

**Assessment Implementation Plan**

**Including  
Program Student Learning Outcome  
&  
Program Assessment**

**Construction Management**

**2021**

**Department of Professional Management  
Minnesota State University Moorhead**

## **ASSESSMENT IMPEMENTATION PLAN (AIP) Overview**

The CM Program's Quality Improvement Plan and Strategic Plan are coordinated. The major part of both plans focus on providing a quality CM Program and assessing Program SLOs, ACCE SLOs, and Course SLOs. In addition, addition goals and objectives are identified in the Strategic Plan to grow and enhance the CM Program.

The CM Program Quality Improvement Plan meets the requirements as detailed in the ACCE standards. The CM faculty revised the Assessment Implementation Plan in the summer of 2020 to coordinate with the new 2020 Strategic Plan.

The overall process started with mapping the ACCE SLOs to CM courses and then grouping the SLOs into the five Program Learning Outcomes. This is a global program assessment that evaluates the entire CM program. There is also an excel spreadsheet that is referred to as the "SLO Mapping Document or Spreadsheet)" that shows where the ACCE SLOs are introduced, reinforced and assessed by Direct Assessment and Indirect Assessment. Individual CM faculty are assigned to collect and input data onto the SLO assessment form in the electronic folder. Faculty will also collect and record between two and five student work examples in the folder.

Finally, Course Learning outcomes are documented in each course syllabi, data collected and assessed each time the course is taught. Faculty are required to complete the course evaluation form and collect the supporting data, analyze the data, and present the results to the CM faculty. This process will allow the program to evaluate the course content as well as how it how it supports the ACCE SLOs.

An electronic/digital folder is created for each of the ACCE SLOs CLOs. Faculty is required to provide documentation for all direct and indirect assessment measures for each of the ACCE SLOs that are supported by each course they teach. Each ACCE SLOs is mapped to each of the courses in the program,. Assessment measures tied to each ACCE SLO in a given course is identified.

Program Outcome Evaluation forms are developed for each of the goals and objectives identified in the Strategic plan. Analysis and action items are completed to close the assessment loop. The Program Outcome Evaluations are completed in preparation the annual assessment report.

## **ASSESSMENT SCHEDULE**

The ultimate responsibility for the assessment of the Construction Management program rests with the faculty and staff of the Department of Professional Management. However, the faculty is subservient to the input from the construction industry and their needs. The Industry Advisory Board is consulted on a regular basis. The students' expectations of the program, employers, graduates, and accreditation bodies are each contributing factors for the final determination of curriculum characteristics and program description. To assure that the assessment process is completed, the following scheduled has been developed.

**Assessment Schedule**

<b>Month</b>	<b>Assessment Activity</b>
August	<ul style="list-style-type: none"> <li>• Faculty submit syllabus for review and post to the S drive</li> <li>• Compile assessment data collected in Spring</li> <li>• Verify spring graduate placement.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Verify 30-day fall semester CM enrollment</li> <li>• Send out Alumni and Employer Surveys (every five years)</li> <li>• Evaluate 30% of the ACCE SLOs each year</li> </ul>
October	<ul style="list-style-type: none"> <li>• Fall Industry Advisory Board meeting</li> <li>• Analyze Advisory Board input from fall meeting</li> <li>• Internship Evaluations and final submittals</li> </ul>
November	
December	<ul style="list-style-type: none"> <li>• Courses Learning Outcomes Evaluations</li> <li>• ACCE SLO Evaluations Updated</li> </ul>
January	<ul style="list-style-type: none"> <li>• Faculty submit syllabus for review and post to the S drive</li> <li>• Verify Fall graduate placement</li> </ul>
February	<ul style="list-style-type: none"> <li>• Verify 30-day spring semester CM enrollment</li> </ul>
March	<ul style="list-style-type: none"> <li>• Complete the annual assessment report by the end of March for the previous year (spring, fall of previous year 20XX)</li> <li>• Review the Program Quality Improvement Process and make necessary changes based on annual assessment report.</li> <li>• Submit assessment report to the MSUM Assessment Committee</li> </ul>
April	<ul style="list-style-type: none"> <li>• Spring Industry Advisory Board meeting</li> <li>• Update and revise assessment plan to incorporate input for the Advisory Board</li> <li>• AC Spring Exam</li> <li>• CM Spring Graduate Exit Surveys</li> </ul>
May	<ul style="list-style-type: none"> <li>• Capstone Evaluation</li> <li>• Evaluate Spring AC Exam Results</li> <li>• Courses Learning Outcomes Evaluations</li> <li>• ACCE SLO Evaluations Updated</li> </ul>

## **OUTCOME ASSESSMENT FOLLOW-UP PROCESS**

To complete the assessment process and provide documentation, the CM faculty has developed forms to use when analyzing assessment data and making recommendations based on the results. This process completes the assessment loop and provides a means to evaluate whether or not the actions taken have had the desired effect. See the following attachments.

- Attachment B ACCE SLO Evaluation Form
- Attachment C Course SLO Evaluation Form
- Attachment D Program Outcome Evaluation Form

## **ANALYSIS OF ASSESSMENT RESULTS**

Analysis of results is conducted at three levels.

1. Course Learning Outcomes are evaluated each time the course is taught. Action items are identified on the reporting form. The expectation is for the faculty to incorporate changes into the course the next time it is taught.
2. ACCE SLOs are evaluated twice in a six-year period. When they are evaluated, action items are identified. If required the action item may be passed back down to the course level to be addressed.
3. Program Outcomes are evaluated annually and reported in the annual assessment report. The assessment report is submitted to the university assessment committee and the CM Advisory Board each year. Feedback received is incorporated into the appropriate level of assessment and the Quality Improvement Plan is updated. At this point the cycle starts over.