



# **Watermark Planning & Self-Study Assessment Management System**

- **Entering Program and Unit Information (does not have to occur annually)**
- **Creating Assessment Plans**
- **Entering Assessment Findings**
- **Entering Actions**
- **Updating Actions**

# Watermark Planning & Self-Study Assessment Management System

## Key Menu Items:

Organization Management	 Organization Management	<p>Provides an overview of program or unit activity.</p> <p>Allows users to enter Program or Unit Information:</p> <ul style="list-style-type: none"><li>• Mission Statement</li><li>• Learning Outcomes or Success Outcomes</li><li>• Map the Outcomes</li></ul>
Plans	 Plans	<p>Allows users to enter annual assessment information:</p> <ul style="list-style-type: none"><li>• Assessment Plans</li><li>• Assessment Results</li><li>• Action Plans</li></ul>

## Program or Unit Information:

### Entering the Mission Statement:

Mission Statement

ADD MISSION



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No mission added yet.

1. Click on **Organization Management**.
2. Click the **Add Mission** button.

### Mission Statement

Enter your mission statement here



0/1000

3. Enter the mission statement and click on the **check mark** button.





Climate change poses significant societal challenges. Warmer temperatures and more extreme weather events will increase the risk of natural disturbances and expose vulnerabilities in the global economy, critical infrastructure, and political institutions. The Lehman College climate change program enables students to develop the skills and knowledge to address climate change as organizational leaders and policymakers.

*Last Updated: 11/13/2023*

## Entering Outcomes:

### *Lehman College Assessment Process: Step 1*

1. Click on **Organization Management**.
2. Click on either **Learning Outcomes** or **Success Outcomes**.

**Learning Outcomes:** Student learning outcomes.

**Success Outcomes:** Performance outcomes (mainly for Administrative, Educational, and Student Support or AES units)

## Outcomes

### LEARNING OUTCOMES

### SUCCESS OUTCOMES

*Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.*

3. Click on the **Manage Outcomes** button.

MANAGE OUTCOMES

## Learning Outcomes

Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

### Climate Change Studies Learning Outcomes



Get started by creating learning outcomes for this program.

CREATE NEW OUTCOME

- Click on the **Create New Outcome** button.

#### Create New Outcome

Enter details to describe the new outcome.



Fields marked with \* are required.

##### Outcome Title\*

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Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

##### Outcome Description

##### Tags

0/30

Tags added: 0/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.

CANCEL

CREATE

5. Enter the information (Outcome Title, Outcome Description, and Tags, if applicable). Click on the **Create** button.

CREATE

## Learning Outcomes

Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Climate Change Studies Learning Outcomes



CREATE NEW OUTCOME

### Basic understanding

Last updated: Nov 13, 2023

Students will understand the basic science and terminology related to climate change.



6. When all outcomes are created, click on the **Done** button. To enter additional outcomes, click on the **Create New Outcome** button and **repeat the process in Step 5**.

DONE

CREATE NEW OUTCOME

## Outcomes

LEARNING OUTCOMES

SUCCESS OUTCOMES

Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

### Basic understanding

Students will understand the basic science and terminology related to climate change.

Mapping: No connections

Assessment Status: Not Assessed

### Understanding climate change impacts

Students will be able to identify and explain how climate change impacts the global economy, health and well-being, critical infrastructure, and political institutions/public policy.

Mapping: No connections

Assessment Status: Not Assessed

## Mapping Outcomes:

*Lehman College Assessment Process: Step 1*



Mapping may not be applicable to all programs or units

1. Click on the **Edit Outcome Map** button.

EDIT OUTCOME MAP

### OUTCOME MAP

## Climate Change Studies

Outcomes 	Organizations 	
Climate Change Studies Outcomes	CUNY Leh...	AMS Training
LEARNING OUTCOMES (2)		
<b>Basic understanding</b> Students will understand the basic ...	+	+
<b>Understanding climate cha...</b> Students will be able to identify and...	+	+

2. Click on the appropriate **Plus (+)** button. 

OUTCOME MAP

Climate Change Studies

Outcomes	Organizations	
Climate Change Studies Outcomes	CUNY Leh...	AMS Training
LEARNING OUTCOMES (2)		
<b>Basic understanding</b> Students will understand the basic ...	+	+
<b>Understanding climate cha...</b> Students will be able to identify and...	+	+

Climate Change Studies Outcomes

Basic understanding

Students will understand the basic science and terminology related to climate change.

Map to:

CUNY Lehman College

Aligned:

NO

CUNY Lehman College Learning Outcomes

☐ **Critical thinking skills** Gen Ed  
 As self-directed learners with the habit of asking why, graduates use evidence-based reasoning and logical argumentation. They synthesize information and knowledge across disciplines to their own perspectives, positions, and interpretations.

☐ **Competence within at least one discipline**  
 Graduates demonstrate understanding of the central theories, core literature, terminology, methods, practices and current issues within their disciplines as well as how their discipline related to other disciplines. They are capable of integrating kn  
[...Read More](#)

3. Click on the appropriate **box or boxes**. ☐

4. Once all outcomes have been mapped click the **Create** or **Update** button at the top right of the screen

CREATE

UPDATE

## Outcomes

### LEARNING OUTCOMES

### SUCCESS OUTCOMES

*Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.*

#### Basic understanding

Students will understand the basic science and terminology related to climate change.

Mapping: ● 1 connection

Assessment Status: Not Assessed

#### Understanding climate change impacts

Students will be able to identify and explain how climate change impacts the global economy, health and well-being, critical infrastructure, and political institutions/public policy.

Mapping: ● No connections

Assessment Status: Not Assessed

## Assessment Plans:

### Setup:

1. Click on the **Plans**.



2. Click on the **Start New Plan button**.

START NEW PLAN

### Plan Details

#### Plan Title\*

Enter Plan Title

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*Provide the year and plan type, e.g. 2018-2019 Academic Plan*

#### Due Date

mm/dd/yyyy



#### Reporting Period\*

##### Define Reporting Period

#### Plan Type\*

☒ Program Assessment Plan ☐ Course Assessment Plan

#### Plan Scope\*

##### Define Plan Scope

3. Enter the information in the **Plan Title** and **Due Date** fields.
4. Click on **Define Reporting Period** and select the appropriate **reporting period**.

## Define Reporting Period

Select the reporting year for your plan.

☐ Academic Year 2024-2025 | 07/01/2024 - 06/30/2025

☐ Academic Year 2023-2024 | 07/01/2023 - 06/30/2024

☒ Academic Year 2022-2023 | 07/01/2022 - 06/30/2023

☐ Academic Year 2021-2022 | 07/01/2021 - 06/30/2022

5. Click the **Apply** button at the bottom right of the screen.

APPLY

6. Click on **Define Plan Scope**.

7. Select the appropriate program from the list

☒ **Climate Change Studies**

2 Outcomes

8. Click the **Apply** button.

APPLY

9. Click the **Publish** button at the top right of the screen.

PUBLISH

## Creating the Assessment Plan:

### *Lehman College Assessment Process: Steps 1-3*

1. Select the appropriate plan from the list of plans.

#### 2022-2023 Climate Change Program Assessment

2. Click on **Climate Change Studies**.

3. Click the **Select Outcomes** button to select the outcomes that will be assessed.

**SELECT OUTCOMES**

## Climate Change Studies

Select outcomes for assessment for Academic Year 2022-2023.

### Climate Change Studies Learning Outcomes (2)

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

☐ **Basic understanding**

Students will understand the basic science and terminology related to climate change.



☐ **Understanding climate change impacts**

Students will be able to identify and explain how climate change impacts the global economy, health and well-being, critical infrastructure, and political institutions/public policy.



CREATE NEW OUTCOME

4. Click on the appropriate **box or boxes**. ☐

☒ **Basic understanding**

Students will understand the basic science and terminology related to climate change.



5. Click on the appropriate **Apply Selection** button at the top right of the screen.

APPLY SELECTION

## Climate Change Studies Learning Outcomes

### Basic understanding

Students will understand the basic science and terminology related to climate change.

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New Measure

6. Click the **Plus (+)** button above New Measure.



## Definition

Details of the measure activity

### Method

Select Measure Method



### Outcome

Basic understanding

### Program

Climate Change Studies

### Course\*

Select a course for this measure



☐ This is a non-course based measure

### Title\*

Enter Measure Title

### Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

### Target

Enter target or criteria of success for this measure

*For example, 80% of the students will achieve a score of 3 or above.*

### Description

Briefly describe the measure activity

 ATTACH DESCRIPTION DOCUMENTS

0 of 5 Files

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

7. Select the measure/method from the dropdown menu under **Method**. One can choose from a variety of direct or indirect methods by clicking on the appropriate method.

**Method**

Select Measure Method ▼

**Method**

Select Measure Method	
Assignment	Direct
Exam (Certification/Licensure)	Direct
Exam (Course)	Direct
Portfolio	Direct

8. Select a course for the measure (if courses are specified) or click the box adjacent to **This is a non-course based measure**. **Note:** If one can't find the appropriate courses, contact the Assessment Office with the list of courses.

**Course\***

Select a course for this measure ▼

☒ This is a non-course based measure

9. Enter the Measure **Title**.

**Title\***

Understanding basic climate science

10. Ignore **Align Results** (the system has not been integrated with Blackboard).

11. Enter the **Target**.

Target

80% of students will be able to define climate change and distinguish between natural and human climate forcings

*For example, 80% of the students will achieve a score of 3 or above.*

12. Enter the **Description** of the assessment.

Description

Students will answer embedded assessment questions on the final exam. The definition of climate change will be judged based on a rubric that accompanies the exam.

13. Attach any relevant documents using the **Attach Description Documents** button.

 **ATTACH DESCRIPTION DOCUMENTS**

Users can attach up to **5 documents**. Accepted document types: .PDF; .TXT; .Log; .XML; .DOC; .DOCX; .XLS; .XLSX; .PPT; .PPTX; .GIF; .JPG; .JPEG; .PNG; .CSV

14. Click on the Add button at the top right of the screen

**ADD**

**Continue to manage results?**

×

Measure was successfully added.

Do you want to manage results for this measure now?

**NO, CONTINUE LATER**

**YES, MANAGE RESULTS NOW**

15. Click on the **No, Continue Later** button at the top right of the screen

**NO, CONTINUE LATER**

## Climate Change Studies Learning Outcomes

### Basic understanding

Students will understand the basic science and terminology related to climate change.

#### Understanding basic climate science



*No results added.*

[ADD RESULTS](#)



New Measure

16. Click the **Review and Submit** button at the top right of the screen

**REVIEW AND SUBMIT**

## Climate Change Studies Learning Outcomes

### Basic understanding

Students will understand the basic science and terminology related to climate change.

MEASURES	RESULTS	ACTIONS
<p><b>Understanding basic climate science</b></p> <p>Students will answer embedded assessment questions on the final exam. The definition of climate change will be judged based on a rubric that accompanies the exam.</p> <p>Direct - Assignment</p> <p><b>Target</b></p> <p>80% of students will be able to define climate change and distinguish between natural and human climate forcings</p>	<p><i>No results have been added.</i></p>	<p><i>No actions have been added.</i></p>

17. Click the **Submit** button at the top right of the screen.

**SUBMIT**

18. Click the **Done** button at the top right of the screen.

**DONE**

ORGANIZATIONS	LEAD	STATUS
CUNY Lehman College		
AMS Training		
Climate Change Studies	Assign Lead	SUBMITTED Report

## Assessment Reports:

### Entering Assessment Findings:

#### Lehman College Assessment Process: Step 4

1. Click on the **Plans** and click on the appropriate plan.



#### ORGANIZATIONS

CUNY Lehman College

AMS Training

#### Climate Change Studies

2. Click on the hyperlinked program or unit.

Academic Year 2022-2023

#### Climate Change Studies Learning Outcomes

##### Basic understanding

Students will understand the basic science and terminology related to climate change.

MEASURES	RESULTS	ACTIONS
<b>Understanding basic climate science</b>  Students will answer embedded assessment questions on the final exam. The definition of climate change will be judged based on a rubric that accompanies the exam.  Direct - Assignment  <b>Target</b>  80% of students will be able to define climate change and distinguish between natural and human climate forcings	<i>No results have been added.</i>	<i>No actions have been added.</i>

3. Click on the **Edit** button on the top right of the screen.



4. Click on the **Add Results** button.



## Definition

Details of the measure activity



Method:	Assignment
Outcome:	Basic understanding
Program:	Climate Change Studies
Course:	Non-course based measure
Title:	Understanding basic climate science
Target:	80% of students will be able to define climate change and distinguish between natural and human climate forcings
Description:	Students will answer embedded assessment questions on the final exam. The definition of climate change will be judged based on a rubric that accompanies the exam.

 **ATTACH DESCRIPTION DOCUMENTS**

0 of 5 Files

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

## Results

Evaluation of the measure activity

Select the results format that you would like to use for this measure.  
You will also be able to include a summary once results have been added.



I want to upload the assessment results files



I want to enter the count of students who meet/do not meet the criteria



Collect results from another system

## Findings

Analysis of the results

PAST FINDINGS

### Measure Status

Select Measure Status

### Analysis

Please enter a narrative analysis of the results

### Actions

There are no actions for this measure

⊕ ADD NEW ACTION

- Click on the **Select Measure Status** field.

### Measure Status

Select Measure Status

Met

Not Met

- Click on **Met** or **Not Met**.

### Measure Status

Met

- Enter the assessment **Analysis**.

### Analysis

85% of students were able to define climate change and 82% were able to differentiate between nature and human forcings|

## Entering Actions:

### Lehman College Assessment Process: Step 5

- Click on the **Add New Action** button.

⊕ ADD NEW ACTION

## Add New Action



Select the type of action you recommend.

Revise Curriculum

Restructure Outcome Statement

Revise Measurement / Assessment

Gather Additional Data

Revise Benchmark / Target

Implement New Program Or Services

Community Partnership

Modify Position / Personnel

Modify Policies / Procedures

Adopt Or Expand Technologies

Additional Training

Collaborate With Another Department / Unit / Program

Modify Physical Environment

CANCEL

CREATE ACTION

2. Select the appropriate type of **action** from the options provided.

## Add New Action



### Action Type

Gather Additional Data

[✎ Change Action Type](#)

### Status

Not Started



### Action Description\*

Describe your recommended Action

### Recommended Due Date

mm/dd/yyyy



3. Click on the **Status** box.

### Status

Not Started

In Progress

Complete

4. Click on **Not Started**, **In Progress**, or **Complete**.

### Status

In Progress



5. Enter the **Action Description**.

Action Description\*

Although students attained the targeted performance, 1-in-6 students had difficulty with natural cycles (e.g., the El Niño Southern Oscillation). Additional information will be gathered to determine if the module on natural cycles needs to be enhanced.

6. Click on the field for **Recommended Due Date** and enter the appropriate date for completing the action.

Recommended Due Date

06/30/2024



7. Click on the **Create Action** button.

CREATE ACTION

**Note:** During the following academic year or Recommended Due Date, whichever comes later, the program or unit should update the status of the action(s) (Step 6 of the Lehman College's Assessment Process).

8. Click on the **Save & Close** button at the top right of the screen.

SAVE & CLOSE

9. Click the **Review and Submit** button at the top right of the screen

REVIEW AND SUBMIT

## Climate Change Studies Learning Outcomes

### Basic understanding

Students will understand the basic science and terminology related to climate change.

MEASURES	RESULTS	ACTIONS
<p><b>Understanding basic climate science</b></p> <p>Students will answer embedded assessment questions on the final exam. The definition of climate change will be judged based on a rubric that accompanies the exam.</p> <p>Direct - Assignment</p> <p><b>Target</b></p> <p>80% of students will be able to define climate change and distinguish between natural and human climate forcings</p>	<p><b>MET</b></p> <p><b>Analysis</b></p> <p>85% of students were able to define climate change and 82% were able to differentiate between nature and human forcings</p>	<p><b>Gather Additional Data</b></p> <p><b>IN PROGRESS</b></p> <p>Although students attained the targeted performance, 1-in-6 students had difficulty with natural cycles (e.g., the El Niño Southern Oscillation). Additional information will be gathered to determine if the module on natural cycles needs to be enhanced.</p> <p>Recommended Due Date: 06/30/2024</p>

10. Click the **Submit** button at the top right of the screen.

**SUBMIT**

11. Click the **Done** button at the top right of the screen.

**DONE**

## Updating Actions:


### *Lehman College Assessment Process: Step 6*

1. Click on **Organization Management**.

# Projects In Progress

Access, monitor and track this program’s projects that are active and in progress from this page.

Continuous Improvement Project(s) 1 project

 **2022-2023 Climate Change Program Assessment**

DETAILS

Status:

In Progress

Due:

06/30/2023

Last Update:

11/13/2023

Last Update by:

Me

QUICK STATS

1 Outcome

1 Measure

1 Action Proposed

Outcome Progress and Results

■ Not Started

■ In Progress

■ Met

■ Not Met

2. Click on **Actions** at the menu on the left side of the screen.



All Reported Actions			
Actions reported in assessment plans.			
ACTION	DUE DATE	REPORTED FROM +	STATUS
<a href="#">Gather Additional Data</a>	06/30/2024	2022-2023 Climate Change Program Assessment	IN PROGRESS

3. Click on the **hyperlinked Action** e.g., Gather Additional Data.

4. Click on the **Add Update** button at the top right of the screen.

**ADD UPDATE**

In Progress



### Gather Additional Data action proposed

Plan: 2022-2023 Climate Change Program Assessment

Outcome: Basic understanding

Measure: Understanding basic climate science

#### Action Description

Although students attained the targeted performance, 1-in-6 students had difficulty with natural cycles (e.g., the El Niño Southern Oscillation). Additional information will be gathered to determine if the module on natural cycles needs to be enhanced.

#### Recommended Due Date

06/30/2024

**[View 2022-2023 Climate Change Program Assessment](#)**

### Update added to Gather Additional Data

*Created: November 14, 2023 by Me*



Students continued to have some confusion with the natural cycles. The module will be expanded and a written assignment will be created.

5. Click on the **Status Box** and indicate that the Action has been completed.

Not Started

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In Progress

Complete

Complete



## Gather Additional Data action proposed

Plan: 2022-2023 Climate Change Program Assessment

Outcome: Basic understanding

Measure: Understanding basic climate science

### Action Description

Although students attained the targeted performance, 1-in-6 students had difficulty with natural cycles (e.g., the El Niño Southern Oscillation). Additional information will be gathered to determine if the module on natural cycles needs to be enhanced.

### Recommended Due Date

06/30/2024

[View 2022-2023 Climate Change Program Assessment](#)

## Update Gather Additional Data

Describe progress made toward this action.



6. Enter the description of progress and click on the **Check Mark**.



Complete



## Gather Additional Data action proposed

Plan: 2022-2023 Climate Change Program Assessment

Outcome: Basic understanding

Measure: Understanding basic climate science

### Action Description

Although students attained the targeted performance, 1-in-6 students had difficulty with natural cycles (e.g., the El Niño Southern Oscillation). Additional information will be gathered to determine if the module on natural cycles needs to be enhanced.

### Recommended Due Date

06/30/2024

[View 2022-2023 Climate Change Program Assessment](#)

## Update Gather Additional Data

Describe progress made toward this action.

Students continued to have some confusion with the natural cycles. The module will be expanded and a written assignment will be created.



7. Click the **Done** button at the top right of the screen.

**DONE**

## Key Buttons:



**Allows users to complete the entry of information**



**Allows users to:**

- Edit: Make changes to the existing document or text
- Revise: Create a new statement or document and archive the earlier one



**Allows users to make edit.**