



UNIVERSITY *of* MARYLAND
BALTIMORE

Best Practices in Assessment Group

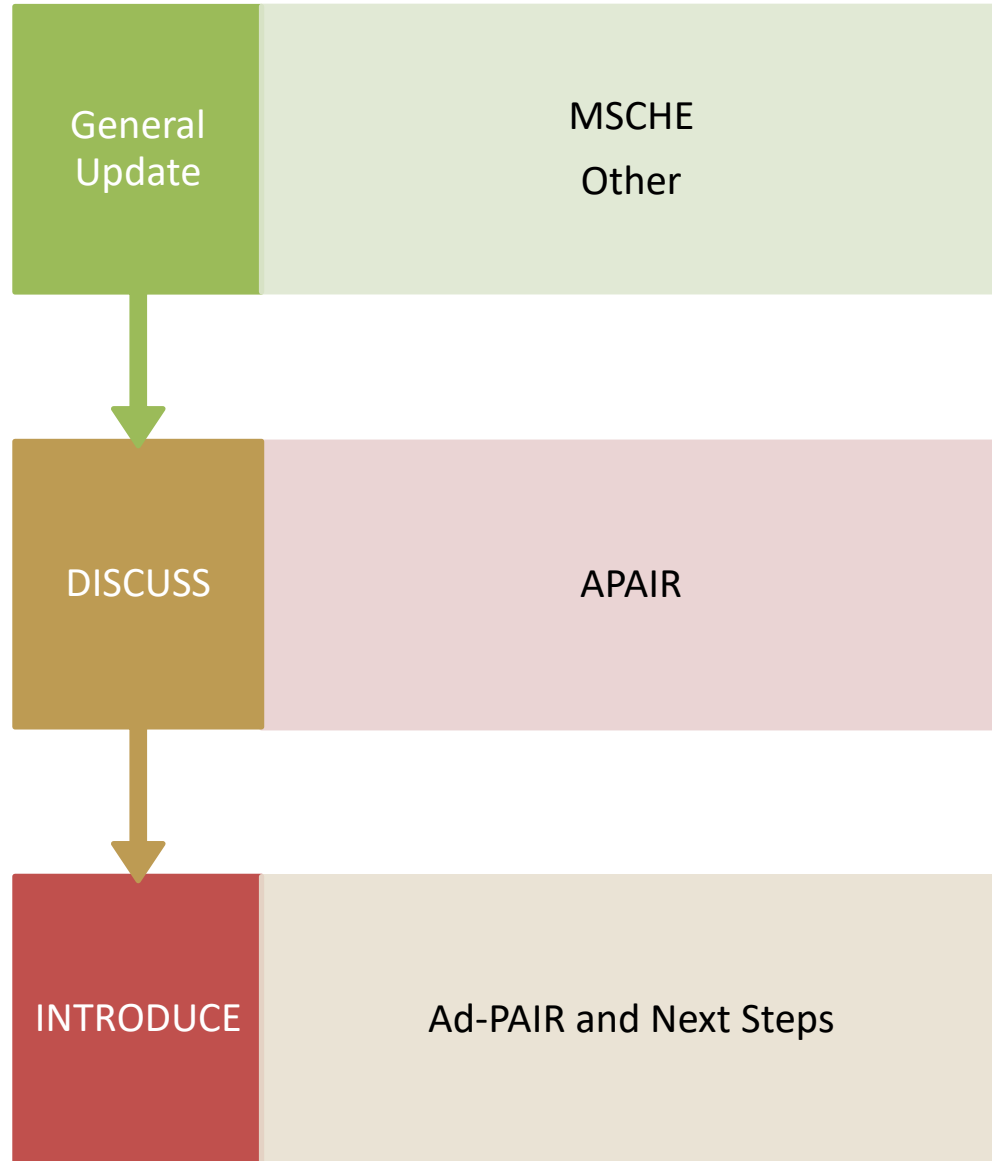
Karen D Matthews, DM, MPA

Gregory Spengler, MPA

Office of Institutional Effectiveness, Strategic
Planning, & Assessment (IESPA)

October 1, 2024

Meeting Objectives




Information Sharing

- MSCHE Status
- Other - All



MSCHE Update

- Purpose (Brief)
- Self-Study Status
- Townhalls
 - Held/Remaining
- Survey
- Annual Conference (Dec 12-13)
- Next Steps



The APAIR and Its Role in Reaccreditation and Continuous Improvement

- Compliance with MSCHE Standard V - Educational Effectiveness Assessment
 - Demonstrate UMB's best efforts at standardizing program evaluation and assessment reporting.
 - Improves institutional accountability and transparency
 - Helps inform strategic planning priorities.
 - Reduces redundancy in our campus community.
-

Academic Program Assessment & Improvement Report

(APAIR)

APAIR Status

2024-2025

- ❑ 108 Programs (Degree and Certificate)
 - ❑ 36: IESPA-Reviewed
 - ❑ 15: In Progress
 - ❑ 6: Changes Needed
 - ❑ 4: Pending Review (Minor Changes)
 - ❑ 1: Other Status
 - ❑ 2: Not Initiated*

2024-2025

APAIR Status

- 108 Programs (Degree/Certificates)
 - 36: IESPA-Reviewed
 - 15: In Progress
 - 6: Changes Needed
 - 4: Pending Review (Minor Changes)
 - 1: Other Status
 - 2: Not Initiated*

Status by School	In Progress	Changes Needed	IESPA-Reviewed	Pending Review	Other	Total
SOD	1	1	9			11
SGS	14	3	18	2		37
CSL		1	2	2		5
SOM		1	3			4
SON			3			3
SOP			1			1
SSW					1	1
Total	15	6	36	4	1	62

Year-End Deliverables

Components to Review/Complete


- Progress Summary (2023/24)
 - Program Summary (2023/24)
 - Program Goals (2024/25)
- Risk Assessment (2024/25)
- ILOs Review (2024/25)
- External Review

**ANNUAL PROGRAM
ASSESSMENT &
IMPROVEMENT
REPORT (APAIR)**

ADD GOAL PROGRESS FOR FISCAL YEAR

Goals:

Click on the Year Range to see goal details and update goal. Select the Goal Title to provide Goal Development & Updates.



Year Range	Recent Progress	Weaknesses being Addressed	
2023-2024 (FY 24)	The program was instrumental in obtaining an analyst position to support evaluation and assessment across the university community.	We need a greater understanding of programs working toward recruiting students from underrepresented groups in Maryland. Notably, we would like to increase our applicant pool from counties in Western Maryland and focus on HBCUs across the state.	
Goals			
	Title	Type	Milestone/Metric to evaluate success
	Create and implement a recruitment strategy that increases program access to under-represented groups in Maryland. <i>Last Updated by: Karen Matthews</i>	Program Operations	#increase in applications from HBCUs and HLIs and the underrepresented applications in western counties.
	Evaluate enrollment and retention data across the top 5 Graduate School programs. Identify and communicate areas for improvement to increase retention. <i>Last Updated by: Karen Matthews</i>	Program Performance Indicator	Improved retention rate to 95% for all programs.

Goal Progress Summary:

[Add Progress Summary Information](#)

PROVIDE GOAL UPDATE

Provide Updates for the following goal defined for 2023-2024:

Goal Title Create and implement a recruitment strategy that increases program access to under-represented groups in Maryland.

Goal Type Program Operations

Milestone/Metric to evaluate success #increase in applications from HBCUs and HLIs and the underrepresented applications in western counties.

Goal Status

Required - Goals that are "In Progress" will automatically be copied over to the next fiscal year. "Abandoned" goals will require an explanation.

Results

Required (500 character limit)

Documentation

(how many files you want to upload, if any)

Required

Save

ADD RISK EVALUATION

Annual Plan Start Date 2024-07-01
Annual Plan End Date Jun 30 2025 12:00AM
Measurable Program Performance Indicators (PPI) being reviewed School/Unit metrics on completed APAIRS, i.e., APAIR dashboard)
Who was data reviewed with? Program Director and Provost
Review Date June 2024
Assessment data is shared with? June 2024
Comments
Document related to the review meeting [Download](#)
Program Approver(s) Gregory Spengler
Status Approved

Update Goals for 2024-2025

Please describe your progress on the goals from the last academic program review

Students currently enrolled in the program are providing useful feedback with respect to enhancing our curriculum to address gaps in the marketplace. With their input, we added a module and provided instruction on completing a program assessment review in course ABC759. Faculty involvement in program development is also strong. Student retention stands at 100%.

Required (2500 character limit)

What areas of weakness are you trying to address?

however, we need to address growing the program beyond the current student body, mainly to recruit under-represented applicants from Maryland schools.

Required (2500 character limit)



Goal Title **(last updated by Karen Matthews)**

Create and implement a recruitment strategy that increases program access to under-represented groups in Maryland.

Required - 250 character limit

Goal Type [more info](#)

Program Operations

Milestone/Metric to evaluate success

#increase in applications from HBCUs and HLIs and the underrepresented applications in western counties.

Required - 250 character limit

Top risk/barrier to attain goal?

Access to HBCUs and HLIs students

Required - 200 character limit

Risk Category [more info](#)

Partnerships

Overall, the risk category is

External to UMB

Add more Goals:

(optional)

Goal Title

Improve program marketing and communication strategies to drive interest in our programs.

Required - 250 characters limit

Goal Type [more info](#)

Program Operations

Required

Milestone/Metric to evaluate success

The number of applications received from targeted schools over the previous year and the number of presentations to high school/ college at targeted schools.

Required - 250 characters limit

Top risk/barrier to attain goal

Primary/ Inability to gain external support for our visits to targeted schools; Secondary / If there is a high demand and interest in our programs, will we have staffing to support the need?

Required - 200 character limit

Risk Category [more info](#)

Reputations of UMB, School, or Program

Overall, the risk category is

Equal

ADD GOALS FOR NEW FISCAL YEAR

Update Goals for 2024-2025

Please describe your progress on the goals from the last academic program review

Students currently enrolled in the program are providing useful feedback on how to enhance our curriculum to address gaps in the marketplace. With their input, we added a module and provided instruction on completing a program assessment review in course ABC759. Faculty involvement in program development is also strong. Student retention continues to stand at 100%.

Required (2500 character limit)

What areas of weakness are you trying to address?

We successfully developed an initial marketing and recruitment strategy that shows some promise; however, we need to address growing the program beyond the current student body, mainly to recruit under-represented applicants from Maryland schools.

Required (2500 character limit)

Goal Title (last updated by Karen Matthews)

Create and implement a recruitment strategy that increases program access to under-represented groups in Maryland.

Required - 250 character limit

Goal Type [more info](#)

Program Operations

Milestone/Metric to evaluate success

#increase in applications from HBCUs and HLIs and the underrepresented applications in western counties.

Required - 250 character limit

Top risk/barrier to attain goal?

Access to HBCUs and HLIs students

Required - 200 character limit

Risk Category [more info](#)

Partnerships

Overall, the risk category is

External to UMB

Goal Title (last updated by Karen Matthews)

Improve program marketing and communication strategies to drive interest in programs by engaging with current students on strategy development.

Required - 250 character limit

Goal Type [more info](#)

Program Operations

Milestone/Metric to evaluate success

of applications received over previous year's target; # of presentations/visits to targeted schools and applications received as a result.

Required - 250 character limit

Top risk/barrier to attain goal?

Primary/ Inability to gain external support for our visits to targeted schools.

Required - 200 character limit

Risk Category [more info](#)

Reputations of UMB, School, or Program

Overall, the risk category is

Equal



Add more Goals:

(optional)

Goal Title

Goal Type [more info](#)

Milestone/Metric to evaluate success

Top risk/barrier to attain goal

Risk Category [more info](#)

ADD GOALS FOR NEW FISCAL YEAR

Selecting the correct Goal Type:

- ILO: Provost-approved learning outcome applicable to all students (7 Themes)★
- SLO: Learning outcome specific to students in an academic program
- PPI: Program Performance Indicators, quantitative measures of program outcomes (e.g., retention rates, graduation rates)
- PO: Activities related to program marketing, recruitment, fundraising, etc.
- O: Other (Not defined)

ILO Themes:

ADD ILO Tracking

ILO Tracking:

[Add ILO Tracking](#)

Click on the Year Range to view details and update ILO Tracking information.

Year Range	Theme 1	Level	Theme 2	Level	Theme 3	Level	Theme 4	Level	Theme 5	Level	Theme 6	Level	Theme 7	Level
2023-2024 (FY 24)	Community Engagement	1	Cultural Competence/Diversity, Equity, and Inclusion	1	Ethics	1	Integrity	1	Global Engagement and Learning	2	Interprofessional Institutional Learning	1	Leadership	1

UPDATE EXTERNAL REVIEW MODULE

[Add External Review](#)

External Program Review:

Click on the last review to view details and update external review information.

Last Review	Reviewer	Type	Organization	Outcome	Next Review
12/06/2020	Y	USM	N/A	Program met all standards.	2026
11/30/2020	Y	USM	N/A	No recommendations	2027

Missing APAIR Data

2024-2025 Deliverables

Missing Information to Complete APAIR Submissions Due								
<u>Program Name</u>	<u>Degree Type</u>	<u>Primary School</u>	<u>Secondary School</u>	<u>2023-2024 Progress Summary</u>	<u>NO 2024-2025 APAIR INITIATED</u>	<u>FY 25 ILO</u>	<u>2024-2025 Improvement Plan/Goals</u>	<u>2024-2025 Risk Assessment</u>
Program XXX	Certificate	Graduate		X	X	X	X	X

2024-2025 Summary of Steps

2023-2024 Progress Summary:

1. Go to Program Details, scroll down to Annual Progress Summary
2. Click on Add Progress Summary Information
3. Scroll down to Provide Progress Summary Updates
4. Select year range 2023-2024, fill in text boxes, select status, save

2024-2025 APAIR INITIATED:

1. Go to Program Details, scroll down to Define Program Goals and click on it
2. Scroll down to Goals
3. Select year range 2024-2025, fill in text boxes, fill in title, type, metric, risks, save

FY 25 ILO:

1. Go to Program Details, scroll down to ILO Tracking
2. Click on Add ILO Tracking
3. Select year range 2024-2025, if no changes then scroll down to save

2024-2025 Improvement Plan/Goals:

1. Go to Program Details, scroll down to Goals
2. Click on each goal title link (takes you to Goal Development & Updates)
3. Scroll down to Provide Updates and provide updates, save

2024-2025 Summary of Steps

2024-2025 Risk Assessment:

1. Go to Program Details, **CLICK ON** Define Program Goals
2. If you didn't fill in the risks when you entered the FY25 goals, click on the 2024-2025 link
3. Scroll down to the goals and add the risk categories

Once all Modules have been checked for Completion, if CONTRIBUTOR:

Once all modules have been completed, please scroll down to the bottom of the Program Details page and route to the Approver for further handling.

Submit to Approver for Review:



Submit

2024-2025 Summary of Steps

Once all Modules have been checked for Completion, if APPROVER:

APPROVER (Approver receives email notification) Approver receives notification to review CONTRIBUTOR'S submission

NOTE: MUST RECEIVE AN EMAIL NOTIFICATION

 umbassessment@umaryland.edu
To:  Matthews, Karen

The following program has been approved in the APAIR System:

Program: IESPA TEST DEGREE
Degree Type: MSL
Degree Level: Masters
Self-Supporting?: N
Primary School: Graduate School
Website: www.umaryland.edu/iespa
Program Director: Gregory Spengler gspengler@umaryland.edu
Status: Active
Comments:



You may continue updating this program using the [APAIR System](#).



Final Step

Approver (bottom of Program Details page)

Submit for IESPA Review:

Year Range

Submit

Required

Administrative Program Assessment & Improvement Report

(Ad-PAIR)

AdPAIR

- Purpose

Align with MSCHE standards, UMB accountability, and continuous improvement priorities

- Records Improvement plans and progress reporting on what units are doing;
- Provides advance notice of unit deficit(s)

Why develop the Ad-PAIR?

Universities should conduct self-reviews of their non-academic units in addition to academic units for several reasons:

- Impacts overall experience for students and staff;
- Aligns of services and resources with the university's strategic goals and objectives;
- Promotes Adaption to meet new demands and expectations; and
- Demonstrates commitment to continuous improvement and accountability.
- Provides evidence for accreditation purposes

Modules

AD-PAIR Initial Unit Details Units Pending Review Search Reports Admin Menu ▾

Unit Details

Unit Information:

[Update Unit Details](#) [Define Unit Goals](#) [Update Goals](#) [Add External Review](#) [Self Study](#)

Unit IESPA Test
Unit Type Central Admin Unit
Initial Self-Study Due Date 01/01/2025
Vice President Roger Ward (rward@umaryland.edu)
Location Saratoga Bldg, 03-135
Website www.umaryland.edu/iespa
Unit Lead Gregory Spengler, Assoc VP Institutional Effectiveness (gspengler@umaryland.edu)
Annual Plan Start Date 07/01/2024

Sub Units:

None

**ANNUAL PROGRAM
ASSESSMENT &
IMPROVEMENT
REPORT (AD-PAIR)**

Periodic Unit Self-Review (5-6 Year Intervals)

To effectively assess the Unit's performance, the self-study shall focus on the following key areas and descriptions:

- Unit mission, goals, history, and context within UMB;
- Human Resources and staffing;
- Resources (other);
- Key performance indicators (KPIs) that align to and support mission attainment;
- Evaluation and assessment activities;
- Stakeholders served and their feedback;
- Strengths, weaknesses, opportunities, threats (SWOT); and
- Future directions and priorities



Proposed Ad-PAIR Reporting

- Initial: Two Reporting cycles first year
 - Annual Program Review and Goal-setting
 - Year-End Assessment Report
- One Reporting Cycle thereafter
- Approvers/Contributors/Viewer Structure



Ad-PAIR System Advantages

- Integrates with the SPIMS for Strategic Planning
- Supports Enterprise Risk Management
- Integrates with ILO tracking when applicable
- Tracks related budget requests

Ad-PAIR Next Steps

1

PILOT

Student Affairs (SA) and its subunits pilot Ad-PAIR through 2024-2025;

SA commences UMB Self-Study – Completion (December 2025)

IESPA-Assessment

2

Communicate Initiative

Develop communication plan and inform campus community of Ad-PAIR roll-out;

Information / training sessions development

IESPA / Provost Assessment

3

Expand Implementation - Proposed

Phase II: Student-facing Central Administration Units (2025/26)

Phase III: Central Admin Units (Other): (2026/27)

Phase III: School Admin (central) units (2026/27?)

Institutional Evaluation and Assessment Tracking

IESPA-Produced Reports

- APAIR/Ad-PAIR Completion by School OR VP Unit/Program
- ILO Status by School/Program
- Evaluation/ Assessment History
- Programs Reviews status
- Goal Status / Type
- PPI(s) monitored
- Program accreditation status

IESPA Next Steps

1

Expand the Best Practices and Assessment Group (BPAG)

- Invite administrative units directors to join the BPAG (January 2025 start)

2

Finalize APAIR reporting for 2023-24 Reporting Year

Review 2024-25 Goals and goal types; meet with units to discuss remaining discrepancies

3

Close APAIR for 2023-2024 reporting on October 4, 2024

Standardize/distribute leadership reports: mid-November 2024



For More Information

BPAG meeting information is available for review on
the Institutional Effectiveness, Strategic Planning,
and Assessment website

www.umaryland.edu/iespa

Email: UMBAssessment@umaryland.edu

Contacts:

Karen Matthews karen.matthews@umaryland.edu

Greg Spengler gspengler@umaryland.edu

Lauren Crum lcrum@umaryland.edu

Victoria Meadows (Risks questions) Victoria.meadows@umaryland.edu