GUIDELINES FOR ASSESSMENT WEB POSTING

**Background.** The vision of the Neag School of Education’s Office of Assessment is to serve as a national model for excellence, embracing and promoting an assessment culture characterized by evidence-based decisions, with the intended purpose of providing a more challenging, learner-centered academic community that advances knowledge and improves vitality in all aspects of the School. Two critical aspects of this assessment culture are communication and transparency. One way to facilitate these two aspects is through the use of the Neag School of Education’s “assessment” webpage for the posting of pertinent items and artifacts. The use of the webpage in such a way allows us, in part, to show transparency to the Neag Community and assures compliance with FERPA requirements.

The Neag Assessment Committee, facilitated by the Office of Assessment, has developed the following guidelines that are tied to various components (e.g., colloquia, conferences/forums, presentations, reports, committee information, Title II, links, and associated office materials for the assessment site).

- For the colloquium and conferences/forums, it is advisable that information for our Neag community about sponsored events is posted, at least in part, along with any relevant powerpoint presentations and/or videos available. It is advised that advanced notification be given and that approval is sought from the presenter prior to posting powerpoints or videotaping and displaying presentations.

- For presentations, it is advisable to post powerpoints and/or professional papers that are delivered by the Office of Assessment so that they may be accessed by the Neag community.

- It is advisable that survey/evaluation forms are displayed for the Neag community to view. With respect to reports, only aggregate information should appear.

- In producing reports from any survey or evaluation, all efforts will continue to be made to exclude identifiable information such as a particular student or faculty full names, especially in qualitative responses. For example, a routine process would be to replace an individual’s name with “Student” or “Faculty”. Similarly, in producing aggregate information from evaluation reports, all efforts will be made to exclude individual names in the same manner.

- For committee information, relevant materials will be posted, which may include membership, agendas, minutes, priorities, and any other pertinent information so that the assessment process is transparent to the Neag Community.

- The federal government requires the posting of Title II assessment reports each year. As this is the webpage for “assessment,” Title II reports will be posted on the assessment webpage.

- For links, it is advisable that the Neag community notes the most pertinent resources for easy access.

- Finally, it is advisable that additional information tied directly to the Office of Assessment be posted. This may include the approved vision, mission, and personnel.

While the present portions of the assessment website are noted above, in the future, there may be further developments that might require the display of additional items. This will be at the direction of the Director of Assessment with advice from members of the Neag Assessment Committee. Also, if there is any concern or request for the removal of information from the website, the Director of Assessment will be notified and involved in any subsequent decision. As such, the Associate Dean and Dean will be kept abreast of the developments.