

# BASIC ASSESSMENT ARCHIVES FOR DEGREE PROGRAMS

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## General Approach

Assessment materials are program assets and valuable resources for supporting effective curriculum and instruction. As such, each program and/or college is responsible for regularly maintaining an archive for their annual degree program assessment reports, assessment plans, and other assessment materials (e.g. rubrics, measures/tools, data, results, findings).

In general, most pieces of a program's assessment should be in a central location. As stewards, the department chair/school director and assessment coordinator should know:

- where they are located
- who is responsible for maintenance
- how they are secure
- how they are up-to-date
- how they are backed up
- who needs/has access

It is important to both protect assessment materials and provide appropriate stakeholders with access. Assessment materials should be accessible by program leadership (chair, director, other) and appropriate committees and/or faculty, on all campuses offering the degree, including online instructors (as applicable). This infrastructure can make evidence of student learning readily available for faculty and degree programs to use in decision-making; reduce the logistical burden on faculty; and support continuity when there are transitions in personnel or roles.

Assessment archives can help regularize data stewardship as well, by ensuring that data are accurate, complete, and protected from accidental or intentional modification, destruction, or loss. *For more information about data stewardship, see ATL's [Assessment Data Stewardship: Tips for Academic Programs](#).*

## Format and Location

The needs of each degree program and discipline vary, so what works well for one program may not be a good fit for another. As an example, some evidence may be collected in hard copy while other is in digital files. While each degree program should have a secure location behind a WSU login (e.g. shared drive, SharePoint, other software or secure storage) for storage of assessment materials, it may not make sense for programs to digitize past assessment data or materials, or to digitize materials or processes that the program feels are best kept in hard copy.

### **Example – Basic Pieces of an Assessment Archive**

*The folder structure below suggests some basic pieces of assessment that degree programs should archive in a way that's useful to them and easy to maintain.*

- Annual Assessment Reports
- Data - Summaries for Internal Use
- Data - Raw
- Uses and Decisions
- Assessment Plan and Processes
- Tools (rubrics, surveys, etc)
- Student Learning Outcomes
- Curriculum Map
- Meeting agenda
- Z. Other

## Supports Curriculum, Instruction, and Accreditation

In addition to serving the needs of degree programs and faculty, an assessment archive will demonstrate for university accreditation that each degree program has systematic assessment in place, in a way that fits their own needs and discipline.