

Planning & Self Study Faculty & Staff Essential Skills Training





Logging into Planning & Self Study is Easy!

Your Buffalo State credentials can now be used to enter PSS!

The screenshot displays the MyBuffState Faculty & Staff portal. At the top, the Buffalo State logo and navigation links (APPLY, VISIT, GET INFO) are visible. The main header reads "MYBUFFSTATE: FACULTY & STAFF". Below this, there is a "COVID-19" section with a "Current Guidance" link. On the left, a "TOOLBOX" menu lists various resources like Banner, Bengal Success Portal, Brightspace, Degree Works, Faculty/Staff E-mail, Watermark, and Yuja Video. The central area features a large banner with the Buffalo State crest and the text "BUFFALO STATE The State University of New York". On the right, a "Log In" form is present, with a username field containing "luzaktd@buffalostate.edu" and a password field. A "Sign in" button is located below the password field. Additional text includes "Azure Multi-Factor Authentication" and instructions for users unable to log in. At the bottom right, contact information for Buffalo State is provided.

Home Page Navigation



My Leadership

View and access the course(s), program(s), or organization(s) you lead. You will receive guided prompts and tasks for effective leadership. Navigate to their profile(s) to access more insights about its progress, success, and improvement.

Dept Info Page



ENTER PROGRAM

These are the links to enter assessment activities and submit your dept annual report.

 Demo Program
Program Demo User



PROJECTS IN PROGRESS

 Demo Academic Assessment Plan 2020-2021

1 organization included | 0 outcomes being assessed

There are no outcomes for this plan.

PROFILE PROGRESS

Mission: View Mission

Outcomes: 3

Outcomes Mapped: 3/3

Curriculum Map: Create Map



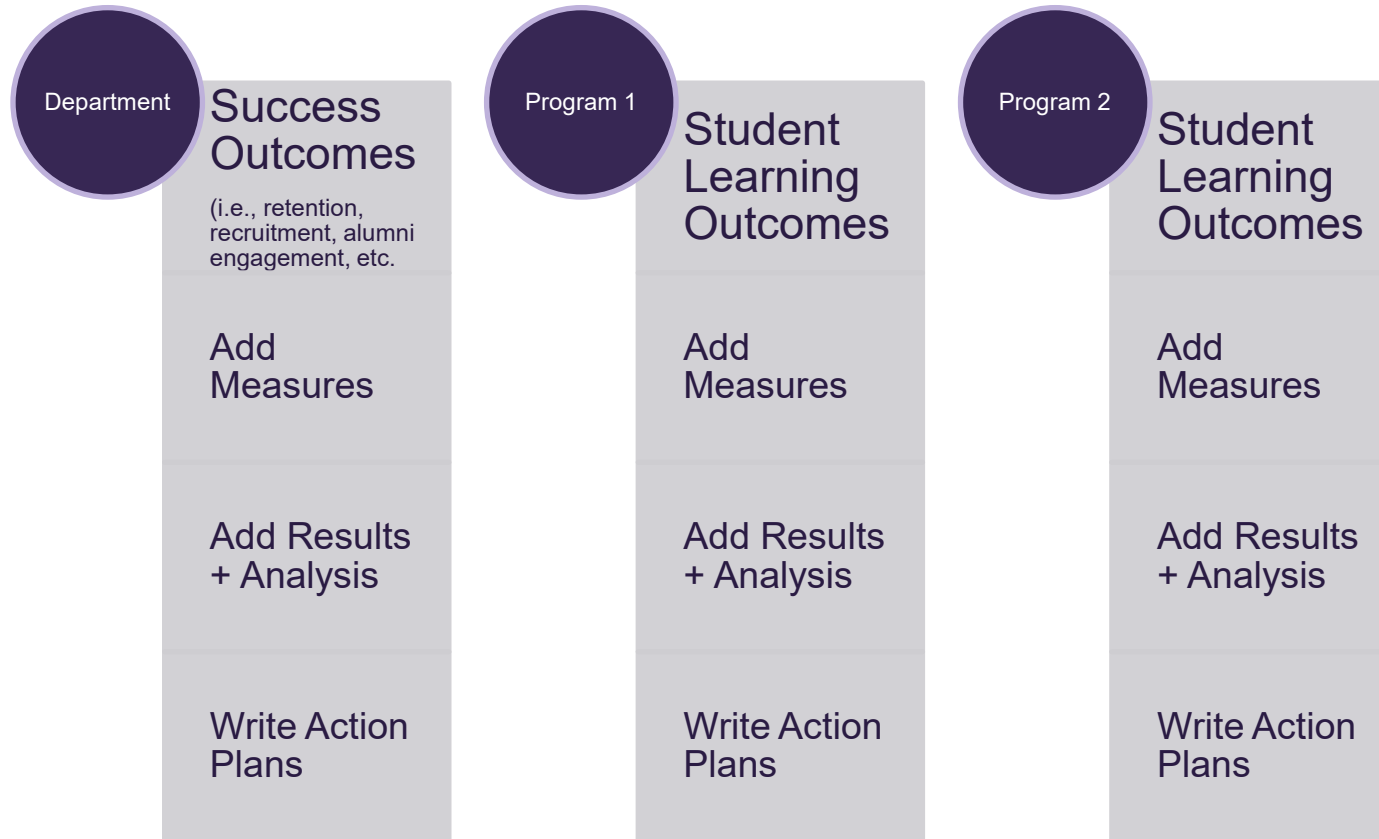
Your Department

Projects in Progress

- 1.** *2021-22 Assessment Plan* ← Enter Assessment Results from past year including Action Plans for next year.
- 2.** *2021-22 School of Arts and Sciences Annual Report* ← Review individual faculty reports.
- 3.** *2022-23 Assessment Plan* ← Select the outcomes and set up measures in preparation for next year's data collection.



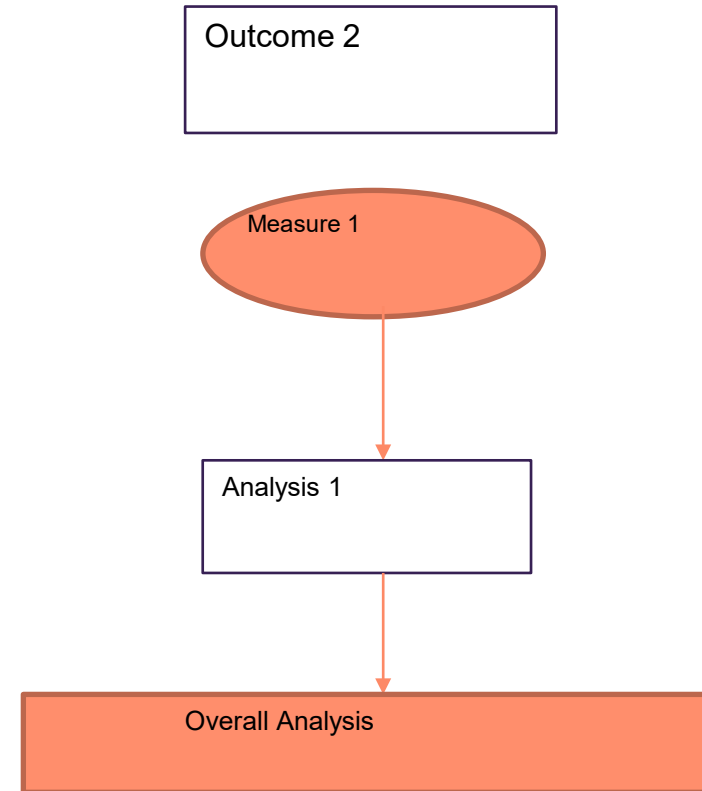
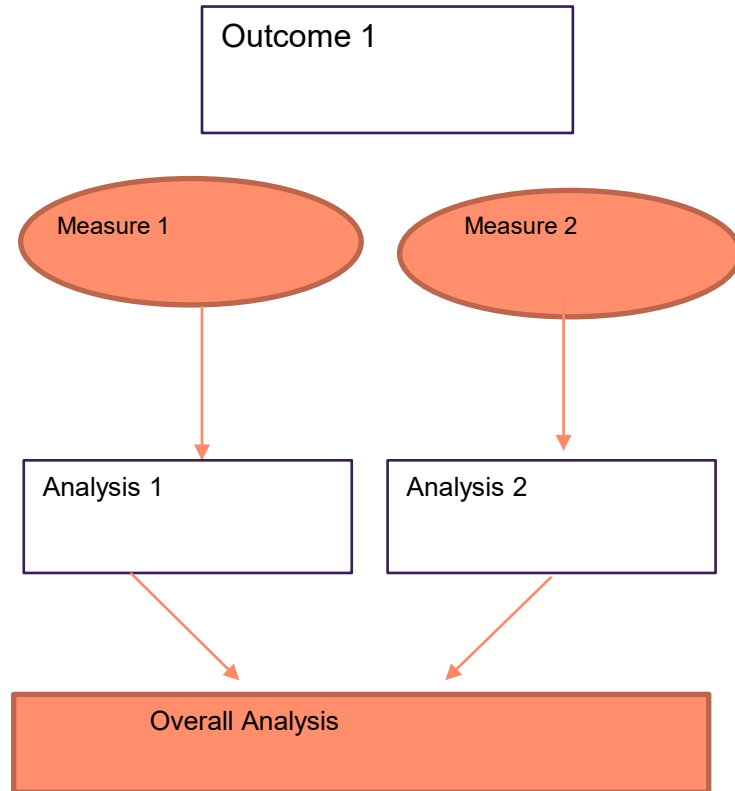
Report Assessment Results (in other words, data collected, and actions taken) for your Department and for each Program in your department.





Assessment Plan Notes:

There are 2 levels of analysis for each outcome. If necessary, simply copy-and-paste.



Annual Report: Important Menus and Buttons



← 2021-22 School of Arts and Sciences Annual Report REVIEW AND SUBMIT

EXPAND ALL NOT STARTED PREVIEW NARRATIVE WRITE NARRATIVE

Overview

- Faculty Activities, Scholarship and Research
- Scholarship and Research
- Teaching
- Individual Faculty Annual Reports (pdf uploads)**
- Outcomes Assessment
- Department Report (4 Dean Prompts)

Individual Faculty Annual Reports (pdf uploads)
Individual Annual Reports are uploaded by the Institutional Effectiveness a
...Read More

Details

Narrative last updated:

Anthropology Department Leads: Lisa Anselmi

Evidence: 3 Documents MANAGE EVIDENCE

Narrative Progress
Track the progress of this narrative.

STATUS: NOT STARTED

STATUS CHANGE DATE

All menus are expandable to show sub-headings.

Use the "Write Narrative" button to include any additional comments or to respond to any prompts.

This is where you will find individual annual report pdfs

To view or add any uploaded docs, click "Manage Evidence".

The Outcomes Assessment Section will automatically include your Department-level Assessment Report, however each program assessment report (academic programs) must be exported and uploaded here.



Entering and Editing Mission Statements

Demo Program
Program - Demo User

ENTER PROGRAM

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021

PROFILE PROGRESS

Mission: Add Mission

When entering an organization's mission statement for the first time, you'll click here.

Don't forget to click the check box to save!

Mission Statement

Our program's mission is to provide our students with an excellent education.

77/1000

Mission Statement

Our program's mission is to provide our students with an excellent education.

Last Updated: 07/19/2019

Edit
Make changes to existing statement.

Revise
Create a new statement and archive the existing one as a revision.

Two options for revision:

1. Edit: Make changes to existing statement
2. Create a new statement and archive the old one



Entering and Editing Outcomes

Demo Program
Program - Demo User

ENTER PROGRAM

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed

PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: [Create Outcomes](#)

When entering an organization's outcomes for the first time, you'll click here.

Two Types of Outcomes

Outcomes

LEARNING OUTCOMES SUCCESS OUTCOMES

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Get started by managing the learning outcomes for this program.

MANAGE OUTCOMES

Choose one of the two outcome types:

1. **Learning Outcomes:** Articulate knowledge, skills, and dispositions obtained by students through learning/co-curricular activities
2. **Success Outcomes (aka Support Outcomes):** Your unit's metrics of success such as participation, student satisfaction, retention, etc.



Entering New Outcomes

Get started by creating learning outcomes for this program.



- Outcome Title: Concise descriptor of your outcome with a 70-character limit
- Outcome Description: An optional text area with a 1,000 character limit for in-depth details
- Tags: An optional field used to categorize outcomes with similar themes or concepts (up to 5 tags) – you can use our created tags or create custom tags

Create New Outcome

Enter details to describe the new outcome.

Fields marked with * are required.

Outcome Title*

0/70

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

Tags

0/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.



Managing And Editing Outcomes

Home > Demo Program > Manage Outcomes

Manage: Demo Program Learning Outcomes



CANCEL

SAVE & CLOSE

Make sure to Save and Close when you are done entering Outcomes!

To edit existing outcomes, click the number next to Outcomes for that organization on your home page.



Demo Program
Program - Demo User

ENTER PROGRAM

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed

PROFILE PROGRESS

Mission: [View Mission](#)
Outcomes: **3**

Outcomes

LEARNING OUTCOMES

SUCCESS OUTCOMES

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

EDIT OUTCOME MAP

MANAGE OUTCOMES

Outcome 1: Subject Matter Expertise

Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

Understand Apply Mastery

Mapping: ● No connections
Assessment Status: Not Assessed

Outcome 2: Technological Applications

Students will be able to analyze and evaluate the role of modern technology as it applies to the program subject matter.

Analyze Evaluate Technology

Mapping: ● No connections
Assessment Status: Not Assessed

Outcome 3: Global Perspective

Students will be able to articulate the role of the program subject matter within the context of global issues and events.

Remember Apply

Mapping: ● No connections
Assessment Status: Not Assessed

Select the Outcome category you want to edit, then click Manage Outcomes to begin editing existing Outcomes.



Mapping Outcomes

Planning & Self Study allows you to map outcomes to a hierarchy level above yours to demonstrate alignment across different levels of an institution.

Example: You can map Program Outcomes to Institutional Wide Outcomes, such as General Education outcomes. (This use case is outlined in these slides, but you can follow a similar workflow for other use cases.)

Demo Program
Program - Demo User

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed

There are no outcomes for this plan.

PROFILE PROGRESS

Mission: View Mission
Outcomes: 3
Outcomes Mapped: Create Map
Curriculum Map: Create Map

Click your Program on the dashboard.

Select Program Information.

IN PROGRESS PROGRAM INFORMATION DOCS & REPORTS

Outcomes

LEARNING OUTCOMES SUCCESS OUTCOMES


Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

EDIT OUTCOME MAP MANAGE OUTCOMES

Click on Edit Outcome Map to access the Outcomes Mapping Matrix (shown on next slide).



Mapping Outcomes

Outcomes 	Organizations ← →			
	Demo Univ...	Academic Affai...	Demo College	Demo Departmen...
Demo Program Outcomes				
Outcome 1: Subject Matter ... Students will be able to demonstrat...	+	+	+	+
Outcome 2: Technological ... Students will be able to analyze an...	+	+	+	+
Outcome 3: Global Perspec... Students will be able to articulate t...	+	+	+	+

Demo Program Outcomes ×

Outcome 1: Subject Matter Expertise
Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

Map to:
Demo University

Aligned: NO

- Institutional Learning Outcome 1 Gen Ed
- Institutional Learning Outcome 2
- Institutional Learning Outcome 3

Click the cell where the outcome intersects with an organization.

This will open a new panel to the right of your matrix that contains the outcome set for the organization you selected.

To align your organization's outcome to one or more outcomes in the selected organization's outcome set, check the box to the right of those outcomes.

Don't forget to click Create or Update to save your changes!



Creating Curriculum Maps (Programs Only)

NOTE: You must have Learning Outcomes and Courses associated with your program in order to use the Curriculum Map feature.

Demo Program
Program - Demo User

ENTER PROGRAM

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed
There are no outcomes for this plan.

PROFILE PROGRESS

Mission: View Mission
Outcomes: 3
Outcomes Map: 3/3
Curriculum Map: **Create Map**

You may also see Edit Map if the Curriculum Map already exists for a Program.

Outcomes Courses

Demo Program Learning Outcomes	DEMO 1...	DEMO 201	DEMO 301
Outcome 1: Subject Matter Expertise	<input checked="" type="checkbox"/>	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

Outcome 1: Subject Matter Expertise
Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

DEMO 101

Alignment **YES**

Introduce
 Reinforce
 Master

To associate an outcome with a course:

1. Click the cell where that outcome intersects with the desired course.
2. Use the checkboxes in the right panel to choose to which degree an outcome is aligned to a course.

Adding Measures to Curriculum Maps (Programs Only)



NOTE: You must have Learning Outcomes and Courses associated with your Program in order to utilize the Curriculum Map feature.

The screenshot shows a software interface for managing curriculum maps. On the left, a table lists learning outcomes and their alignment with courses. A red arrow points to the 'I' and 'R' buttons in the 'Outcome 1: Subject Matter Expertise' row under the 'DEMO 1...' column. On the right, a detailed view of 'Outcome 1: Subject Matter Expertise' is shown, including a description, course 'DEMO 101', and alignment options: 'Introduce' (checked), 'Reinforce' (checked), and 'Master' (unchecked). A red arrow points to the 'ADD MEASURE' button in the 'Measures' section at the bottom of the detailed view.

Outcomes	DEMO 1...	DEMO 201	DEMO 301
Demo Program Learning Outcomes			
Outcome 1: Subject Matter Expertise	I R	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

Outcome 1: Subject Matter Expertise
Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

DEMO 101

Alignment YES ●

- Introduce
- Reinforce
- Master

Measures [ADD MEASURE](#)

You can also document assessment measures for outcomes that are associated with certain courses in a program.

Enter:

- The method from the dropdown menu
- Title
- Target
- Description

Then, click Add in the upper right hand corner.




Adding Measures

BS Accounting Outcome 1

Capstone Assignment

No results added.

ADD RESULTS



New Measure

Select Measure Method

Outcome

PLO 1

Program

BS Biology

Course*

Select a course for this measure This is a non-course based measure

Can't find a course? Add course to program's curriculum

Title*

Enter Measure Title

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

Target

Enter target or criteria of success for this measure

For example, 80% of the students will achieve a score of 3 or above.

Description

Briefly describe the measure activity

Attachments Attach up to 5 files.

For each annual assessment Plan, your Organizations will first select Outcomes that will be assessed, and then document the measure used to assess them.



Adding Findings

Overall Proficiency

■ Exceeded ■ Met ■ Approached ■ Not Met

Category	Percentage
Exceeded	31%
Met	38%
Approached	25%
Not Met	6%

0% Met Total: 69% Not Met Total: 31% 100%

EDIT RESULTS

Include result files and a summary of results (optional) ▾

Findings
Analysis of the results

Measure Status
Not Met ▾

Analysis
Please enter a narrative analysis of the results

After your Leads have collected the results of their Measures, they document those results in Planning and Self-Study. This documentation should include whether target achievement levels have been Met or Not Met, and can also include a qualitative analysis with more details.

If your institution collects your assessment data from Aqua or Via by Watermark (or an integrated Learning Management System), the data from those systems can be pulled directly into this area.



Q&A

Thank you