

# 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](http://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.

Institution	Subject	Title	Created On	Status	Reports
▶ 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	

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)

**Create Proposal**

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Proposal Requirements
3. Review and Submit

**Proposal Type**

COA Assessment 0 - Non-Instructional Unit Outcome

COA New Program

**Assessments**

- COA Assessment 0 - Non-Instructional Unit Outcome
- COA Assessment 1 - SLO Assessment
- COA Assessment 2 - Section Aggregate
- COA Assessment 3 - Course Aggregate of SLOs
- COA Assessment 4 - Institutional Outcome by Section Aggregate

Previous Next Create Proposal

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).

College of Alameda eschloss@peralta.edu

curriQūnet Curriculum Approvals Create Proposal

### Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Proposal Requirements
3. Review and Submit

#### Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

**COA Assessment 0 - Non-Instructional Unit Outcome**

Module Title: **Health Services Outcome 2 Spring 2019**

If this is correct press Create Proposal.

Previous Next Create Proposal

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.

College of Alameda eschloss@peralta.edu

**curriQūnet** Curriculum Approvals Create Proposal

---

**COA Assessment 0 - Non-Instructional Unit Outcome: Health Services Outco...**  
 Status: Draft Remaining Launch Requirements: 6 Launch Delete Draft

Main	3/3	<b>Main</b>
Contributors		<b>Assessment of Program Outcome</b>
Assessment Results	0/3	Assessment Information
Reflection	0/1	Assessment Report Title <input type="text" value="Health Services Outcome 2 Spring 2019"/>
Action Plan	0/2	Originator * <input type="text" value="Schloss, Evan"/>
Attach Files		Department <input type="text" value="A - Student Health Services"/>

Is this a SAO - Service Area Outcome or a SLO - Service Learning Outcome?  
 SAO - Service Area Outcome  
 SLO - Service Learning Outcome

Semester Assessed \*   
 Year Assessed \*

Number of students, staff or data points assessed   
 Students, staff or data points Meeting Success Criteria   
 Use previous SLO/SAO

**New Outcome**

Choose Method of Service Provision

**Assessment Methods / Tools**  
*Check all that apply.*  
⚠ Launch Requirement: This list requires a minimum of 1 item  
 exam or quiz

Save

**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.

Laney College rbailey@peralta.edu

**CurricUNET** Curriculum Approvals 418 Create Proposal

---

**Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...**

Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft

<b>Main</b>	<span style="background-color: green; color: white; padding: 2px;">6/6</span>	<b>Assessment Methods / Tools</b>
Assessment Methods / Tools	<span style="background-color: orange; color: white; padding: 2px;">0/1</span>	<p><b>Assessment Methods / Tools</b> Check all that apply.</p> <p style="border: 1px solid orange; padding: 2px;">Launch Requirement: This list requires a minimum of 1 item</p> <p><input checked="" type="checkbox"/> exam</p> <p>Description and additional details about the assessment method(s)/tool(s) *</p> <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">10 test questions requiring students to differentiate a hypothesis from a theory</div> <p><input type="checkbox"/> pre- and post-test <input type="checkbox"/> paper</p>
Assessment Results	<span style="background-color: orange; color: white; padding: 2px;">0/3</span>	
Reflection	<span style="background-color: orange; color: white; padding: 2px;">0/1</span>	
Action Plan	<span style="background-color: orange; color: white; padding: 2px;">0/2</span>	
Attach Files		
Codes/Dates	<span style="background-color: green; color: white; padding: 2px;"></span>	

- 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.

Laney College rbailey@peralta.edu

**CurricUNET** Curriculum Approvals 418 Create Proposal

---

**Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...**

Status: Draft Remaining Launch Requirements: 6 Launch Delete Draft

<b>Main</b>	<span style="background-color: green; color: white; padding: 2px;">6/6</span>	<input type="checkbox"/> interview
Assessment Methods / Tools	<span style="background-color: green; color: white; padding: 2px;">1/1</span>	<input type="checkbox"/> observation
Assessment Results	<span style="background-color: orange; color: white; padding: 2px;">0/3</span>	<input type="checkbox"/> student survey
Reflection	<span style="background-color: orange; color: white; padding: 2px;">0/1</span>	<input type="checkbox"/> other
Action Plan	<span style="background-color: orange; color: white; padding: 2px;">0/2</span>	
Attach Files		

**Success Criteria**

at least 75% of students will score 70% or better on the chosen exam questions

- 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.

The screenshot shows the curriQūnet interface for a draft assessment proposal. The header includes 'College of Alameda' and the email 'eschluss@peralta.edu'. The main title is 'COA Assessment 0 - Non-Instructional Unit Outcome: Health Services Outco...' with a status of 'Draft'. A navigation menu on the left shows sections: Main (3/3), Contributors, Assessment Results (1/3), Reflection (0/1), Action Plan (0/2), and Attach Files. The 'Assessment Results' section is active, showing an 'Outcome (Read only)' text box with the text: 'Health services provided at College of Alameda will be both affirmative and respectful of students' cultural and personal identities.' Below this is a 'Delivery Method \*' dropdown menu with options: Online, In Person, Service, Online, Phone, and Other. The 'Online' option is selected. Other fields include 'Number of students, staff or data points Meeting Success Criteria' (73) and 'Percent of students successful' (93.59).

- 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.

College of Alameda eschloss@peralta.edu

**curriQūnet** Curriculum Approvals Create Proposal

---

**COA Assessment 0 - Non-Instructional Unit Outcome: Health Services Outco...**  
 Status: Draft Remaining Launch Requirements: 5 Launch Delete Draft

Main	3/3	Number of students, staff or data points assessed	78	
Contributors		Students, staff or data points Meeting Success Criteria	73	
Assessment Results	1/3	Percent of students successful	93.59	
Reflection	0/1	<p><i>Generally, results are likely to be numerical; analysis should be a brief narrative describing what you feel the numbers mean in the context of your course.</i></p> <p><b>Results and Analysis *</b></p> <div style="border: 1px solid #ccc; height: 80px; margin: 5px 0;"></div> <p><i>There may be some overlap with your analysis narrative. Learning gaps are the areas where students need to improve, and should be the main issues from the analysis that you will address with an action plan.</i></p> <p><b>Learning or service gaps identified based on analysis: *</b></p> <div style="border: 1px solid #ccc; height: 80px; margin: 5px 0;"></div> <p><i>Attachments may include rubrics, analysis report, surveys, data, examples and student scores etc. While attachments are not technically required for launch, your campus approval process will generally require one or two relevant attachments. Press Select to browse for files. To attach selected files to this record, press Upload files.</i></p> <p style="text-align: center;"><input type="button" value="Select..."/></p>		
Action Plan	0/2	<p><b>Attachments</b></p> <p>There are no attachments to display. Press Select to browse for files to attach to this record.</p>		
Attach Files		<input type="button" value="Save"/>		

- 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.

Laney College rbailey@peralta.edu

**CurricUNET** Curriculum Approvals 418 Create Proposal

---

**Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20...**  
 Status: Draft Remaining Launch Requirements: 2 Launch Delete Draft

Main	6/6	<b>Reflection</b>	
Assessment Methods / Tools	1/1	<p><i>Last updated by Rebecca Bailey on 3/9/2018 at 1:19 PM</i></p>	
Assessment Results	3/3	<p><b>Review previous action plan below, along with previous and current assessment results. Discuss the efficacy of planned actions from past assessments of the same SLO. Did your previous action plan result in better student learning? What worked, what didn't work, etc.? If you have never assessed this SLO before, please put N/A. *</b></p>	
Reflection	1/1	<p>In previous years, assessments using pre/post tests showed student learning of this outcome occurred over the semester. In this year's assessment, using more clearly worded questions, and more questions with subtle differences, resulted in improvement in the percent of students meeting success criteria, but also revealed more specifically where students have difficulty. This is important in structuring future assessments.</p>	
Action Plan	0/2		

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.

Laney College Curriculum Approvals 418 Create Proposal

Laney Assessment 1 - SLO Assessment: BIOL 10 BAILEY SLO1 SPRING 20... Status: Draft Remaining Launch Requirements: 2 Launch Delete Draft

Main	6/6
Assessment Methods / Tools	1/1
Assessment Results	3/3
Reflection	1/1
Action Plan	0/2
Attach Files	
Codes/Dates	1/1

- Revise the amount of writing/oral/visual/clinical or similar work
- Revise activities leading up to and/or supporting assignment/activities
- Increase in-class discussions and activities

Provide details of your action plan. Be specific and concrete. Attach Evidence on the Attach Files Tab. \*  
more small-group and class discussions will be developed for future semesters, requiring more nuanced differentiation of terms

- Increase student collaboration and/or peer review
- Provide more frequent or more comprehensive feedback on student progress
- Increase guidance for students as they work on assignments

Provide details of your action plan. Be specific and concrete. Attach Evidence on the Attach Files Tab. \*  
student groups will be required to check in with instructor after discussions, and receive a brief critique of their work

- Use methods of questioning that encourage the competency you measured
- State criteria for grading more explicitly (Grading guidelines, rubrics, etc)
- Increase interaction with students outside the class

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.





Curriculum Approvals 429

- Course
- Program
- Assessment
- Program Review

Create Proposal

## Assessments

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	
▶ LAN	BIOL	BIOL 4 BAILEY SLO2 FALL 2017	Dec 21, 2017	Active	
▶ 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	