Identifying & Saving Anchor Plan Artifacts

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What we will cover today - Laura

1. Department-level roles in collecting & saving artifacts
2. Identifying Anchor Plan courses
3. Selecting Anchor Plan artifacts
4. Archiving/Storing Anchor Plan artifacts
5. Personally Identifying Information (PII) and FERPA
6. Access guidance documents at hope.edu/assessment on the [Anchor Plan Outcomes page](#)

Helpful Guidance - Laura

hope.edu/assessment then navigate to the *Anchor Plan Outcomes* page

Three documents found at the bottom of the page.

Identifying Anchor Plan Courses

Selecting Anchor Plan Artifacts for Assessment

Archiving Anchor Plan Artifacts for Assessment

Purpose of Assessment - Tom

We are assessing the Anchor Plan. This means our research question is this:

How is the Anchor Plan working or not working? What effect is it having as a strategy for general education?

We are not

Grading Students
Grading Instructors
Grading Courses
Grading Programs or Departments

Department-Level Roles - Laura & Tom

At the department level, the thing we most need help with is the

_____ of artifacts for assessment.

We also need a clear point of contact/coordinator in each

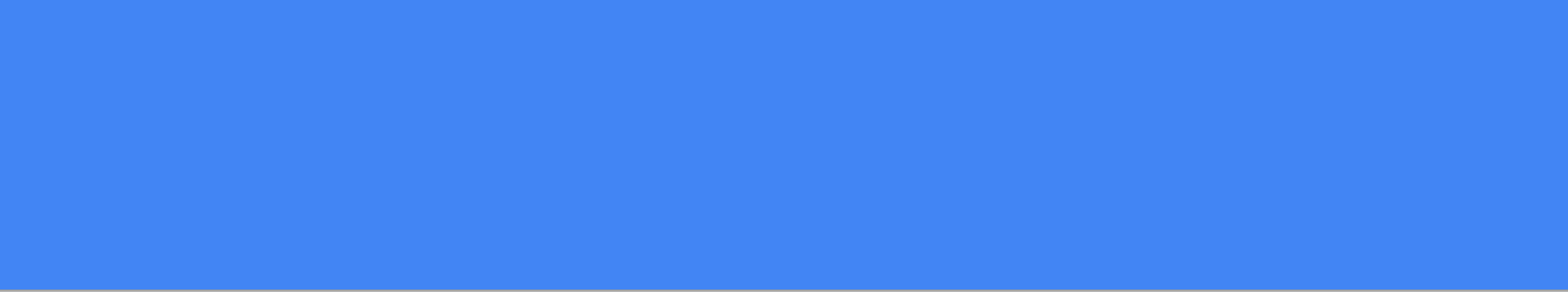department where Anchor Plan Outcomes 1 & 4 are assessed

Identifying Anchor Plan Courses - Chad

To find the courses from which to pull artifacts:

1. Go to schedule.hope.edu
2.

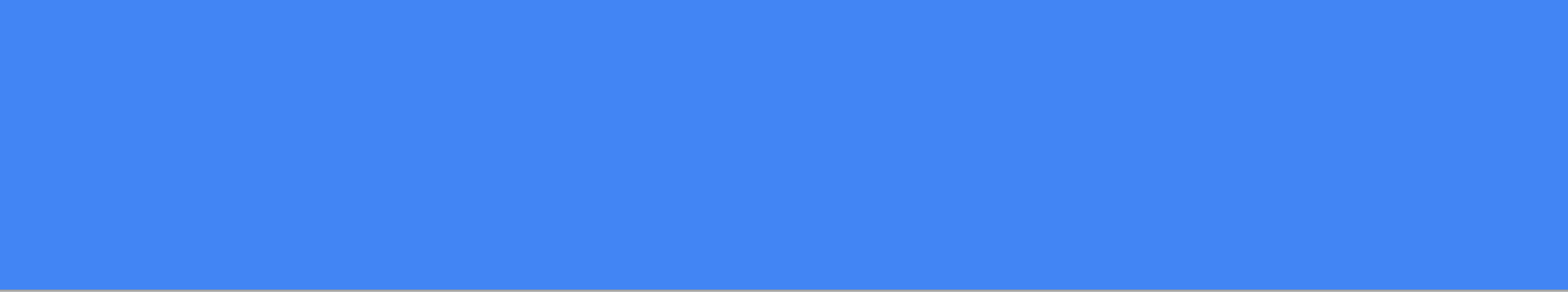# The Process for Selecting Anchor Plan Artifacts - Kathy

Selecting Anchor Plan Artifacts - Kathy

. Divide the sample size by the number of course sections in the department that are mapped to the outcome being assessed

APLO1 History Department 2024-25

SS24 + FA24 + SP25 = 17 sections (from Step 1)

Sample Size (from Step 2) = 196

Labeling Artifacts - Kathy

APLO1 HIST201 O3 FA23 12

Space

Space

Space

Learning Outcome #

Program Abbreviation & Course #

Section #

Semester

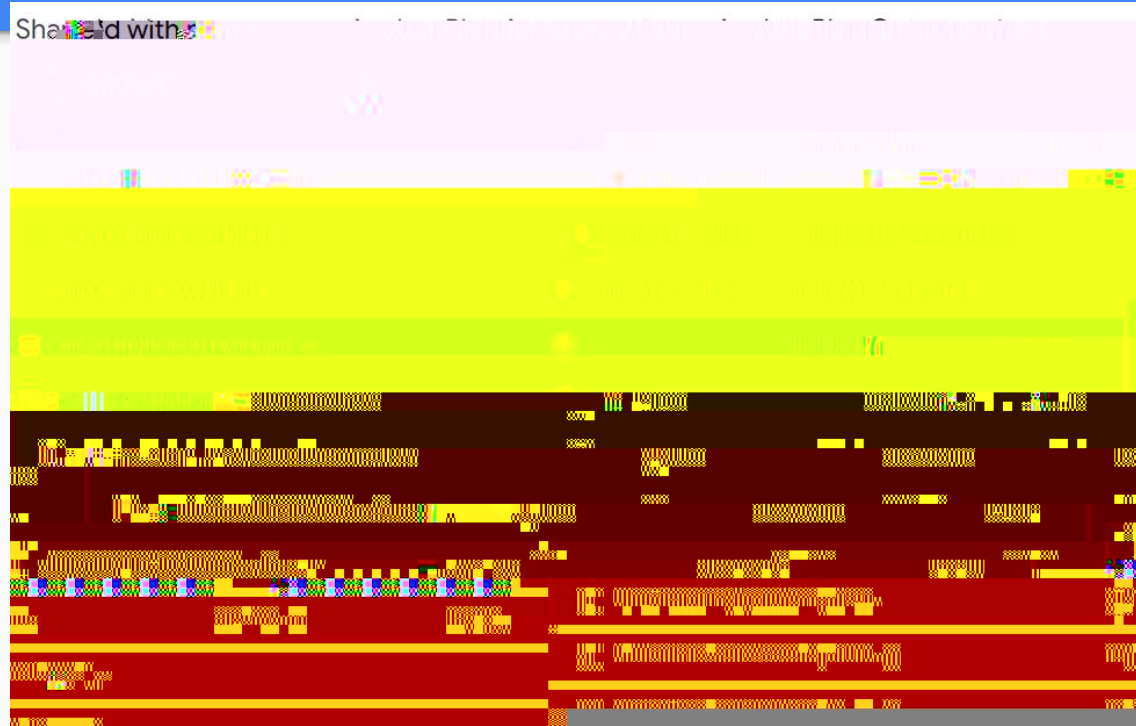# Archiving Artifacts - Laura

Annually:

Provide collected artifacts to your Dean's Office by July 1
TRANSFER OWNERSHIP

Dean's Assistants will upload to Frost Center by August 1

Changing ownership

After uploading, change the ownership quickly by:
Click + shift + click to select all your files and then right click while selected…

And change the owner.

This will change it for all the highlighted documents.

[Note: Talk to your Deans' Assistant to determine if frostcenter@hope.edu or another account should be used for ownership transfer]
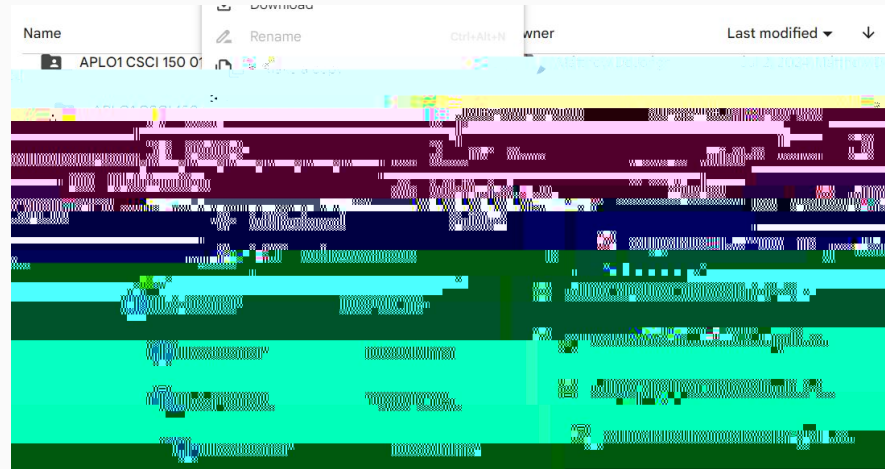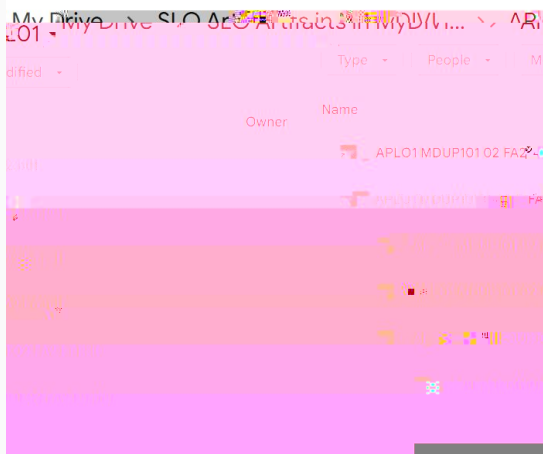
And it's easy to confirm!

NOTE: do NOT select the "share" icon
to the right of an individual

But I want to remember what I submitted

You can add a shortcut to the original documents in your own file structure to remember/retain what you'd submitted

Curating Artifacts | Personal Info - Tom

[FERPA](#) does not limit our ability to collect and use student artifacts for

Need additional assistance?