

**Instructions for Completing the
2016 Trend Analyses of AIIR-CP
DUE March 20, 2017**

1. **NOTE CHANGE from Previous Submissions:** Yvonne Pringle, Research Analyst – Office of Academic Assessment, ypringle@twu.edu will be sending the most recent Trend Analysis of AIIR-CP for all certificate programs to each academic unit chair/director to complete for the 2016 assessment cycle. The Trend Analysis was edited to maintain a “snapshot only” of changes in student performance over time. **Do not use a previous version of the Trend Analysis that you’ve saved.** We are attempting to reduce the need for additional editing of Trend Analyses for certificate programs on future submissions. And, as a part of our internal audit, some corrections may have been made.
2. **Column 1/Student Learning Outcome** – Copy and paste the student learning outcome from the 2016 Academic II Report-Certificate Program (AIIR-CP) from Table 1, Column 1 into the respective cell if the SLO does not already exist in the document/spreadsheet.
3. **Column 2/Assessment Measures & Realistic Program Goals** – Provide the name only for each assessment measure assessed during the 2016 reporting cycle. Also, provide the Realistic Program Goal percentage, as designated From Table 1, Column 5 of the 2016 AIIR-CP.
4. **Column 3/2016 Data** – Enter the 2016 Summary Data percentage from the AIIR-CP (Table 1, Column 3) into the respective cell on the Trend Analysis. No additional text or data are to be inserted into the cell. If no students were assessed on a particular assessment measure, write “N/A” in the appropriate summary data cell. Also report the number of students assessed for each assessment measure in the corresponding “N =” cell.
5. **Column 4/Actions for Improvement** – Briefly summarize one “action for improvement” for the SLO assessed that will be implemented this year, based on the 2016 student performance data. Also, identify the corresponding Actions for Improvement (AFI) code that represents the category of the action to be taken (from 2016 AIIR-CP, Table 4).
6. **Second to last page of Trend Analysis/Year-by-Year Trend Data** – If completing a Word version of the Trend Analysis, copy the 2016 data percentages entered from Item 4 above into the respective cells. If no data are available, enter “N/A” into the cell(s).
 - o **Note:** *Cells are pre-populated in Excel version of the Trend Analysis.*

In closing, I thank you for all the work you do to document continuous student learning outcomes improvement in your certificate programs. Please do not hesitate to call/email Terry Senne for content questions at (940) 898-3029 or tsenne@twu.edu. If you have formatting questions, contact Yvonne Pringle at (940) 898-3039 or ypringle@twu.edu.

The *Guidelines for Preparing....Aug 2016* document (found on the Academic Assessment website – Certificate Program Assessment/Reporting/Resources) may be used in reference to completing the 2016 AIIR-CP and Trend Analysis for those who are not familiar with the process.

Academic Assessment Website: <http://www.twu.edu/academic-assessment/>