



UNIVERSITY *of* MARYLAND
BALTIMORE

Best Practices in Assessment Group

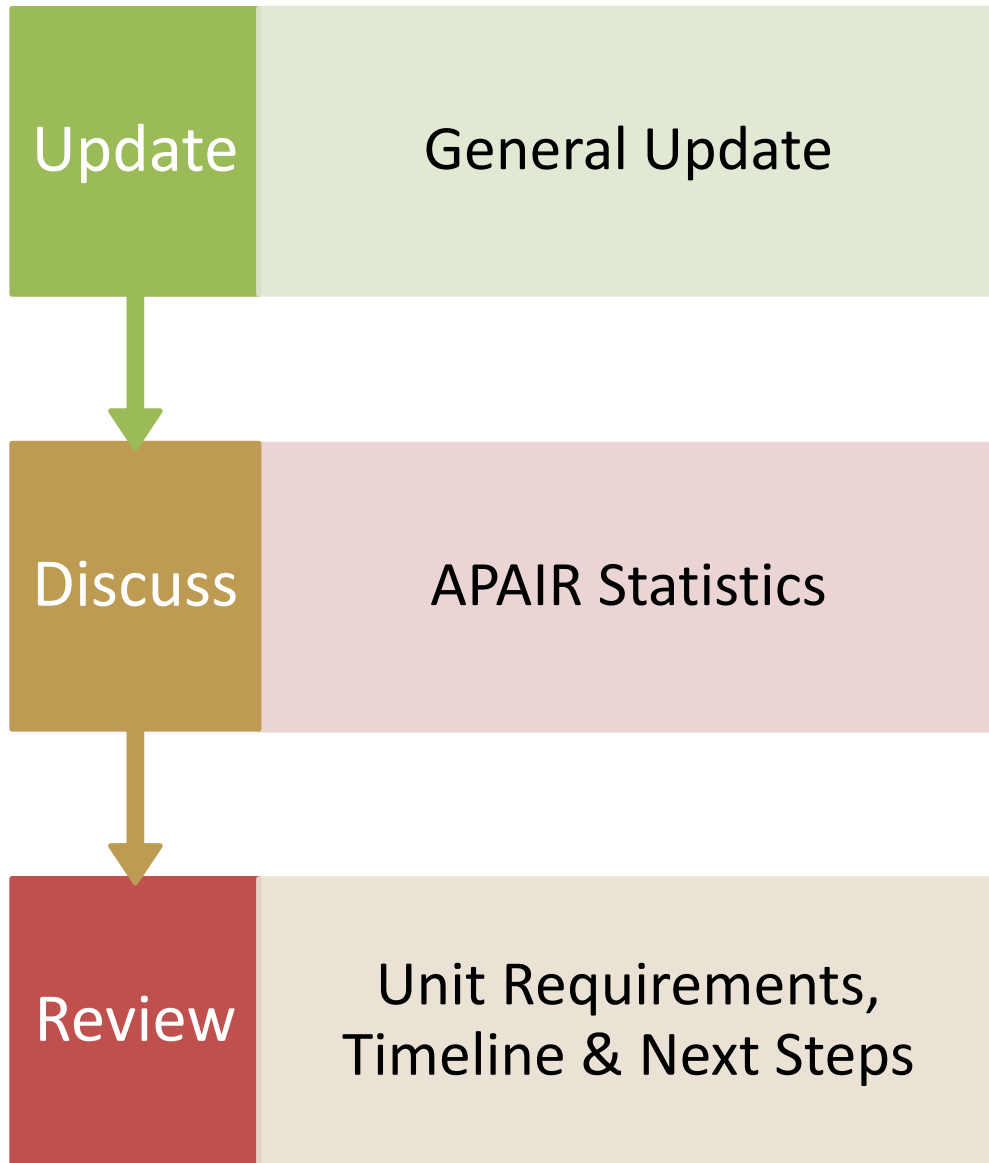
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Office of Institutional Effectiveness, Strategic
Planning, & Assessment (IESPA)

November 7, 2023

Meeting Objectives



The Academic Program Assessment & Improvement Report

(APAIR)

APAIR Requirements

- Two Reporting cycles per year
 - Annual Program Review and Goal-setting
 - Year-End Assessment Report



APAIR

Modules

- Program Details
- Annual Priorities Plan
- Institutional Learning Outcomes (ILOs) Evaluation
- External Program Review Management

APAIR Status

- ❖ 109 Programs (Degree/Certificates)
 - IESPA-Reviewed (25)
 - APPROVED, Not submitted to IESPA (9)
 - Pending (APPROVER) Review; not-submitted to IESPA (11)
 - Incomplete (e.g., missing a module) (6)
 - ❖ Note: 5 are marked as FY23

APAIR Status

- ❖ APAIRs not started (15)
 - *9 degree/6 certificates*
 - ✓ Dentistry (2)
 - ✓ Graduate School (11)
 - *w/Dentistry* [2]
 - *w/Pharmacy* [2]
 - ✓ Medicine (2)

Submitting the APAIR for IESPA- Review

- ❖ Status: Approver Status = “Approved” but NOT submitted for IESPA-Review
 - ✓ How to correct?
 - APPROVER changes status to “Approved”
 - Selects the Program on the details page
 - Select the FY/time-period to be reviewed
 - Selects “Submit for IESPA Review” (Will received email confirmation)
 - ✓ *See Page 10 (Resources Tab) for additional information*

Programs

Click on Program Title to view details and provide updates (e.g. ILO Updates, Goal Progress). Use the search to find others. System admins can modify approved programs by clicking on the status.

Show entries

Search:

Program Name	Degree Type	Degree Level	Self-Supported	Primary School	Secondary School	Approver Status	Year Range	IESPA Reviewed
Diversity, Equity, and Inclusion Leadership	MS	Masters	Y	Graduate School		Approved	2022-2023 (FY 23)	In Progress
Diversity, Equity, and Inclusion Leadership	MS	Masters	Y	Graduate School		Approved	2023-2024 (FY 24)	In Progress

Submitting the APAIR for IESPA- Review

- ❖ Approver Status: = “Pending” and NOT submitted for IESPA-Review
 - ✓ How to correct?
 - **APPROVER changes status to “Approved” (assumes no CONTRIBUTOR changes needed)**
 - Selects the Program on the details page
 - Select the FY/time-period to be reviewed
 - Selects “Submit for IESPA Review” (Will received email confirmation)
 - ✓ See Page 10 (Resources Tab) for additional information

Programs - Review Pending

Click on Program Title to update program details. Use the search to find others.
System admins can modify approved programs by clicking on the status.

Show 100 entries

Search:

Program Name	Degree Type	Degree Level	Self-Supported	Primary School	Secondary School	Approver Status	IESPA Reviewed
Dental Hygiene	BS	Bachelors	N	Dentistry		Pending	
Clinical Dental Hygiene Leader	BS/MS	Masters (dual w/ BS)	N	Dentistry		Pending	

Year-End Assessment Report

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

PROVIDE GOAL UPDATE

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	Goals		
2023-2024 (FY 24)	The program was instrumental in obtaining an analyst position to support evaluat...	A greater understanding of program support is needed to attract students from HB...	Title	Type	Milestone/Metric to evaluate success
			Create and implement a recruitment strategy that increases program access to under-represented minorities.	Program Operations	# increase in applications from HBCUs and HLLs, and from the minorities applicants in western counties.
			<i>Last Updated by: Karen Matthews</i>		

PROVIDE GOAL UPDATE

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

Goal Title Collaborate with no less than two schools to implement an IPE seminar on health information for non-clinical program students.

Goal Type Institutional Learning Outcome

Milestone/Metric to evaluate success MHEC submission of a new program request for the certification in "Population Health for Non-Clinical Professionals."

Goal Status

 In Progress
 Completed
 Abandoned

Results

Required (500 character limit)

Documentation

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

Required

Submit

Progress Reporting – Goal Status Explained

-
- Goal Status Explained/Resulting Action
 - In Progress: The goal did not achieve stated outcome(s); will carryover to next progress report period
 - Completed: The goal is 100% complete and metrics achieved; no carryover
 - Abandon: The goal canceled with explanation; no carryover

For PPI goals where results are not known by Progress Report Due Date (September 30, report as “In Progress”, with results to be tracked in next fiscal year.

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 minorities.

Goal Type Program Operations

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

Goal Status

Completed

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

Results

We collaborated with Student Affairs and External Affairs to create a marketing strategy to reach potential applicants early in college. We made an articulation agreement with community colleges on the eastern shore and western Maryland to develop a pipeline for students with high academic potential to receive mentorship from UMB students. As a result of our efforts, we have paired eight students with faculty mentors and have received an increase in applications for next year's cohort.



Required (500 character limit)

Add Documentation

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

1

Required

Were the corrective actions successful?

Yes

No

Required

Submit

PROGRAM SUMMARY

❖ Provide the following information:

✓ ***General summary statement of program performance for the reporting period***

- Ex: The program achieved national recognition for its faculty/student paper, published in ABC Journal and featured on CBS News! Institutional Learning Outcomes are taking hold among our students. Unit faculty are working with students to create an IPE course that teaches basic legal concepts to help dental students navigate patient rights around HIPAA laws.

✓ Answer:

- Did the program meet all annual program metrics/program performance indicators (e.g., rates of retention, licensing pass rates, etc.)? **YES/NO**
- If No, which key/program performance indicators were less than desirable? Please explain.
- What areas of improvement will be addressed in the next reporting period?

APAIR Schedule

FY Academic Planning (July 1, 20xx- June 30, 20xx)

- Program review and goal-setting :
July 1 - September 30; (cannot
create new goals)
- YE Assessment reporting closes
September 30* in the following
fiscal year
- APAIR opens for continuous
progress updating on December 1
- PPI Data – not available, report as
“In Progress” and update in next
reporting period

IESPA Next Steps

1

Assist Programs with obtaining “IESPA-Reviewed” status for remaining FY24 APAIRs

2

Schedule training session for APAIR community on YE assessment reporting requirements

3

Continue to improve APAIR functionality with CITS; create an APAIR dashboard

4

Expand External Review management capabilities and outcomes

Institutional Evaluation and Assessment Tracking

IESPA-Produced Reports

- APAIR Completion by School/Program
- ILO Status by School/Program
- Evaluation/ Assessment History
- Programs Reviews status
- Goal Status / Type
- PPI(s) monitored



For More Information

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

www.umaryland.edu/iespa

Email: UMBAassessment@umaryland.edu

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