

**AbOut Assessment Software**  
**April 27 (Monday) 11:00-11:50am**  
**EE Conference Room (Main 208)**

Attendees:

Jeff Braun, Mitch Deplazes, Bryce Hill, Josh Lee, Celia Schahczenski, Luke Schuler, Mack Sutherland, Dan Trudnowski

- 11:00 Recap last meeting Josh Lee
- Identifiers of outcomes – program name, period, and 1 alphanumeric character (editable) added by the user  
This was later changed to <program name>-<alphanumeric character> editable and added by the user
  - Identifiers of performance criteria – outcome id, period and an alphanumeric character (editable). A default for the alphanumeric character is generated.  
This was later changed to <outcome id>.<alphanumeric character> editable and added by the user
  - A filtering system will be used for users associated with programs
- 11:05 User information and student names in course offering Mack Sutherland
- Add, edit, delete, view user information  
A potential user interface for adding and editing users was shown. It was decided to restrict users to:
    - Faculty only – no program affiliation
    - Admin only – must be affiliated with one or more programs
    - Observer only– must be affiliated with one or more programs
    - Faculty and administrator– since this user is an administrator, they will be affiliated with one or more programs for the administration functions
    - Faculty and observer– since this user is an observer, they will be affiliated with one or more programs for the observer functions

The combination administrator and observer is contradictory since administrators can make changes to all the information within programs they are associated with. Similarly, the combination of all three is contradictory.

Faculty members can be active or inactive.

Faculty members will no longer have access to administrator functions. (Potentially the interface can look similar to the current one with the “Administrator” and “Report” tab removed, as was shown at the meeting.)

- Student names within a course offering are associated with one or more programs

A potential user interface for associating students in a course with programs was shown. It was decided that all student names will be displayed at all times, regardless of a filter being in place.

Students are associated with programs (the major of the student). Student programs would only be displayed (possibly with check boxes for easy updating) for those programs associated with the course of this offering.

#### 11:15 Filtering throughout the system

Josh Lee

At the last meeting it was decided that the system will be able to filter information based on the user. A potential interface was shown for this capability. A drop-down box grouped with the login information in the upper-right corner was shown. Initially “All” is selected and information about all programs which the administrative or observer user is affiliated with is displayed. If a user has permission to view more than one program, the individual programs would also be listed, so that filtering could occur for a selected program.

Items which can be filtered:

- Outcomes and performance criteria
- Courses and offerings
- Metrics within an offering and the programs which students are associated with within an offering

#### 11:30 Outcomes and performance criteria

Luke Schuler

- Add, edit, delete, view
- Identifiers

A potential user interface for adding/editing/deleting and viewing outcomes and performance criteria was shown. Identifier formats are given above.

Courses are associated with programs. When editing the course, one or more of the performance criteria for those programs will be associated with the course, along with a weight. This indicates that offerings of the course will measure that performance criterion. A weight of zero indicates that the course will not measure that performance criterion.

A potential user interface for editing a course was shown. Check boxes were used to show that a performance criterion will be measured by a course. Once the check box is selected a non-zero weight must be associated with the association. If a zero weight is given the check box could be unchecked.

## 11:40 Reports

Mitch Deplazes

From a previous meeting it was decided that most report names consist of the attribute that runs across the top, followed by the name of attribute that runs down the column. Performance criterion was seen as too cumbersome so PC should be used. Thus the required reports are:

- PC Semester Report
- Course PC Report
- CORE Report
- Outcome Report
- Matrix Report

Potential formats for the PC Semester, Course PC and Outcome Report were shown.

When stating semester intervals for reports, if a single semester is chosen, it should only state the semester and not an interval.

The raw data for the Course PC Report should be formatted with courses in the first column, performance criteria in the first row, and the cells devised to show number enrolled, weight, and overall score.

It was decided that the Outcome Report will be for a single semester so that the courses which measure the outcome can be listed down the column and the performance criteria across the top. Column and row summary values should be given.

A report telling administrators to which offerings have not done their assessment is requested.

## 11:50 Thank You!

Josh Lee