decision by May 15, 2020 regarding renewal of CAP designation. Updates need to be completed by September 1, 2020.



# CIM: Placeholder Language, continued



Institutional Learning Goals/Correlated Course Learning Objectives		
University of Dayton Institutional Learning Goals	Developmental level at which the ILG is addressed in this course	Course Learning Objectives (e.g. CLO 1, CLO 5) that apply to this UD ILG
Scholarship	Expanded	Departments must update this field as part of the 4-Year Review process - AFTER the CAPC reviews the 4-Year Review report and provides feedback and a decision by May 15, 2020 regarding renewal of CAP designation. Updates need to be completed by September 1, 2020.
Critical Evaluation of Our Times	Expanded	Departments must update this field as part of the 4-Year Review process - AFTER the CAPC reviews the 4-Year Review report and provides feedback and a decision by May 15, 2020 regarding renewal of CAP designation. Updates need to be completed by September 1, 2020.

# CIM: Placeholder Language, continued



## CAP Category 1

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### Crossing Boundaries:

#### Integrative

Describe how this  
course will satisfy this  
CAP Component

Departments must update this field as part of the 4-Year Review process -  
**AFTER** the CAPC reviews the 4-Year Review report and provides feedback and a  
decision by May 15, 2020 regarding renewal of CAP designation. Updates need  
to be completed by September 1, 2020.

# CIM: Attach 4YR Report & Files



- Course Content Section: Look for and select Attach File(s)

### Course Content Information

Course Goals

Course Learning Objectives

Sample Text(s) and Resources

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Styles

Because of the interdisciplinary nature of ENG 349, course texts will often be assembled from diverse sources, and may include novels, dramas, book illustrations, films, paintings, postcards, advertisement posters, toys, etc. Barrie, J.M. *Peter and Wendy*. (1911). Barrie, J.M. *The Annotated Peter Pan: The Centennial Edition*. Ed. with Introduction and Notes by Maria Tatar. (2011). Baum, L. Frank. *The Wizard of Oz*. (1900). With illustrations by W.W. Denslow. Baum, L.

Syllabus and Other Documents (optional)

Attach File(s)

←

Uploaded Files:

Files To Be Uploaded:

ENG 349-cap-4yr-review-report.pdf [Remove](#)

# CIM: Complete Required Fields



- Proposer(s) and Effective Term fields need to be completed before submitting in CIM

A screenshot of the "General Information" section of a web form. The form is titled "General Information" in a bold, black font. Below the title, there are several fields and checkboxes. The "Proposer(s)" field is a text input box with a red border, and a red arrow points to it. To its right is a table with a header "Name" and a green plus icon in the top right corner. Below the header is a red-bordered text input box, and a red arrow points to it. To the right of this box is a red "X" icon. Below the "Proposer(s)" field, there are two checkboxes: "Is this a CAP Course?" with "Yes" selected (indicated by a filled radio button) and "No" unselected. Below this, there are two more checkboxes: "Is this proposal for 4-year CAP review?" with "Yes" selected (indicated by a filled radio button) and "No" unselected. Below these checkboxes, there is a text input box with the placeholder text "Select the term you plan to teach this course for the first time." and a red arrow points to it. At the bottom, there is a dropdown menu labeled "Effective term" with the text "Select..." and a red arrow points to it.

# CIM: Submit into Workflow



- After uploading 4Yr Report Form and any additional info, select Save & Submit at bottom of CIM proposal to put course into workflow to Chair level
- Chair approval is required to advance to CAP 4Yr Review

A screenshot of a web form for submitting a CIM proposal. The form is enclosed in a red rectangular border. At the top, there is a line of text: "Not a mandatory field. Units can use this field if a numbering system has been created to track courses." Below this is a text input field labeled "Tracking Number". At the bottom of the form, there are three buttons: "Cancel" (red), "Save Draft" (light gray), and "Save & Submit" (green). A red arrow points to the "Save & Submit" button.

# Reminders



- Please complete the questionnaire
- Resources on CAP website:
  - <http://www.udayton.edu/provost/cap>
  - <https://www.udayton.edu/provost/assessment/index.php>
- Come to CAP with Friends!
- Talk with the CAP Office!
  - Michelle & Judy are here to help 😊