

**Learning Outcomes Assessment Plan
New Mexico State University, Division of Student Success**

Department/Unit: *Planning and Support Services: Student Information Management: Banner Student*

Outcome: *Faculty and staff using Banner Student will be able to use basic internet native and self-service forms related to their job responsibilities*

Step 1 - The Overall Plan

How are you teaching this?	To whom are you teaching?	How will you measure learning? (the measurement)	What will you use to measure learning? (the measurement tool)	How often will you assess this learning?
Hands-on Banner Student training sessions	Faculty and Staff	Direct Measure: Passing rate on basics test at end of Banner Student training and follow-up test	Post-session & follow-up tests via SurveyMonkey	Ongoing; Post-session test immediately after training session; follow-up test after two - four weeks
		Indirect Measure: % of Banner Student data entry errors made by trainees	Data accuracy report generated by TOAD or COGNOS	Monitor users with "Modify" access every four weeks
		Direct Measure:		
		Indirect Measure:		

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Step 2 - the Details of Assessment (first measurement)

Please complete the following for each measurement listed in your Plan. Each section corresponds to the columns listed in your Plan.

1. Measurement: List one measurement for the learning outcome (as listed in your Plan); include if it is a direct or indirect measurement

Direct Measure: Passing rate on basics test at end of Banner Student training and follow-up test

2. Population/Sample: Clearly define the "students" you are teaching. Decide if you will assess the entire population (all of the students) or if you will "sample" this population. If you will sample, describe your sampling methodology.

Population: Faculty and staff attending Banner Student training	Sample and Sampling Methodology (who, how many, selection, how often): All
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3. Measurement Tool(s): Describe the tool, who will create (own) it, and who will administer it.

Tool Description Basics test via SurveyMonkey	Who will create it or obtain it? Cami Davis & Siiri Rogers	Who will administer it? Cami Davis
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4. Evaluation Method(s): Describe how the tool described in #3 will be analyzed, who will create the methodology, and who will gather/analyze the data

Evaluation Description (ex: Rubric, analysis program, etc) Scoring basics test for accurate responses	Who will create the methodology, and how Cami Davis & Siiri Rogers	Who will gather / analyze the data? Judy Bosland & Siiri Rogers
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5. Timeframe and Cost: Consider when the activity will be measured, how often, and cost for each administration

When? Start mid-April 2008	How Often? Ongoing	How much will it cost? None (SurveyMonkey comped)
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Step 2 - the Details of Assessment (second measurement)

Please complete the following for each measurement listed in your Plan. Each section corresponds to the columns listed in your Plan.

1. Measurement: List one measurement for the learning outcome (as listed in your Plan); include if it is a direct or indirect measurement

Indirect Measure: % of Banner Student data entry errors made by trainees

2. Population/Sample: Clearly define the "students" you are teaching. Decide if you will assess the entire population (all of the students) or if you will "sample" this population. If you will sample, describe your sampling methodology.

Population: Faculty and staff attending Banner Student training	Sample and Sampling Methodology (who, how many, selection, how often): All Trainees identified as having "Modify" access on applicable forms (per job responsibilities)
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3. Measurement Tool(s): Describe the tool, who will create (own) it, and who will administer it.

Tool Description Data error report generated by TOAD or COGNOS, reflecting	Who will create it or obtain it? Cami Davis & Siiri Rogers	Who will administer it? Cami Davis
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4. Evaluation Method(s): Describe how the tool described in #3 will be analyzed, who will create the methodology, and who will gather/analyze the data

Evaluation Description (ex: Rubric, analysis program, etc) Data analysis of data error report	Who will create the methodology, and how Cami Davis & Siiri Rogers	Who will gather / analyze the data? Siiri Rogers
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5. Timeframe and Cost: Consider when the activity will be measured, how often, and cost for each administration

When? Start early May 2008	How Often? Ongoing	How much will it cost? None
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