

General Education Oversight Committee Data Management Plan

Approved by the GEOC, September 10, 2020

REVISION

General Education Assessment Data Management Plan

The General Education Oversight Committee (GEOC) is charged 2.43.230 with making recommendations to the President or her/his designee for the implementation and review of the General Education (Gen Ed) curriculum. Within that charge is a responsibility to assess student learning outcomes in the program with the goal of improving student learning and program design and delivery.

The GEOC's Assessment Subcommittee advises the full GEOC on best practices in Gen Ed assessment and manages the assessment process. This data management plan describes the collection of, access to, and permitted uses of Gen Ed assessment data.

Data Description

Gen Ed assessment occurs in Fall and Winter semesters following an established [timeline](#) that includes planning, data collection, analysis, and improvement phases. A subset of the Gen Ed designations are assessed in each academic year on a rotating basis.

In AY2018-2019, Gen Ed assessment was implemented through existing processes in English and Communication for Basic Composition, Intermediate Composition, and Oral Communication. The GEOC had not yet developed rubrics for those designations. The departments submitted de-identified raw scores on selected assignments and the aggregated results to the Assessment Subcommittee.

Beginning in Fall 2019, course instructors in the assigned designations for a given year selected one or more assignments from their course that elicit the Gen Ed learning outcomes for the course's designation(s), scored those assignments using a GEOC-approved rubric, and submitted those scores to the GEOC through one of two methods:

1. The online rubric made available to instructors in Canvas.
2. An Excel template that aligns with the rubric.

An additional data source was introduced for Winter 2020 as an alternative to the two standard methods above due to the COVID-19 outbreak and the resulting emergency shift to remote teaching. If conditions impeded the collection, submission, or validity of rubric scores, instructors could respond to a GEOC-approved survey in Qualtrics in place of submitting rubric scores. The survey elicited instructors' perceptions of the impact of the outbreak on their ability to teach and assess each Gen Ed learning outcome and a description of the adjustments made in their course as a result. Some instructors chose to submit the rubric data and respond to the survey.

The GEOC assessment data thus includes both GEOC rubric scores and survey responses. Individual student identifiers are included in all Canvas submissions and in some of the Excel submissions, but not in the survey responses.

Access and Sharing

Of primary concern in determining access to the Gen Ed assessment data are:

1. Privacy of students (see [FERPA](#)) and instructors
2. Use of the data for improving curriculum design, teaching, and learning in the Gen Ed program
3. Protection against misuse of the data, such as for evaluation of instructor performance

The co-chairs of the GEOC are the designated owners of the data. Apart from instructors, who have access to their own raw data, access to identifiable data is strictly limited to individuals with specific analysis and reporting roles. Members of the Assessment Subcommittee with analysis and reporting responsibilities have access to the raw data. Other members of the Assessment Subcommittee and the full GEOC only have access to de-identified, aggregated data.

WSU's Canvas Administration has de facto access to the data as part of the system they support and works with C&IT (their supervising unit) to make the rubric data securely available to Institutional Research in keeping with campus data governance policies. Institutional Research's analysts conduct the cleaning, analysis and reporting of the results in consultation with the Assessment Subcommittee.

Institutional Research will hold the data in their secure data storage and will archive it annually in their secure data warehouse once analyses for each cycle are complete. Data will be purged after no more than five years once comparisons across assessment cycles are complete.

Raw data will not be shared with instructors, their supervisors, or others. However, de-identified reports of aggregated data that protect the confidentiality of instructors and students will be shared with relevant stakeholders to improve the Gen Ed program and to support university accreditation. Requests for analyses of the data for broader institutional initiatives, such as to improve graduation or retention rates, reduce inequities, or enhance student success can be submitted to the co-chairs of the GEOC for consideration.