

AMOS & AMEE

Information & Guidelines



Office of Institutional Research and Assessment

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AMOS Overview

The Assessment Management Online System (**AMOS**) is the creation and property of Athens State University. AMOS provides a way to collect data that will help assess how Athens State University is accomplishing its stated missions and goals.

This software contains areas to enter Objectives, Methods, Results, and Actions, as well as Assessment Management Evaluation Entry (**AMEE**) for surveys and other related criteria.

Data entry is via the Web, and the data is stored in a database system, so that the Office of Institutional Research and Assessment (OIRA) can analyze the data and share the results in a timely manner.

The data has a series of authority checks, so that “locked” data cannot be changed, and people not authorized to view (or change) the data cannot access outside areas. OIRA sets up this security, and all of the following instructions assume that appropriate authorizations have been given to the person/persons entering data.

Accessing Annual Assessment Plans

1. To log into **AMOS**, use the link below:

<https://24.athens.edu/apex/prod8/f?p=102:>

Or go to <http://www.athens.edu/iras/outcome-assessment/>; click on Consolidated Assessment Plan (secure document) and proceed to Item 2.

2. Logging into **AMOS**:

- a. Enter your employee ID;
- b. PIN (originally set as 6-digit birth date); and
- c. Click on “Login”

Note: In the spring, OIRA will send an email with AAP Guidelines to the Executive Assessment Committee and Assessment Program Coordinators with information regarding updating the next academic year’s AAPs.

3. Select the Year at the top left of the screen. The default is the current academic year (**2016** is AY 2015-2016)

*Note: Creating a shortcut on your desktop for this link with the title **AMOS** may be helpful for ease of future use.*

4. Click the magnifying glass next to your program to open the AAP.

Selected Information

Year

Programs - List

Search

| View | Admin Code | Description |
|---|------------|--|
|  | 063000 | INSTITUTIONAL SUPPORT:SECURITY SERVICES: |
|  | 064000 | INSTITUTIONAL SUPPORT:INFORMATION TECHNOLOGY: |
|  | 065000 | INSTITUTIONAL SUPPORT:ALUMNI AFFAIRS: |
|  | 065200 | INSTITUTIONAL SUPPORT:UNIVERSITY ADVANCEMENT: |
|  | 065300 | INSTITUTIONAL SUPPORT:COMMUNITY AND PUBLIC SERVICE |
|  | 066000 | INSTITUTIONAL SUPPORT:MARKETING & PUBLIC RELATIONS: |
|  | 071000 | OPERATION AND MAINTENANCE:PHYSICAL PLANT ADMINISTRATION: |
|  | ACC | BS Accounting |
|  | ACM | BS Acquisition Contract Management |
|  | ART | BA Art (A minor is required.) |

row(s) 21 - 30 of 59

Editing the Annual Assessment Plan (AAP)

5. AAPs are copied from the previous year. In order to edit a plan, click on the ***“Edit Program”*** button in the upper right of the page. This will open the program for editing and reveal paper and pencil icons.

III. OBJECTIVES  

Objective 1: Demonstrated knowledge of core business and major-specific concepts, theories and applications.  

Objective Type: Learning

Objective Comment: This objective and its associated assessments support Institutional Learning Goal #9 (Discipline Knowledge) and Institutional Learning Goal #4 (Intellectual and Practical Skills).

Core business areas include: accounting, finance, management, marketing, management information systems, global business, strategic management, and production.

Methods 

Assessment Method 1.1: Question item analysis from the College of Business Assessment Exam covering all topics included in the common professional core (CPC) courses (see course legend below) designed to measure overall business knowledge. This exam employs a pre and post protocol to measure changes in student scores of knowledge areas at beginning (MG 320) and end of the curriculum (MG 420).  

Course Legend: GBA 300-Business Research Skills; MG 320-Organizational Communication; MG 420-Business Policy.

Type: Direct

| Target Outcomes/Assessment Instruments | |
|---|--|
| Target Outcome #1.1.1: | At least 80% of students will score 70% (35 points) or higher in the COB Assessment Exam (Post). |
| Instrument(s): | Target: 80% |
| View COB Business Assessment Exam (1640-0510) | |
| Comments (course, assignment, log, internal record, survey): | |
| None | |
| Outcome Assessment Results: | |
| # of Cases: | # Meeting criteria : Actual: % |

List additional documentation related to this method that was not selected above (e.g., guidelines, logs, internal records, surveys, etc.)

| Document | View | Assessment Results |
|--|----------------------|--------------------|
| COB Student Portfolio Assessment (1640-0524) | View | |

Results (AAR): 

Wherever the paper and pencil icon is displayed, the program can be edited for the upcoming academic year. However, any new instruments/documentation to support the program **must** be emailed to the Office of Institutional Research & Assessment to be added to the database and program. (debra.kelley@athens.edu or sylvia.correa@athens.edu)

6. To edit a Target Outcome, click on the paper and pencil icon for a new window. Then make the revisions needed and click on the “Save” icon. This will update the outcome and close the editing window. Continue to do this throughout the plan.

The screenshot displays a web-based interface for managing assessment methods. At the top, a window titled "Assessment Method # 1.1" is open, showing a "Method Description" text area with the following text: "Question item analysis from the College of Business Assessment Exam covering all topics included in the common professional core (CPC) courses (see course legend below) designed to measure overall business knowledge. This exam employs a pre and post protocol to measure changes in student scores of knowledge areas at beginning (MG 320) and end of the curriculum (MG 420). Course Legend: GBA 300-Business Research Skills; MG 320-Organizational Communication; MG 420-Business Policy." Below the description is a "Method Type" dropdown menu set to "Direct".

Below the assessment method window, a larger window titled "Target Outcomes/Assessment Instruments" is visible. It contains a "Target Outcome # 1.1.1" with a text area containing the text: "At least 80% of students will score 70% (35 points) or higher in the COB Assessment Exam (Post)." Below this, there is an "Instrument(s)" section with a table-like structure. The first entry is "COB Business Assessment Exam (1640-0510)" with a "Target" of "80" and a dropdown menu set to "%". A "Comments" field is also present at the bottom.

A red arrow points from the text in the second paragraph to a paper and pencil icon in the top right corner of the "Target Outcomes/Assessment Instruments" window, indicating that clicking this icon allows for editing the target outcome.

Completing the Annual Assessment Results (AAR)

1. After logging into **AMOS**, select the Year at the top left of the screen. The default is the current academic year (**2016** is AY 2015-2016). The AAR will be the previous academic year (i.e.**2015** (AY 2014-2015)).
2. Scroll down to select your program by clicking on the magnifying glass icon.
3. Click the “Edit Program” button at the top right of the screen.

| Annual Assessment Plan | | |
|--|---|---|
| Academic Year: 2014-2015 | | |
| | | Edit Program Return to Programs |
| <u>Organization Information</u> | <u>Organization Programs</u> | <u>Organization Type</u> |
| Organization(s): ACCOUNTING ACCOUNTING (WITH MINOR) Unit: College of Business Sub Unit: | Organization Category: Academic Degrees Covered by this plan: BS CIPC Code: 520301 | Degree Program |

4. Under each “**Target Outcome**” there will be “**Outcome Assessment Results**” with paper & pencil icons. Click the icon and enter the data for the Outcome Assessment Results.

Target Outcomes/Assessment Instruments

Target Outcome #1.1.1: At least 80% of ACC majors will meet performance standards set for the business core post exam with an average improvement of 5 points shown between the pre and post results.*(CPC)

Instrument(s):
[View](#) COB Business Assessment Exam (1640-0510) **Target:** 80%

Comments (course, assignment, log, internal record, survey):
None

Outcome Assessment Results: 

of Cases:20 # Meeting criteria :15 Actual:75% *Outcome Partially Met*

List additional documentation related to this method that was not selected above (e.g., guidelines, logs, internal records, surveys, etc.)

| Document | View | Assessment Results |
|---|----------------------|--------------------|
| COB Student Portfolio Assessment (1640-0524) | View | |
| Meeting 60% Criteria-Transition to 70% Criteria 2015-2016 (1640-0529) | View | |

5. **Summary Data** for this Assessment is found under each **Target Outcome** (labeled “**Outcome Assessment Results**” where there are three areas for entering data:

Note: In the fall, OIRA will send an email with AAR Guidelines to the Executive Assessment Committee and the Assessment Program Coordinators for completing the AARs.

- a. “# Of Cases” box:** Enter the number of cases/observations and/or responses (n=) that were included in the assessment.
- i. *Academic Programs:* Number of students that were assessed
 - ii. *Administrative/Support Organizations:* Mostly applicable to survey data. Some exceptions may apply based on a specific type of target outcome.
- b. “# Meeting Criteria” box:** Enter the number of cases/observations and/or responses that met the pre-determined criteria as stated in the AAP
- i. *Academic Programs:* Number of students that met the criteria,
 - ii. *Administrative/Support Organizations:* Mostly applicable to Administrative Organizations in the reporting of Survey data.
- c. “Actual %” box:** Enter the percent of cases/observations/responses that met the criteria.

6. Results (AAR) is the area for **entering the Narrative**: In this area discuss the results and what they mean to the program and/or organization. Include information about the target outcome associated with this instrument and how it assessed this objective. It is not necessary to restate the entire target outcome from the AAP. Other information that helps further explain the raw data may also be included.

Results (AAR): *Target Outcome Partially Met, AP Submitted*

The results above as stated in the target outcome are based on the percentage of students whose scores in the COB Assessment Exam (Post) improved 5 or more points from the Pre Test.

Due to the ongoing faculty deliberations regarding the suitability of measuring achievement of Target Outcome 1.1.1 by the 5-point improvement, data was also analyzed using a minimum score of 30 points or higher (out of possible 50) in the COB Assessment Exam (Post-Test) as the minimum acceptable criteria. For comparability purposes, data was analyzed retroactively to 2011. Data table 1640-0529 provides details of the percent of students meeting the 30-pt. criteria by major.

*Note: Target Outcome 1.1.1 has been revised upward to reflect a new criteria for meeting the outcome. Starting in AY 2015-16, the target outcome will be based on a pre-determined minimum score of 70% (35 points) out of the 50 total points in the exam. The criteria reflecting the 80% of students expected to meet the new minimum score (70%) will remain the same. In preparation for this transition, data from the last 5-years (2011-2015) was recalculated based on the percentage of students who scored 60% (30 points). Given that the 30-point score had been achieved overwhelmingly, the target outcome was revised upward to 70%. See additional document (Meeting 60% Criteria on COB Assessment Exam).

7. Action Plan: Once the Outcome Assessment Results and Results (AAR) narrative sections are completed, the icon to enter the Action Plan will appear.

NOTE: All Target Outcome Criteria and Results (AAR) sections **MUST** be completed **before** the icon for the Action Plan will appear.

Action Plan: 

Objective 1: Demonstrated knowledge of core business concepts, theories and applications in the areas of accounting, finance, management, marketing, management information systems, global business, strategic management, and production.

Improvement Strategies:

| Task/Action Steps | Responsibilities | Resources | Timeline |
|--|--------------------|-----------|-------------|
| AC 321: Course Revision - An "Orientation" module was added as the first content area in the course build in Blackboard semester to better explain beginning of the semester requirements and course orientation as well as provide a suggested study schedule for the course intended to promote superior performance. | Accounting Faculty | n/a | Summer 2015 |
| AC 321: Course Revision – An "Accounting Principles Review Problem" with video was added to the course orientation in order to highlight the important items the students should review before beginning the course in order to increase performance. This review problem was located in "Orientation" in Blackboard and replaced the Gleim review module that had been previously used. | Accounting Faculty | n/a | Summer 2015 |

Useful Information

- **Indirect Data** – Surveys from AMEE can be viewed by Instrument and Data. For example: 1800-0400 Graduating Senior Exit Survey (GSES) can be found in all Consolidated Annual Assessment Plans both academic and administrative. To view the instrument (survey) click on the view [View](#) tab. To see the data results from this survey for the academic year, click on the [Data](#) tab. This will enable each program to view the “**Outcome Assessment Results**” mentioned in Item 5 above (page 9). These are for Indirect Data only. This also applies to the administrative programs Point of Service Surveys.