

Requesting your Sample of Students for General Education Assessment Gen Ed Learning Outcomes Leaders (LOLs) v. 3

Institutional Assessment, Laura Blasi, Director, Institutional Assessment 7/6/2016

When you request a sample you will either be seeking a list of students and IDs for a multiple choice exam or you will be asking for a list in order to get a list to identify students at random so you can gather artifacts (written assignments, for example). This handout has been created to help you to make the list request with the **Institutional Research (IR)** office, following the timeline you have for your assessment

Please include the name of our office on your IR request. After you get your list, please work with **Valencia's Institutional Assessment (VIA)** office to plan for: 1) the implementation of your assessment; 2) the creation of a communications plan to reach more faculty; and 3) for any assistance with the assessment itself (such as the launch your exams in Qualtrics or the collection and organization of artifacts.) Please also contact our office for assistance analyzing and reporting your results.

As a Gen Ed Learning Outcomes Leader (LOL) you will be requesting samples typically from Aug. into Oct. Please use the IR form (www.valenciacollege.edu/IR) and refer to the IR request # from last year, shown below. Please also mention "Institutional Assessment" at the end of the form so we can help handle any questions that arise.

1. For artifacts: #20151007-01 (The title of this report was: 'Gen Ed Assessment - Sample')
2. For multiple choice exams: #20160302-01 (The title was: 'Gen Ed Assessment Science Exam')

Notes: It is important that a column called "campus" is included. Also check to make sure you have the correct e-mail for faculty members < @valencia.edu> and for students <@mail.valencia.edu>. As you know VID is important for both faculty and students, in case you want to go back and match data from Banner.

1. Example IR Data Request for Gen Ed Assessment Artifact Sample – Please Adapt the Text Below

If you are sampling for **artifacts**, the number pulled is determined by following Valencia's guidelines, which are available through the link below (see the related paper on this Web page which explains why we sample the way we do.)

http://valenciacollege.edu/academic-affairs/institutional-effectiveness-planning/institutional-assessment/loa/outcomes_GenEd.cfm See link for "Sampling"

From: IRReports@valenciacollege.edu [mailto:IRReports@valenciacollege.edu]

Sent: Tuesday, October 20, 2015 1:45 AM

Subject: Confirmation of IR Request for Data Submitted

Thank you for submitting your Data Request. You will be contacted for follow up shortly. Below is a copy of your request. If you have any questions or changes, please contact [Cissy Reindahl](#) x1612. The following information was submitted 10/20/15 01:36:51 AM

IR Request for Data Submitted	
FIRST NAME	Your name here
LAST NAME	Your name here
EMAIL	Your E-mail
DEPARTMENT	
TITLE	
PHONE	
PRIMARY USER SAME AS SUBMITTER	Yes
PRIMARY USER FIRST NAME	
PRIMARY USER LAST NAME	
PRIMARY USER EMAIL	
Submit your data request for the sample that you need to: www.valenciacollege.edu/IR Allow at least two weeks for turnaround time.	
PRIMARY USER TITLE	
PRIMARY USER PHONE	
PROJECT TITLE	Request to pull all students in select HUM classes to administer an exam
PURPOSE OF THE REQUEST	Humanities – Full Term only This is the second HUM request - they want a complete list of the students in the classes below and their e-mail addresses for an exam to be sent out Oct 31. Below are the variables and Daryl ran these requests in the past. Laura HUM 2220 HUM 2223 HUM 2232 HUM 2234 HUM 2250 Please include Honors ALL Fall 2015 - Full Term Columns: 1. Student VID 2. Fname 3. Lname 4. Their status (PT/FT) 5. Campus 6. Course full name 7. Short name 8. CRN 9. Instructor Fname 10. Instructor Lname 11. Instructor E-mail 12. Instructor VID 13. Type Tenure Track – etc. 14. Student Race 15. Student Gender 16. Student E-mail 17. Their program if they identified one 18.

	First term the student attended the college 19. Their GPA 20. Their High School 21. MODE (online, f-2-f, hybrid) 22. Part of Term
SIMILAR TO A PREVIOUS PROJECT	Yes
PREVIOUS IR CONTACT	Daryl
PRIOR IR REQUEST NUMBER	#20151007-01. The title of this report was 'Gen Ed Assessment – Sample'
DESCRIPTION OF PAST WORK	The same kind of request was put in for Social Sci expect with more Parts of Term.... a few days ago.
REQUIRES AND RECIEVED IRB APPROVAL	No
DESCRIPTION OF PROJECT	I will use it to launch the Qtrics invites and reminders.
REQUEST RELATED TO	None of the Above
REQUIRES IPEDS DATA	No
REPORTING PERIOD	Academic Year
REPORTING PERIOD OTHER EXPLANATION	
ANTICIPATED FREQUENCY	Annually
ANTICIPATED FREQUENCY OTHER EXPLANATION	
REQUESTED DUE DATE	
EXPLANATION OF URGENT REQUEST	
IR STAFF CONTACT AND FAMILIARITY	

2. Example IR Data Request for Gen Ed Assessment Multiple Choice Exam – Adapt the Text Below

The minimum number pulled for **exams or surveys** can vary, but in 2015-2016 many faculty members requested "all students" enrolled in full-term.

Sent: Tuesday, March 01, 2016 5:09 PM

To: IRreports

Subject: IR Request for Data Submitted

IR Request for Data Submitted	
FIRST NAME	Your name here
LAST NAME	Your name here
EMAIL	Your E-mail
DEPARTMENT	
TITLE	
PHONE	
PRIMARY USER SAME AS SUBMITTER	Yes
PRIMARY USER FIRST NAME	
PRIMARY USER LAST NAME	
<p>Submit your data request for the sample that you need to: www.valenciacollege.edu/IR Allow at least two weeks for turnaround time.</p>	
PRIMARY USER DEPARTMENT	
PRIMARY USER TITLE	
PRIMARY USER PHONE	
PROJECT TITLE	Gen Ed Assessment - Science spring 2016
PURPOSE OF THE REQUEST	This will compile a full list of each student enrolled in any science course during 201620. The list includes student demographics and course information, as well as all science grades already recorded in the students' record. The science faculty will use this list to launch a college-wide learning assessment and to disaggregate the learning assessment results directly in Qualtrics.
SIMILAR TO A PREVIOUS PROJECT	No
PREVIOUS IR CONTACT	
PRIOR IR REQUEST NUMBER	For multiple choice exams: #20160302-01 (The title was: 'Gen Ed Assessment Science Exam')

DESCRIPTION OF PAST WORK	
REQUIRES AND RECIEVED IRB APPROVAL	No
DESCRIPTION OF PROJECT	<p>**I have submitted an excel spreadsheet as a template directly to Craig** For all parts of term in 201620 please create a raw csv file reporting each student by VID along with First name, Last name, email, Full-time Part Time status. Include race, gender, Program 1, Program 2, term of first generated student record, gpa, and highschool. For each course in a list of science courses by discipline please designate campus enrolled in that course, the title of the course, CRN, modality, instructor email, and whether or not the instructor is full-time or part-time. Also include columns designating each discipline with a yes if a student is enrolled in any courses from that science discipline. Include all prior science grades listed by course, and a final column providing the count of the number of science courses completed with any grade other than W.</p>
REQUEST RELATED TO	None of the Above
REQUIRES IPEDS DATA	
REPORTING PERIOD	Other
REPORTING PERIOD OTHER EXPLANATION	Fall and Spring, annually
ANTICIPATED FREQUENCY	Per term
ANTICIPATED FREQUENCY OTHER EXPLANATION	
REQUESTED DUE DATE	03/22/2016
EXPLANATION OF URGENT REQUEST	This timing works great. Faculty want to launch at the start of April and I will need a window of a week to prepare the list for launching the assessment.
IR STAFF CONTACT AND FAMILIARITY	Craig and I spoke over the phone developing the template and plan needed for this type of reporting, and worked out some of the best ways to lay out all the data to go smoothly into Qualtrics for easy results reporting.

