Assessment Information Handout for CVPA  
August 12, 2011

From Memo February 7, 2011  
To: Deans, Associate Deans, and Department Chairs  
From: Karen Genteemann, Associate Provost for Institutional Effectiveness  
Subject: Important News Regarding Assessment Reporting

Change to a New Assessment Reporting System begins in Fall 2011

Weaveonline closed August 1, 2011.

After listening to your concerns about issues related to navigating WEAVE, we began development of a more user-friendly system. Feedback and comments from faculty and staff were very useful during this phase. To support the likelihood of a smooth transition from WEAVE, we have delayed opening the Mason Assessment Tracking System (MATS) to the university community until fall 2011. Please be assured, that even as we move to the new system this coming fall, the Office of Institutional Assessment will maintain WEAVEonline reports and MATS will include the mission, outcomes and measures from your last entries in WEAVEonline. The reports from WEAVE are available to programs and department. Please contact assessment@gmu.edu for pdfs.

Testing the New Reporting System (MATS)

Each Department chosen to support this effort received $1,000 and entered their last assessment reports in MATS rather than WEAVEonline. These units are currently completing a user evaluation survey and attending a follow-up meeting with the assessment staff to evaluate the experience of using MATS. They have agreed to share their examples. Revision to MATS based on that feedback will be completed early in Fall 2011, and MATS will open shortly afterwards.

New 3-Year Cycle begins in Fall 2011

Assessment cycles in MATS will be open for a 3-year time frame beginning in fall 2011. All degree programs will be included in the MATS reporting cycles; this includes the reporting of distance education programs and certificate assessment. Mission, Learning Outcomes, Measures, Findings and Plans will be reported in each cycle. Academic Program Review reporting will be done in MATS as well.

- At least two of the three required outcomes must be assessed by year 2.
- In year 1, a curriculum map needs to be developed. Workshops, resources, and support for doing so will be provided.
- At the end of year 3, all assessments are completed, and a summary report describing actions taken is prepared.
<table>
<thead>
<tr>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
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<tbody>
<tr>
<td>Curriculum Map Certificate Information entered</td>
<td>At least 2 outcomes assessments completed and reported</td>
<td>Third assessment completed (if not already reported)</td>
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<tr>
<td>Outcomes Assessment can be started</td>
<td>Summary report</td>
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The three required assessments can be completed anytime, as long as two are reported by end of 2012-13.

Each program will see requirements for that program in MATS. For example, any certificates will appear and programs in APR will see the spaces for completing the review. All APR reports will be generated by MATS, and a wide variety of reports can be designed as needed.

**Update on Certificates and Assessment- Reporting in MATS by June 15, 2012**

The following applies, as noted, to all certificate programs in all academic units whether reviewed under Mason’s Academic Program Review schedule or an external accrediting agency.

**All Units included in Mason’s Academic Program Review (regardless of APR due date)**

- By June 15, 2012 report in MATS:
  - The purpose of the certificate(s)
  - The types of students in the certificate program(s) (e.g. degree-seeking)
  - Program outcomes (at least one for each certificate)
  - Student learning outcomes (at least one for each certificate)
- Assess all certificates within the Academic Program Review cycle, i.e. every 7 years.

**All Units not in Mason’s Academic Program Review**

- By June 15, 2012 report in MATS:
  - The purpose of the certificate(s)
  - The types of students in the certificate program(s) (e.g. degree-seeking)
  - Program outcomes (at least one for each certificate)
  - Student learning outcomes (at least one for each certificate)
- Assess all certificates every 7 years and report the results of the assessment in MATS, beginning in June 2015.

**New Certificate Proposals**

- Please include
  - The purpose of the certificate
  - The types of students expected in the certificate program (e.g. degree-seeking)
  - Program outcomes (at least one)
  - Student learning outcomes (at least one)
  - The plan for assessment