HOWARD UNIVERSITY
1867

How To: HAAP

✓ Confused about the Howard Annual Assessment Process?

✓ Need a refresher on the jargon?

✓ Want to figure out how to better reflect the work you're already doing in your unit?

✓ Looking to further engage with assessment in your unit?

Then this is the presentation for you!

What is the HAAP?

The Howard Annual Assessment Process, or HAAP, is Howard's university-wide assessment process

(Assessment is the process institutions use to determine the degree to which they are meeting their goals and outcomes)

Assessment is a necessary process for accreditation, but we also want this process to directly serve your unit.

We strive for units to **meaningfully** complete their assessment plans. This will allow you to record, track, and facilitate the incredible work that is likely already underway in your unit.

Do I have to do the HAAP?
How does it help me?

Every academic and administrative unit that contributes to *Student Learning Outcomes* is asked to complete a HAAP assessment plan in support of the university's goal of continuous improvement.

- These plans are designed to help your unit set goals, evaluate change over time within your unit, and make data-driven decisions.

- **Your unit is likely already doing some degree of assessment**: asking students for feedback, discussing opportunities for improvement at staff meetings, asking event attendees to complete an exit survey, etc.

- The HAAP process allows you to better capture these efforts, track them over time, and clearly communicate your successes.

- This record of **continuous improvement** is essential for accreditation, but can also help you with your own internal accreditation processes, program reviews, grant applications, etc.

What does the HAAP involve?

✓Articulate a **Mission**: this should be specific to the program. The mission should align with the departmental missions, college or school missions, and institutional missions.

✓Identify Student Learning **Outcomes**: These are a list of things that graduates of a particular program should be able to know or do. They should align with Howard's General Education learning outcomes.

✓Set **Measures**: These are targeted ways to assess whether students are meeting specific student learning outcomes. Measures should focus on core assignments, exams, quizzes, projects, presentations, and capstone experiences as these capture a more granular understanding of the program.

➢ Be sure to state your **Targets**: Targets should identify what the target outcome should be and what percentage of students should meet that target.
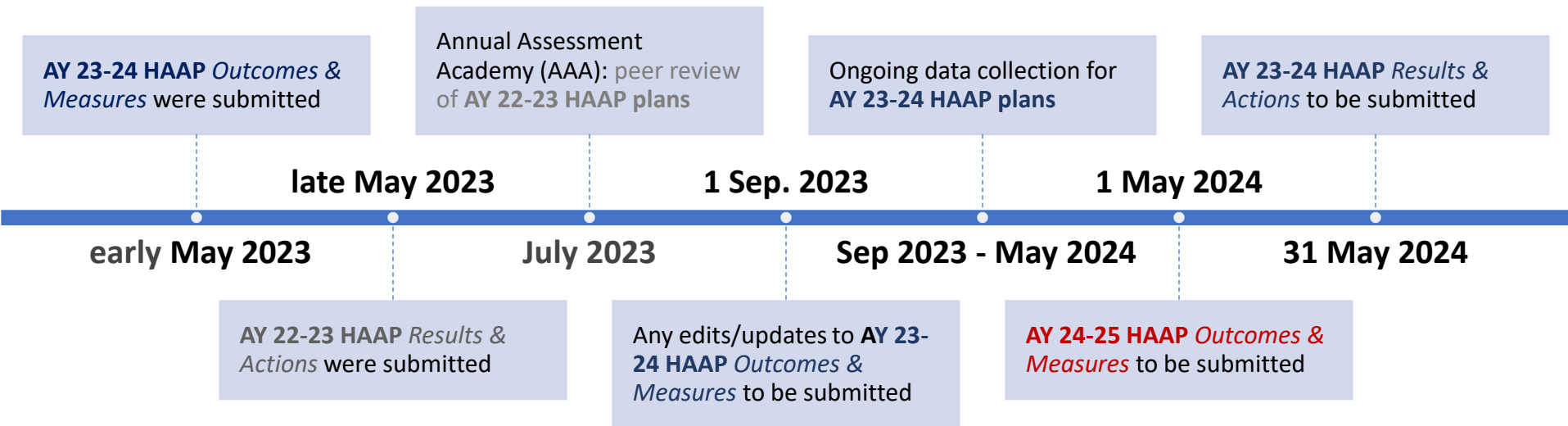
What does the HAAP involve? (continued)

✓ *Collect data throughout the AY:* This can be grades uploaded from an exam, feedback to students, a survey of students, etc.

✓ Enter **Results**: Enter the relevant data in your plan for each Measure and identify if the goal was *Met* or *Not Met.*

✓ Include **Analysis** of the results: This helps an outside accreditor understand the data included in the plan and any contextual information

✓ Identify an **Action**: Based on your results, set a goal for next year. This step is essential & helps facilitate next year's plan.

Who completes the HAAP?
Where do we submit the HAAP?

- Each unit should have an **assessment-responsible individual** or assessment coordinator.

  - However, we ask all units to try and engage in the process of assessment, as it is a form of scholarship that helps faculty and staff actualize the ideas they have for their units.

- The HAAP is entered and submitted through **Watermark Planning & Self Study**.

  - The first step (*Outcomes & Measures)* includes the Mission, Outcomes, Measures, and Targets. This is to be submitted before the AY begins.

  - The second step (*Results & Actions*) includes Results, Analysis, and Actions. This is to be submitted at the end of the AY.

When are each of the parts of HAAP due?

AY 23-24 HAAP *Outcomes & Measures* were submitted

Annual Assessment Academy (AAA): peer review of **AY 22-23 HAAP plans**

Ongoing data collection for **AY 23-24 HAAP plans**

AY 23-24 HAAP *Results & Actions* to be submitted

late May 2023   **1 Sep. 2023**   **1 May 2024**

early May 2023   **July 2023**   **Sep 2023 - May 2024**   **31 May 2024**

AY 22-23 HAAP *Results & Actions* were submitted

Any edits/updates to **AY 23-24 HAAP** *Outcomes & Measures* to be submitted

AY 24-25 HAAP *Outcomes & Measures* to be submitted

*However, the Assessment Team will work with you if you need flexibility with this timeline.

Please contact us at assessment@howard.edu

What should I do with my HAAP plan?

Use student learning evidence to recognize and celebrate successes

Use student learning evidence to give students the best possible education

- rethink curriculum
- rethink pedagogy
- rethink learning goals
- rethink support systems and co-curriculum

Use student learning evidence to ensure stewardship

- informing resource allocation decisions
- informing program reviews
- informing performance evaluations

I need more help!

- Contact us at assessment@howard.edu

- Attend our workshops (See our [Semester Calendar](#) online)

- Visit our [How-To pages](#) online

- [Book an appointment with our Assessment Coordinator](#)

Taneika Thompson, MBA
Director of Institutional Effectiveness
taneika.thompson@howard.edu

Pavithra Suresh
Assessment Coordinator
pavithra.suresh@howard.edu

- We encourage you to [get involved](#) in the assessment community at Howard! It's a wonderful way to help improve the institution while contributing to your own professional development