# 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

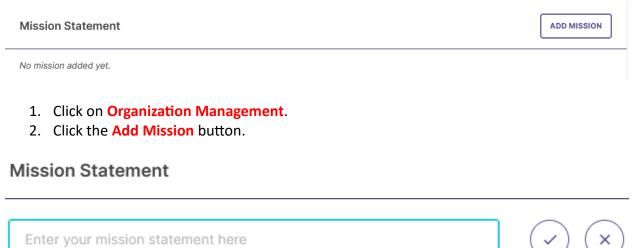
# Watermark Planning & Self-Study Assessment Management System

**Key Menu Items:** 

Organization Management	Urganization Management	<ul> <li>Provides an overview of program or unit activity.</li> <li>Allows users to enter Program or Unit Information: <ul> <li>Mission Statement</li> <li>Learning Outcomes or Success Outcomes</li> <li>Map the Outcomes</li> </ul> </li> </ul>
Plans	☐ Plans	<ul> <li>Allows users to enter annual assessment information:</li> <li>Assessment Plans</li> <li>Assessment Results</li> <li>Action Plans</li> </ul>

### **Program or Unit Information:**

### **Entering the Mission Statement:**



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

#### **Mission Statement**

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

#### 4. Click on the **Create New Outcome** button.

#### Create New Outcome

Enter details to describe the new outcome.

Fields marked with \* are required.

#### Outcome Title\*

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

#### **Outcome Description**

1	

#### Tags

Q Enter Tag	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.

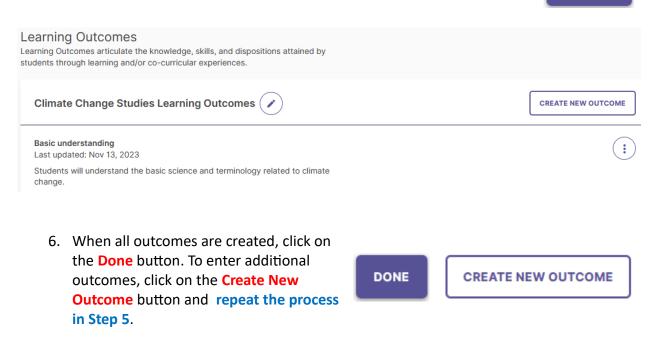


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# 5. Enter the information (Outcome Title, Outcome Description, and Tags, if applicable. Click on the **Create** button.

#### CREATE



Outcomes

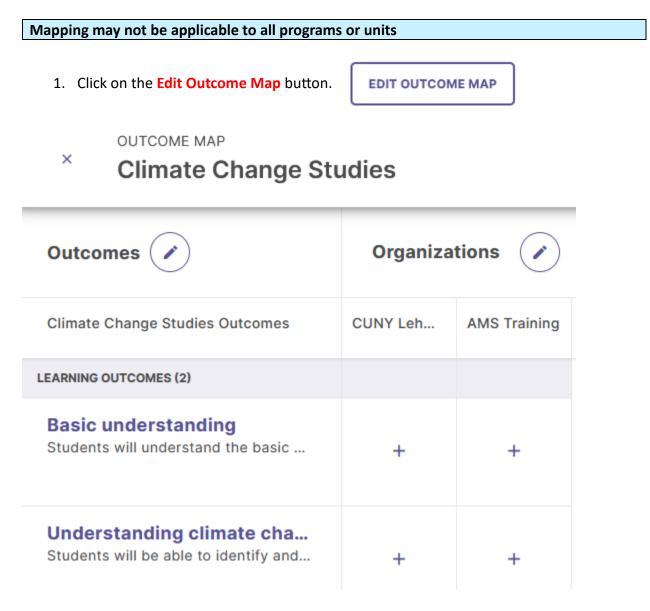
LEARNING OUTCOMES SUCCESS OUTCOMES

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

Basic understanding	Understanding climate change impacts
Students will understand the basic science and terminology related to climate change.	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:  O No connections Assessment Status: Not Assessed	Mapping:  No connections Assessment Status: Not Assessed

### **Mapping Outcomes:**

Lehman College Assessment Process: Step 1



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

<ul> <li>OUTCOME MAP</li> <li>Climate Change Studies</li> </ul>			Climate Change Studies Outcomes Basic understanding
Outcomes 🕢	Organizations		Students will understand the basic science and terminology related to climate change. Map to: Aligne
Climate Change Studies Outcomes	CUNY Leh	AMS Training	CUNY Lehman College
LEARNING OUTCOMES (2)			
Basic understanding Students will understand the basic	+	+	CUNY Lehman College Learning Outcomes
Understanding climate cha Students will be able to identify and	+	+	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 a 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**.

Outcomes

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

CREATE

UPDATE

LEARNING OUTCOMES SUCCESS OUTCOMES	
Learning Outcomes articulate the knowledge, skills, and dispositions attaine by students through learning and/or co-curricular experiences.	ed
Basic understanding	Understanding climate change impacts
Students will understand the basic science and terminology related to climate change.	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: S 1 connection Assessment Status: Not Assessed	Mapping:  O No connections Assessment Status: Not Assessed

### **Assessment Plans:**

## Setup:

1.	Click on the Plans.	
		Plans

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

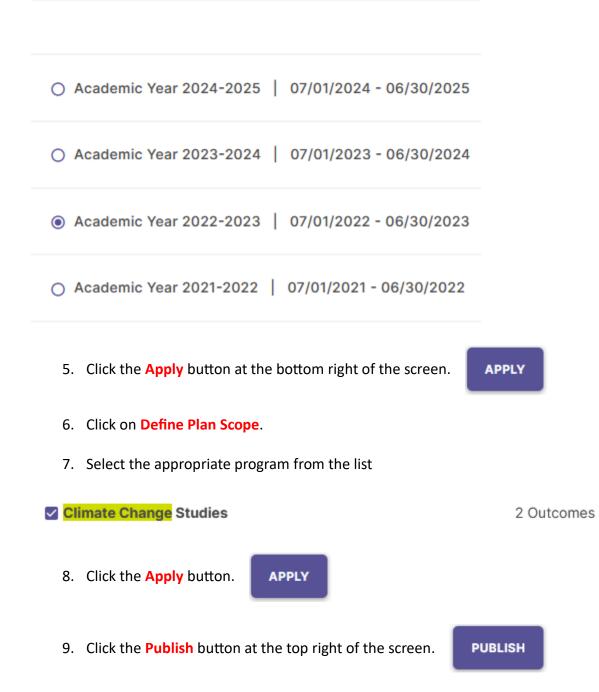
Plan Details	
Plan Title*	
Enter Plan Title	0/75
Provide the year and plan type, e.g. 2018-2019 Academic Plan	
Due Date mm/dd/yyyy	
Reporting Period*	
Define Reporting Period	
Plan Type*         Image: Program Assessment Plan         O Course Assessment Plan	
Plan Scope*	
Define Plan Scope	

START NEW PLAN

- 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.



### **Creating the Assessment Plan:**

Lehman College Assessment Process: Steps 1-3

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

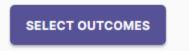
2022-2023 Climate Change Program Assessment

÷	2022-2023 Clima Reporting Year: Academic Year		e Program Assessment
PROGR	ESS BY ORGANIZATION	INSIGHTS	REVIEWS
	ORGANIZATIONS		
	CUNY Lehman College		
AMS Training			
	Climate Change S	tudies	

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

# Climate Change Studies Outcomes

No outcomes have been selected for this program.



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.

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.	$\cdot$

#### 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.



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*		

#### **Results** Collection

Enter Measure Title

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	

 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

ADD

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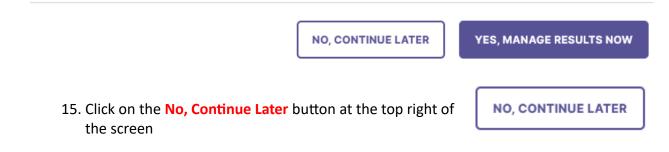
Users can attach up to **5 documents**. Accepted document types: .PDF; .TXT; .Log; .XML; .DOC; .DOCX; .XLS; .XLSX; .PPT; .PPTX; .GIF; .JPG; .JPEG; .PNG; .CSV

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

Continue to manage results?

Measure was successfully added.

Do you want to manage results for this measure now?



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.	$(\pm)$
ADD RESULTS	New Measure

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

**REVIEW AND SUBMIT** 

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#### 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
Understanding basic climate science	No results have been added.	No actions have been added.
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		
Target 80% of students will be able to define climate change and distinguish between natural and human climate forcings		

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.

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.

Plans

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
Understanding basic climate science	No results have been added.	No actions have been added.
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 Target		
80% of students will be able to define climate change and distinguish between natural and human climate forcings		

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

# EDIT

1

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

ADD RESULTS

#### 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 DES	CRIPTION DOCUMENTS

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

e for this measure. sults have been added.	
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

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#### 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

#### 5. Click on the Select Measure Status field.

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Select Measure Status		
Met		
Not Met		

#### 6. Click on Met or Not Met.

Measure Status

Met

#### 7. 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

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

⊕ 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.

Action Type Gather Additional Data
Change Action Type
Status Not Started ~ Action Description*
Describe your recommended Action
Recommended Due Date

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

Status	
Not Started	
In Progress	
Complete	

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

Status VIII In Progress VIIII VIIIII VIIII VIIII VIIII VIIII VIIII VIIII VIIII

5. Enter the **Action Description**.

Action Description\*

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

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

**Recommended Due Date** 



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**

#### 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
Understanding basic climate science 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 Target 80% of students will be able to define climate change and distinguish between natural and human climate forcings	MET Analysis 85% of students were able to define climate change and 82% were able to differentiate between nature and human forcings	Gather Additional Data IN PROGRESS 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

- 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 Imp	rovement Proje	ect(s) 1 project		
2022-20	)23 Climate Ch	ange Program A	ssessment	
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		
	ess and Results 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
Gather Additional Data	06/30/2024	2022-2023 Climate Change Program Assessment	IN PROGRESS

⊘ Actions

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



### 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

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



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### Allows users to make edit.