META ASSESSMENT MODULE FOR NON-INSTRUCTIONAL DEPARTMENTS

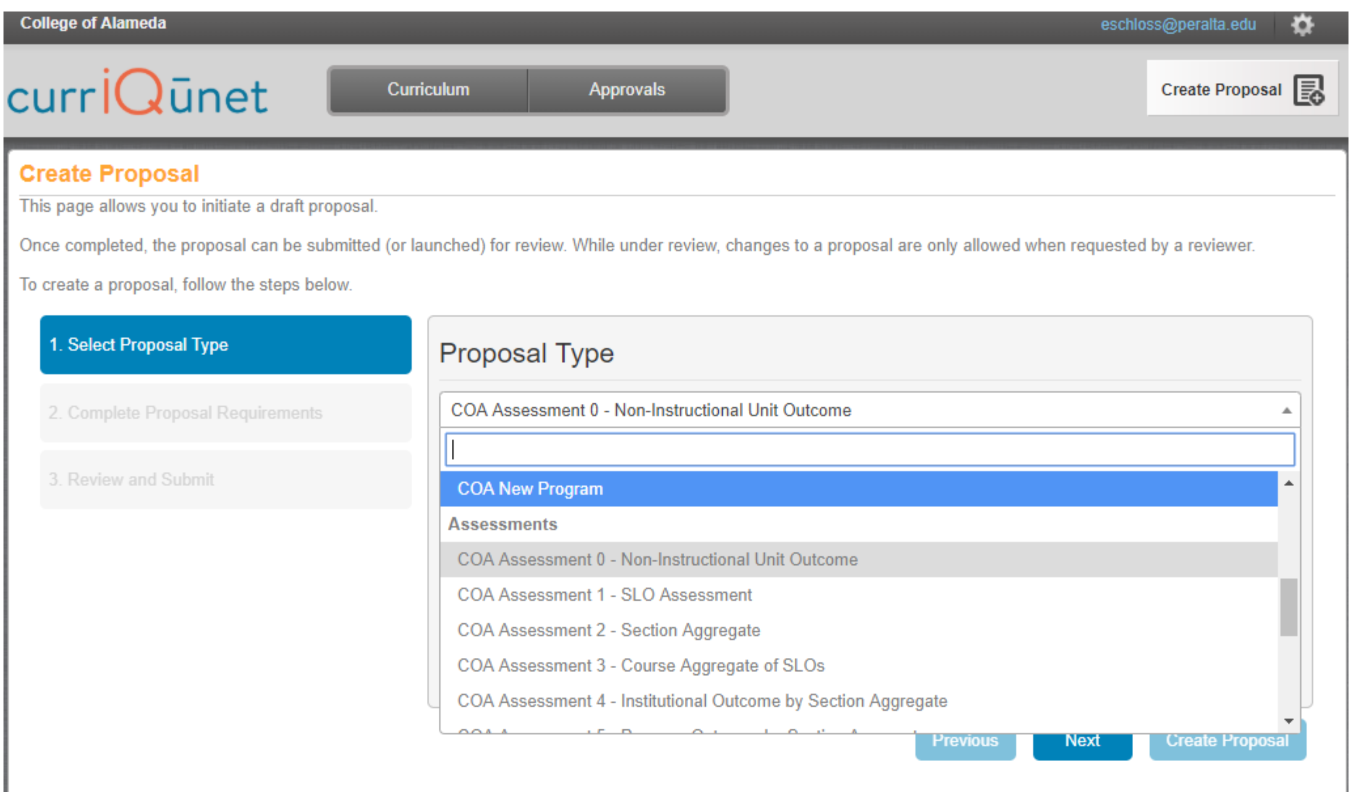
Step by step instructions to input assessment data into Meta

(screenshots apply to all Peralta colleges)

1. Log in to Meta. **peralta.curricunet.com**
   - Type in your full email address (including the @peralta.edu) and password.
   - If you forgot your password, click the link below the password box.
   - If you tried the forgot password link, and see a “user not found” message, contact your college Assessment Coordinator to get an account.

2. Click “Create Proposal” on the top right.

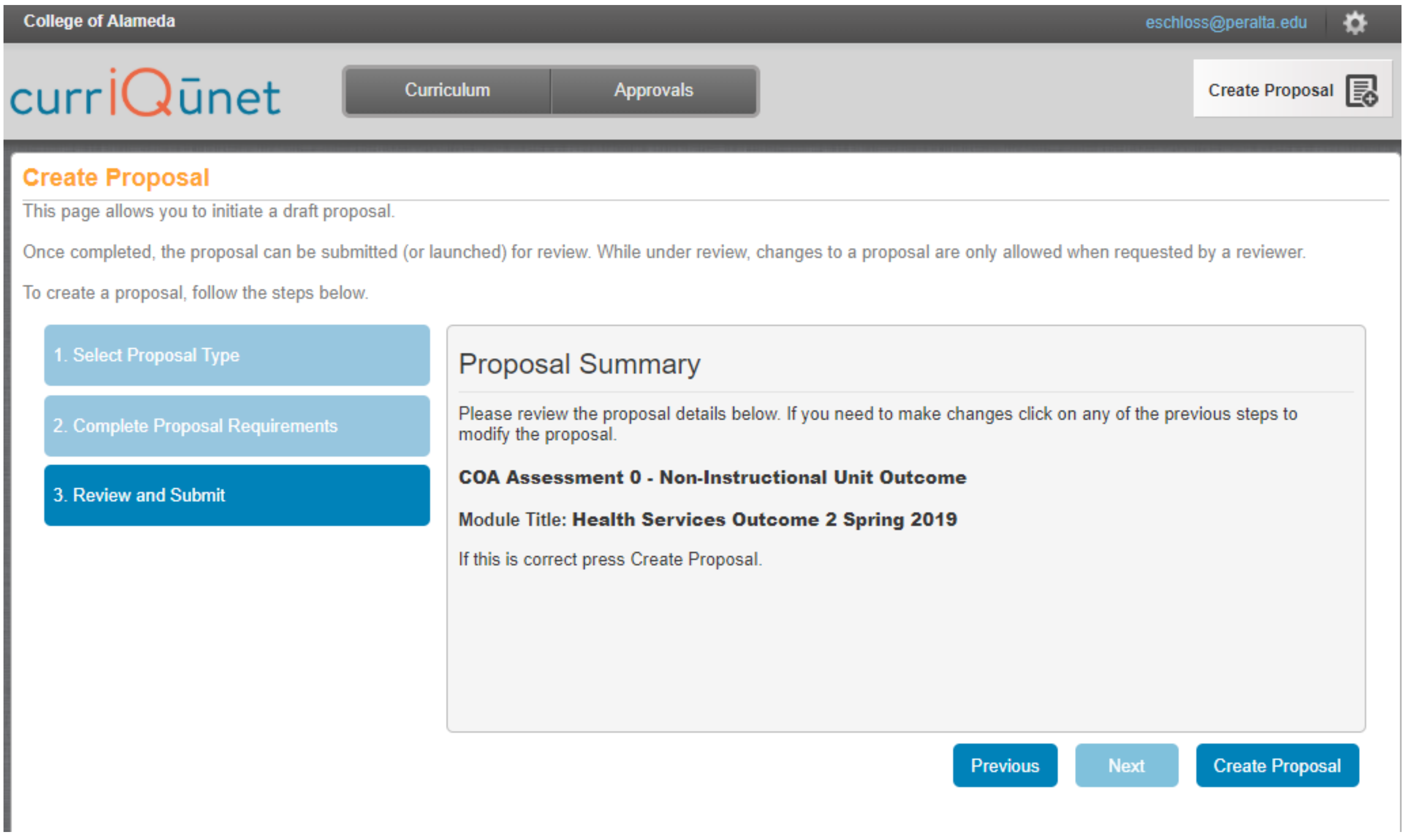
3. Using dropdown menu for “Proposal Type”, scroll down to “Assessments” and choose “Laney Assessment 0 – Non-Instructional Unit Outcome”. Click “next”. (note: do not hit enter key)



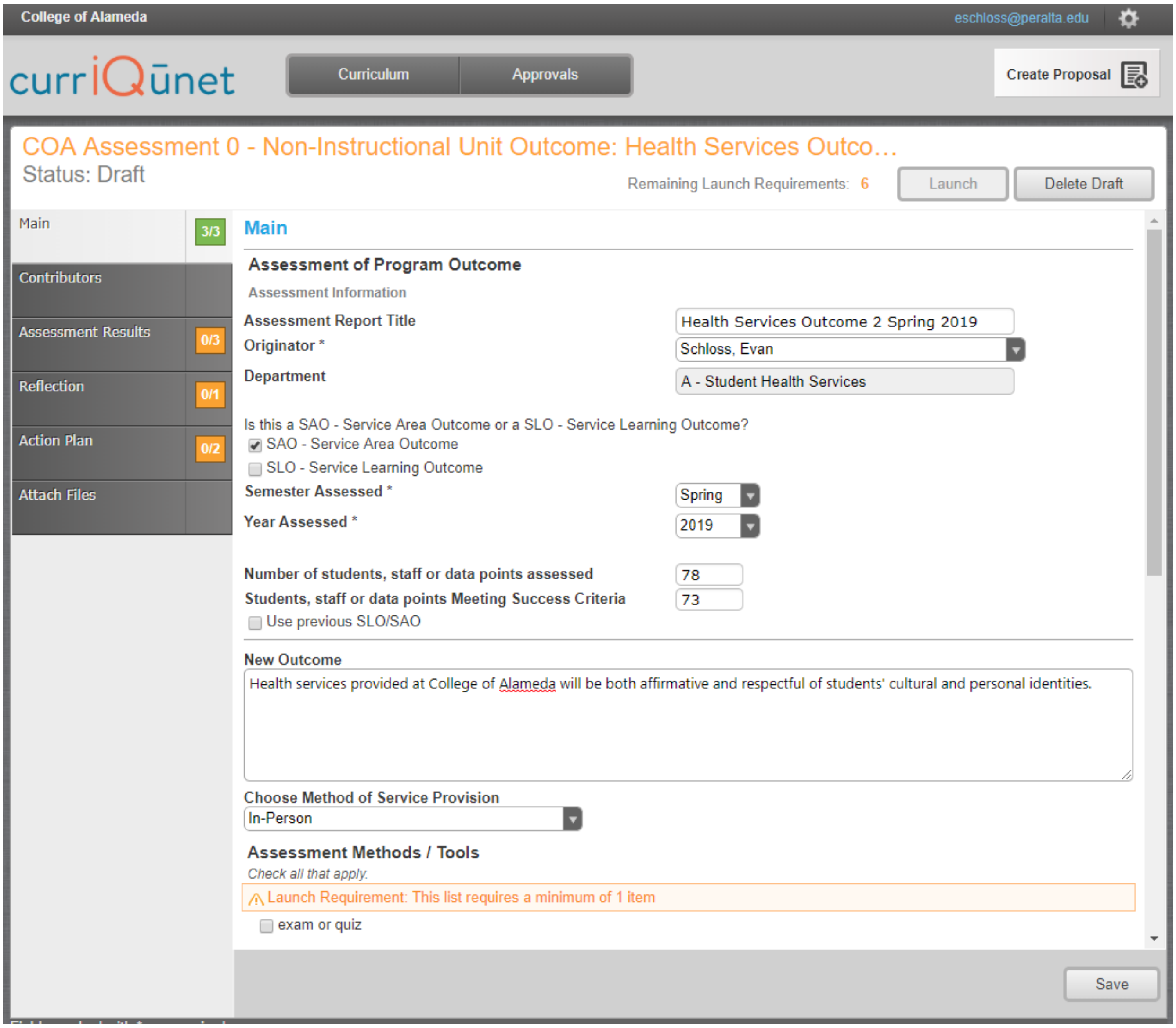
4. Choose your Division and Department from dropdown menus. Create a title for your assessment, using the naming conventions in the examples below. It is important that titles of assessments are never duplicated, so the codes keep each title unique.

    - Example A: DEPT ASSESSMENT NUMBER SEMESTER YEAR, for example:
        1. Health Services SAO1 Fall 2018
        2. DSPS SAO3 Spring 2019
        3. EOPS SAO2 Spring 2020

5. Confirm that you want to “Create Proposal” by clicking on button (do not hit enter).

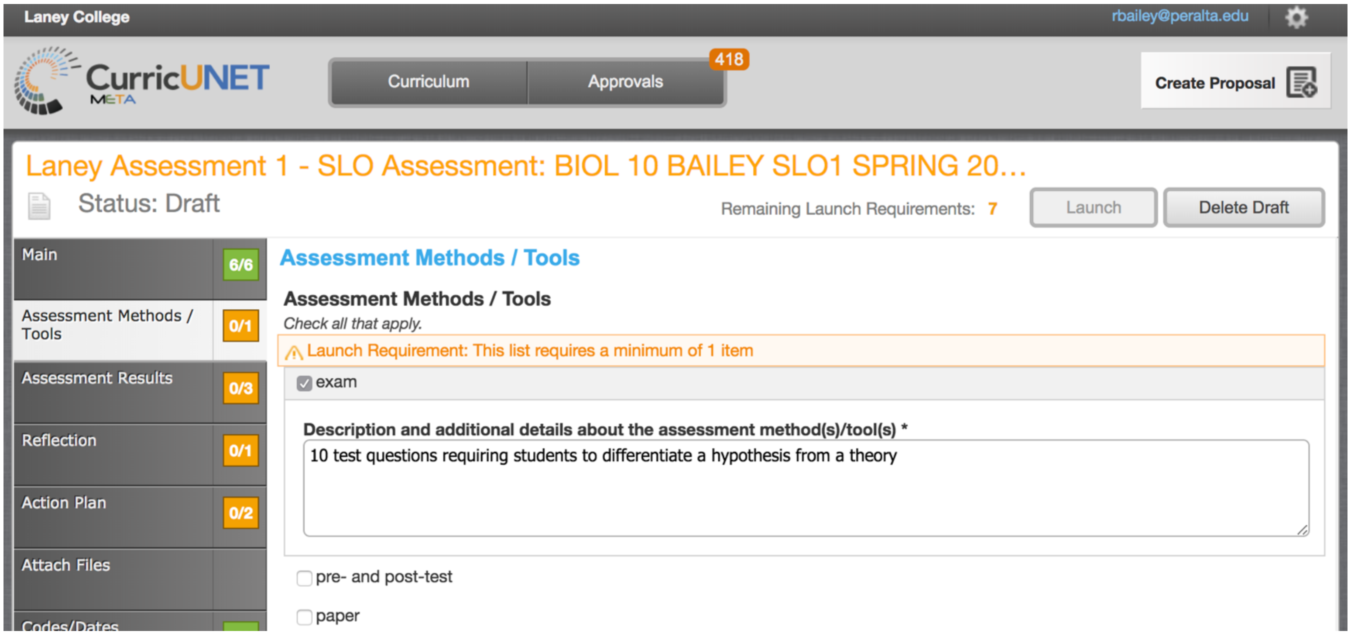


6. You will now be on the “Main” tab of your assessment. Complete this tab by choosing pre-populated options from the dropdown menus, or typing in numbers, as appropriate. Select if you are measuring a Service Area Outcome (measurement of an aspect of your departments performance) or Service Learning Outcome (Assessment of skills/Learning of students). Number of students, staff or data points assessed, meeting success criteria are not technically launch requirements, but faculty and staff should enter these numbers if at all applicable.

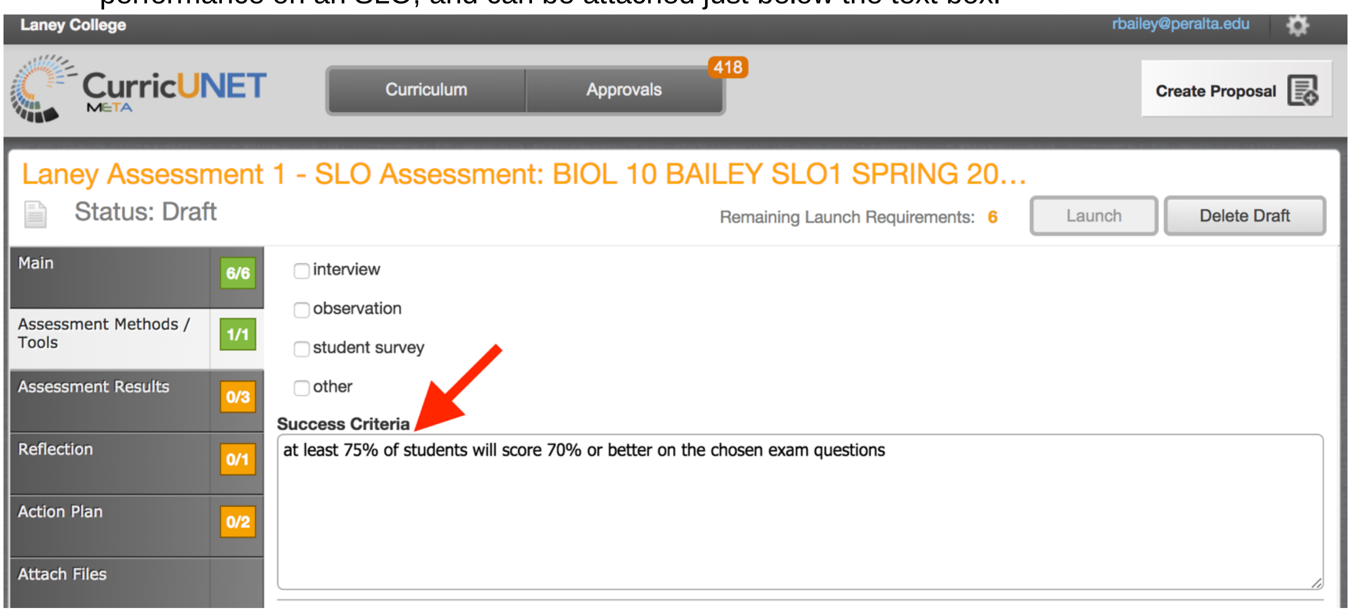


Assessment Methods and Tools (still on the main tab)

- In this section you will identify the method you are using to assess the SLO/SAO. Choose from the pre-populated list, or choose “other.” When you click a checkbox, a text box appears for you to describe the method in detail. You may choose more than one method, but make sure to only choose methods that were actually used to assess this specific SLO/SAO in this particular semester.



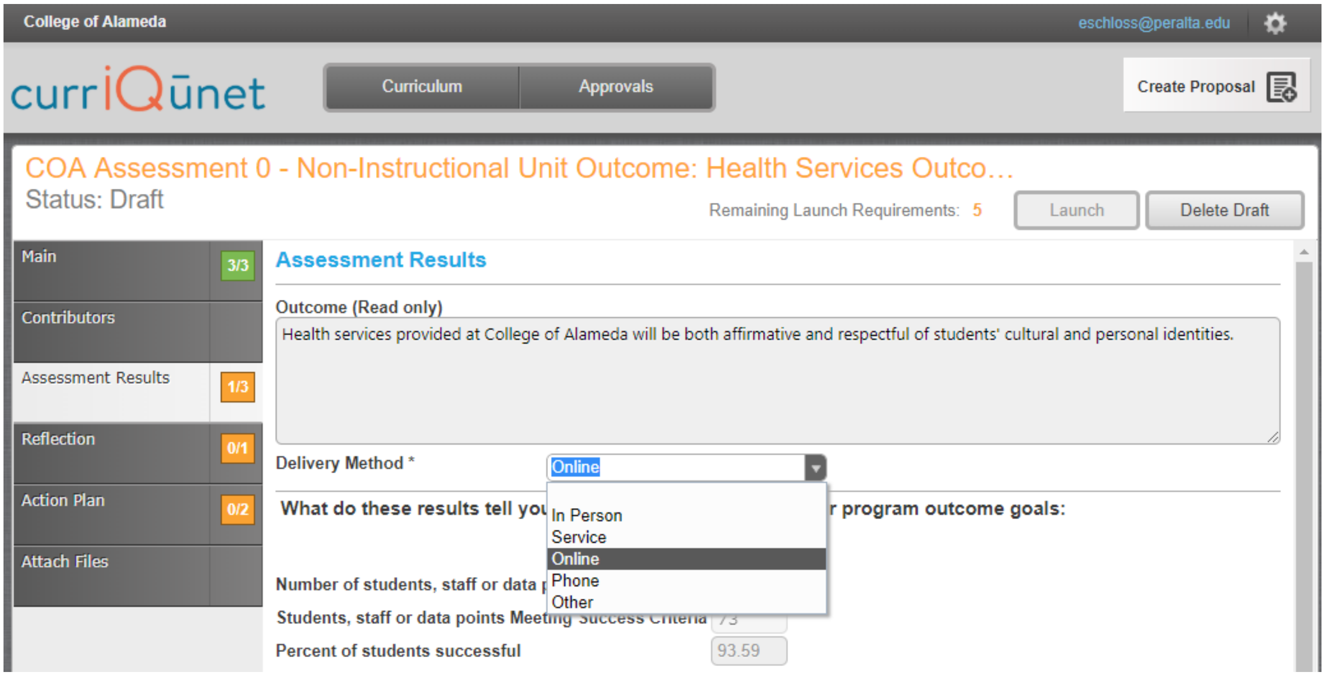
- Detail your "Success Criteria." In this area, describe your measurement criteria. ***Success criteria should be determined BEFORE analyzing your data.*** Identify the level of success you hope to see, ***for the outcome overall,*** and ***for students***. What percentage of students would you want to perform at what level to consider the class successful with that outcome? For example, "80% of the students must earn at least 70% of the points in order to meet the expectations for this outcome." The percentages expected can vary widely, depending on level of the course, and how critical success with that outcome is to the course. A laboratory course with strict safety requirements, for example, may aim for 100% of students demonstrating proficiency with a safety-related outcome. Rubrics are an excellent way to evaluate student performance on an SLO, and can be attached just below the text box.



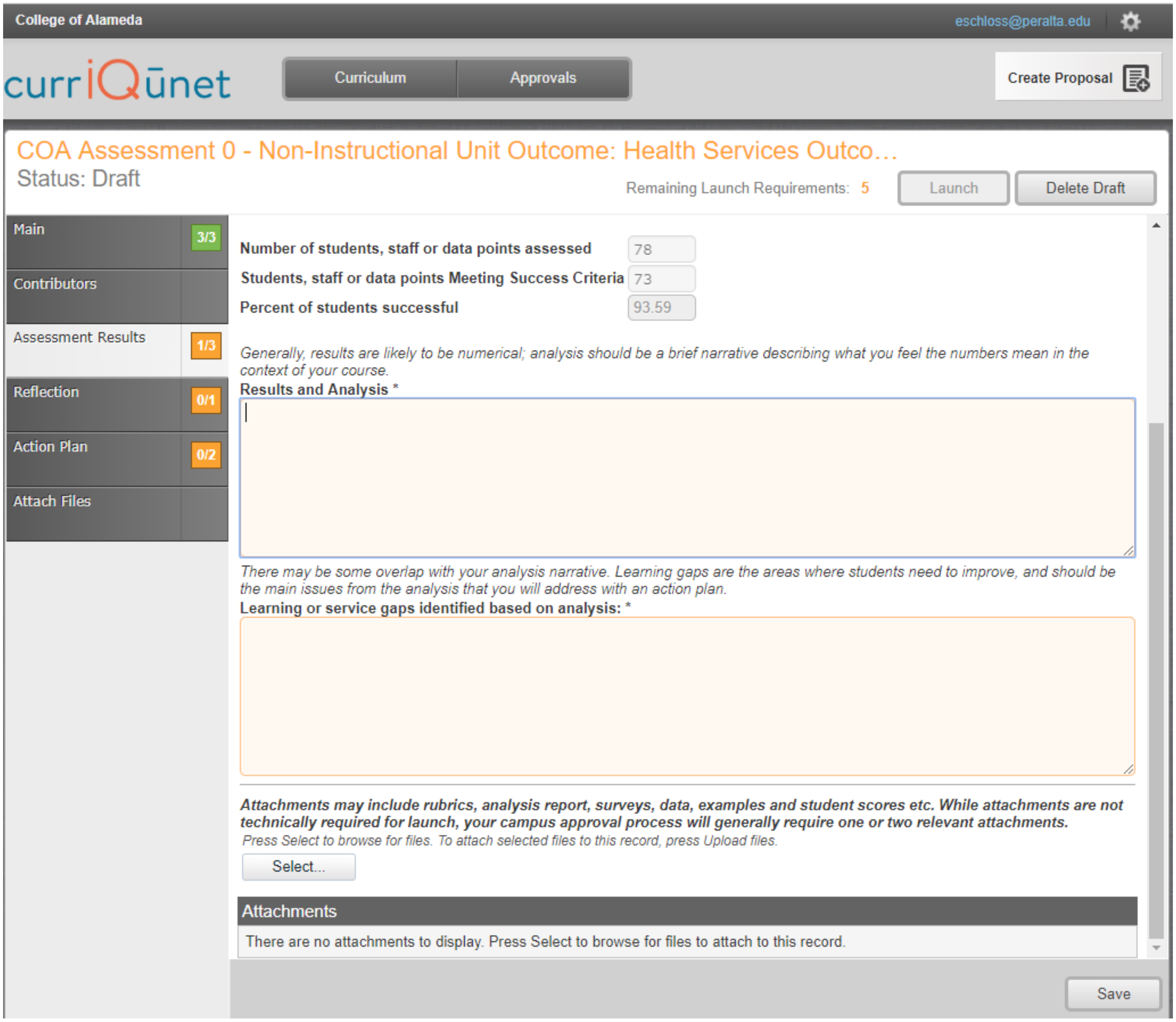
- Map your SLO/SAO to ILOs (Institutional Learning Outcomes). These are outcomes that the college identified and you want to ensure that your assessment relates to at least one Institutional goals.
- Once the "Main" tab is completed, click "Save" at the bottom. If you forget to complete this step, or you don't see the "Save" button, Meta will prompt you before you leave the tab, asking "There are unsaved changes. Do you want to save them?"

7. Click on the tab “Contributors”.
    - Choose a “Co-Contributor” if you would like someone else to have access to this assessment. For example, there may be multiple instructors for a course with many sections. Only the originator and co-contributor(s) will be able to see and edit the proposal while it is still in draft form. (note: only faculty and staff with an account will appear in the co-contributors list)

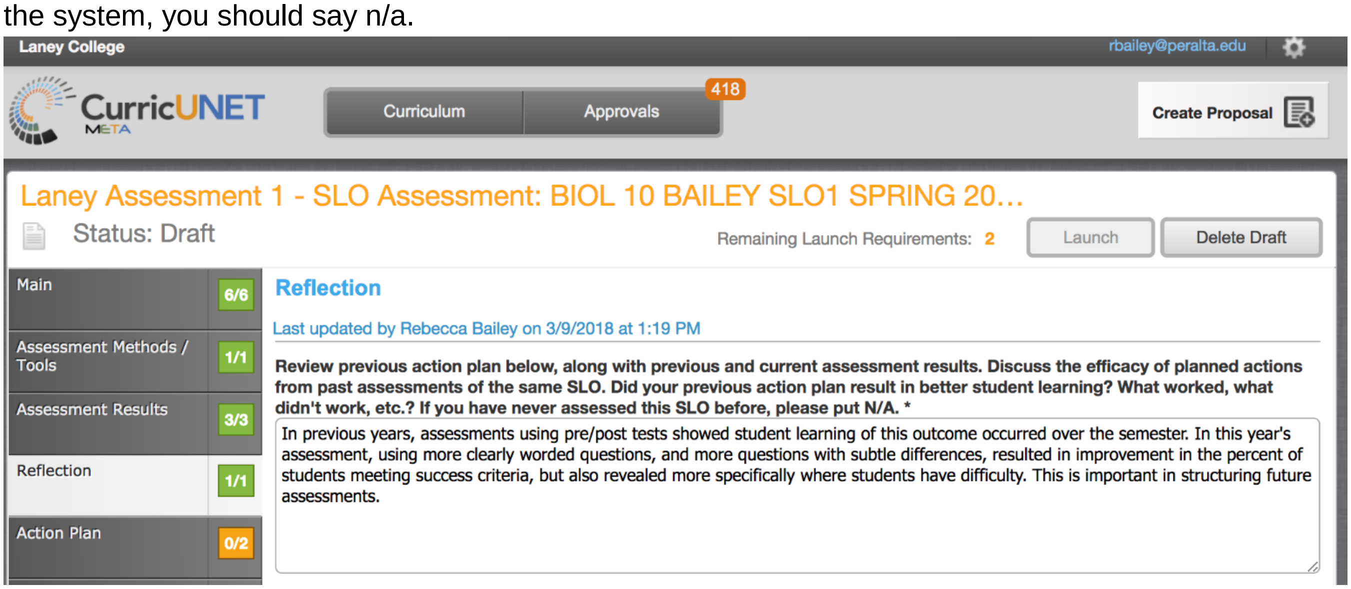
8. Click on the tab “Assessment Results.”
    - Identify the assessment delivery method.



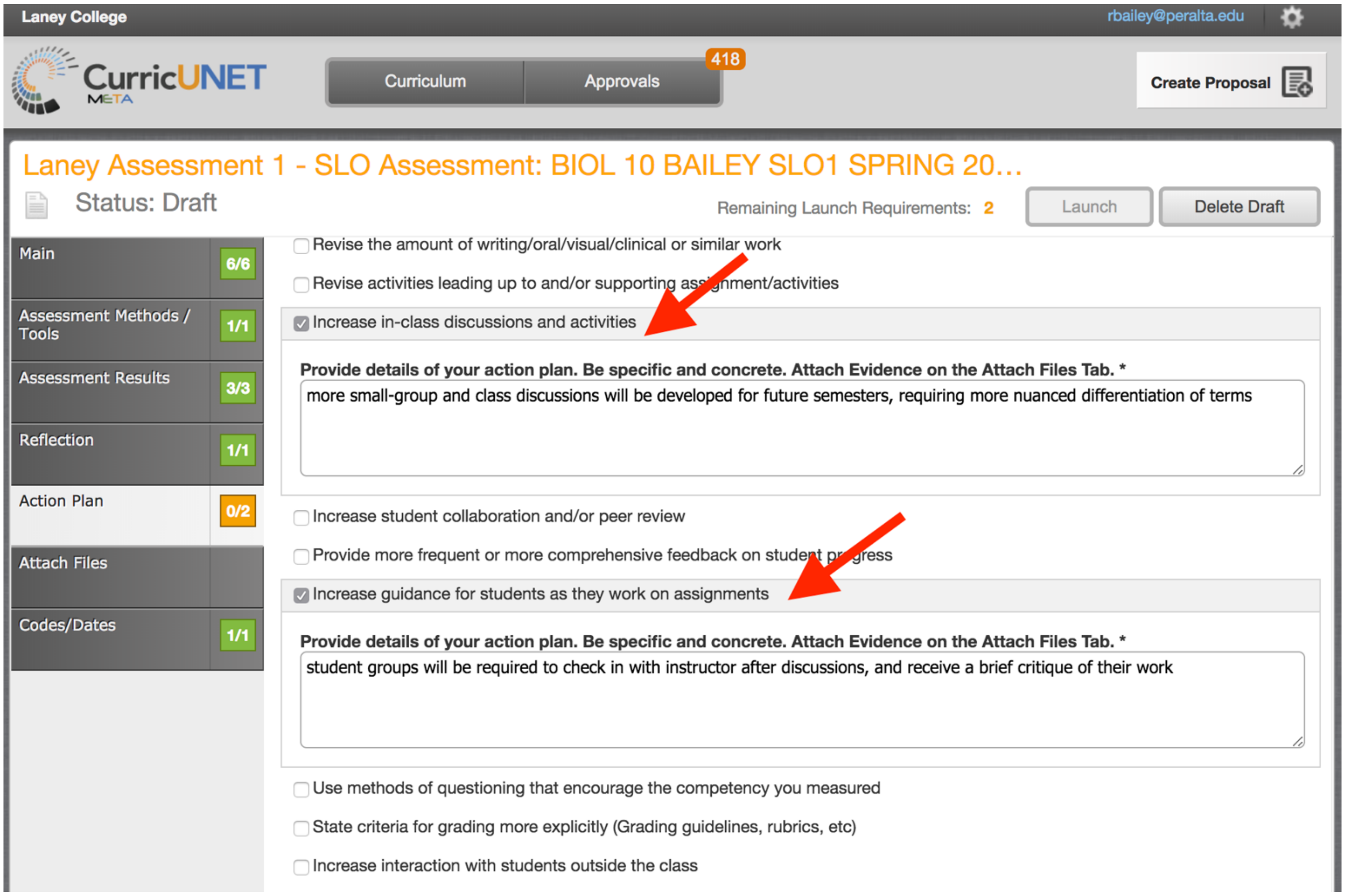
    - Complete your Results and Analysis, and Learning Gaps. There may be some overlap in what you include in these text boxes. Generally, results should be numbers, analysis should be a brief narrative, and learning gaps should be the main issues from the analysis that you will address with an action plan.



9. Click on the tab “Reflection.” Results from previous Action Plans will be populated if data is available, and you will discuss the efficacy of these past action plans. In most cases, until we have more data in the system, you should say n/a.

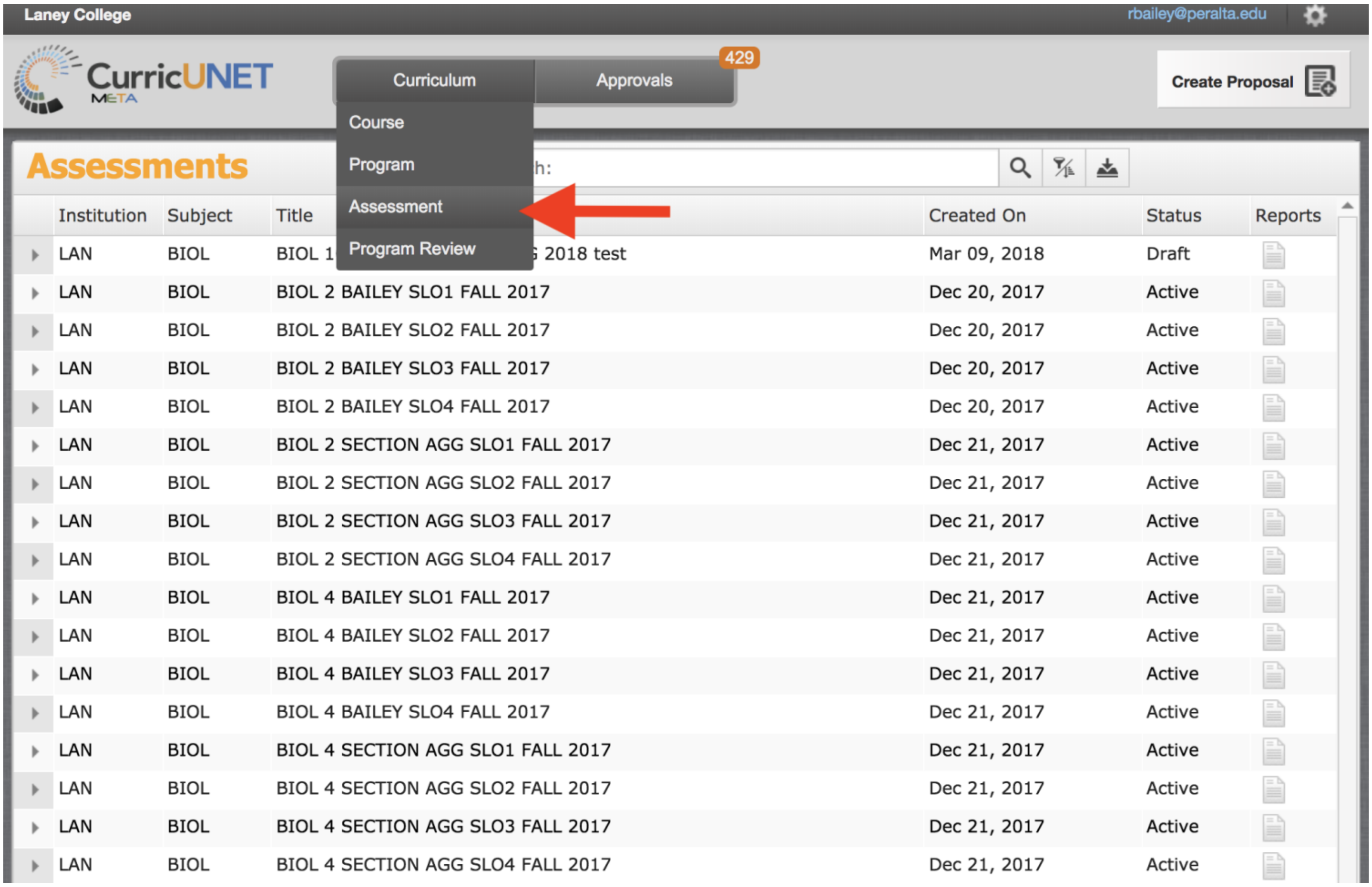


10. Click on the tab “Action Plan.” Here you will detail your action plans based on results from the current assessment. You must choose at least one action at the department/program level. You may also choose actions beyond the department/program level, but this is not required. Text boxes will request additional detail. At the bottom of the page, identify the next semester/year this SLO will be assessed. You should plan to assess all SLOs for a course within a 3-year cycle, but you may want to assess more often if you feel it is critical to implement your action plan and assess the same SLO again.



11. You can attach supporting documents on the Methods/Tools, Results, and Action Plan tabs. The final tab, “Attach Files,” allows for attachment of any additional supporting files, and anything you’ve attached on any tab should show up here. While attachments are not required by the system, typically you would have a few attachments, including a rubric, exam, etc. When approving your assessments, Assessment Coordinators and/or other Learning Assessment Committee members will generally want to see at least one or two relevant attachments.

12. Once all sections are complete, click “Launch” in the upper right hand corner. You will not be able to launch until all launch requirements are complete. Orange boxes indicate the tab is incomplete, while green boxes indicate the tab is completed. If you want to leave it as draft, you can access at another time by logging in, then click on “Curriculum” along the top, scroll down to “Assessment”. Your drafts, in review, and active (approved) proposals will appear. Click on the draft to make changes, or launch once complete. In review or active proposals cannot be modified. You can delete a draft, if necessary, by clicking “Delete Draft” next to the “Launch” button.



Institution	Subject	Title	Created On	Status	Reports
LAN	BIOL	BIOL 1 2018 test	Mar 09, 2018	Draft	
LAN	BIOL	BIOL 2 BAILEY SLO1 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 BAILEY SLO2 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 BAILEY SLO3 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 BAILEY SLO4 FALL 2017	Dec 20, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO1 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO2 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO3 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 2 SECTION AGG SLO4 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 BAILEY SLO1 FALL 2017	Dec 21, 2017	Active	
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LAN	BIOL	BIOL 4 BAILEY SLO3 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 BAILEY SLO4 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO1 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO2 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO3 FALL 2017	Dec 21, 2017	Active	
LAN	BIOL	BIOL 4 SECTION AGG SLO4 FALL 2017	Dec 21, 2017	Active	