

HelioCampus Responses to Stockton University Follow-Up Questions #1

[Wednesday, August 31, 2022]

HelioCampus responses to Stockton University follow-up questions to support their ongoing review of HelioCampus Assessment (AEFIS), kindly provided by Dr. Alaina Walton on Wednesday, August 31, 2022.

Assessment Needs

1. Have a built-in workflow

Yes, HelioCampus Data Collection and Workflow is a flexible, robust forms and approval process that mirrors your current or desired assessment process. Data Collections and Workflows can be set up for a diverse set of assessment initiatives including annual assessment planning and reporting for academic and non-academic units, integrated planning, course revisions or approval and promotion and tenure processes. Stockton University administrators can design dynamic, customized forms and approval workflows that support your collection of key assessment data from your stakeholders, while providing feedback on measures, outcomes and targets, data driven actions and closing the loop activities. If you are collecting data about courses, or programs, you can display assessment results, key performance indicators and/or ask questions specific to course learning objectives.

Your data collections can be scheduled using our flexible scheduler and can be automated to run every term, or every year, using your specific timelines and milestones. You can configure your data collections once, and the scheduler runs your processes automatically for you. You can also schedule multiple data collections and workflows to run simultaneously and have different administrators and participants assigned accordingly.

For more information and key benefits, please see [Data Collection and Workflow Engine Overview](#).

2. Can upload current curriculum maps and assessment forms, or be able to customize templates

Yes, as part of our onboarding process, we will ask you for your programs, program learning outcomes, course learning outcomes (if you wish to have these be part of your mapping), along with which accreditation standards and other frameworks (NACE Competencies, New Jersey Department of Education Professional Teaching Standards, etc.) you wish to align to in your curriculum mapping and program design. Accreditation Standards change and we will update these when requested while maintaining old standards for historical review. If you

have current curriculum maps and want to upload these into the platform, our Curriculum Mapping user interface offers a CSV import/export template for this process. You will be able to customize your curriculum maps and proficiency scales within our platform as well and map according to Bloom's or other levels of learning if desired.

Additionally, HelioCampus Assessment is template based for multiple assessment processes for your various stakeholders. These templates include data collection forms, survey forms, syllabus templates, rubric and assignment templates.

3. Have a way to map program outcomes to institutional outcomes

Yes, HelioCampus Assessment "Curriculum Mapping + Outcomes Alignment" Solution enables you to align outcome sets which include course learning outcomes, program learning outcomes, institutional and general education outcomes as well as accreditor standards and workforce and competency frameworks to assignments, and rubrics within your Learning Management System or in other locations such as our platform itself, thereby centralizing your assessment collections. HelioCampus Assessment enables you to measure once, but report at every level, providing efficiency as well as robust analysis for internal and external reporting, planning, and continuous improvement.

4. Can collect data and manage annual reports and program self-studies

Yes, the "Accreditation and Planning" Solution allows for the collection of data for supporting your annual reporting and program review processes using customized data collections and automated workflows. Institutional leaders can design an individualized template and custom workflow that reflects the way they collect institutional effectiveness data, but now digitize and automate it. This template copies over every year to enable sustainability and long-term reporting. Through this solution, each department or unit can be assigned/tasked with their form that enables them to set targets, and goals and link these to standards, strategic goals and institutional outcomes and general education outcomes. And through the customized workflow, with many "stops" along the input and approval process according to your desired process, you are able to track where different departments or units are in completing their assessment reporting and automate notifications and reminders to individual stakeholders. Reports provide you with insight into how you are assessing and how students are performing on the specific outcomes. This process also allows you to collect co-curricular assessment data if desired.

In addition, our Self Study and Program Review modules allow you to collect data and answer text box questions by standard. As part of our onboarding process, we will load your accreditation templates according to your cycle and your request. We will train you and your team on how to use the module and complete the set up by showing you how to add rubrics for review, add evidence to each standard using our Evidence Bank and export parts or the

entire document. Program Review can be done the same way as self studies; we will load your program review template according to your desired timeline and train and support accordingly.

At HelioCampus Assessment, there does not have to be one way to complete common or unique assessment tasks and processes. During onboarding, we better understand your processes and needs and make suggestions based on best practices.

Strategic Planning Needs

1. The product must be able to track progress toward institutional goals and objectives

Yes, each institution we work with identifies how they would like to conduct their strategic planning process using our platform during our early discovery process within onboarding. We offer a lot of flexibility when it comes to strategic planning and below we outline some of the pathways based on our work in the field.

“Data Collection and Workflows” is one pathway utilized by our partners for strategic planning and tracking progress and evidence for meeting goals. This customized data collection form and associated workflow enables your departmental, colleges’, and units’ planning to align with your institutional planning goals and outcomes and for your leaders to provide feedback. Your customized form enables you to ask respondents what unique outcomes from their area (college, department, unit) link to Strategic Planning goals, what are each of these measures, and targets, results and action planning for improvement and further implementation. You can associate your customized rubric for scoring and run reports which can be shared with stakeholders and your board. All response fields can be marked as required if desired, to ensure you are receiving the feedback from all respondents and you can provide feedback through a customized workflow for your desired process. This is the most common way we see integrated planning occur using our platform. Institutions such as Georgian Court University in New Jersey, using our platform to inform their strategic planning goals and publish this report on their website.

Another pathway is to add unit and department outcomes into the HelioCampus Assessment Platform and associate these outcomes with the Strategic Planning outcomes through the “Curriculum Mapping and Outcomes Alignment” Solution. Appropriate reports can be run at the aggregate level by goal and disaggregated by unit, department and college for instance.

A third way would be to use our platform to house the physical strategic plan and in conjunction use the Evidence Bank in HelioCampus Assessment to tag evidence to the appropriate goals in the strategic plan. Here you can assign tasks to the different units,

colleges, etc. and have them answer prompts and provide evidence of developing, meeting or exceeding expectations (based on your rubric).

Institutional Accreditation Wants:

1. It would be nice if the product had a MSCHE template built in

Yes, as part of Onboarding, we will import your accreditation body standards sets (regional and programmatic/professional standards), and the Middle States self study template into the HelioCampus Platform. The standards become part of your Outcome Sets within the platform for which you can align your SLOs to appropriate standards for self study reporting. The integration with the LMS can support your identification of key assignments to link to outcomes to provide evidence of student learning on standards.

In addition to the Middle States self study template, we add the various self study templates for each of your accreditation bodies you will be submitting your compliance certification based on your timelines. This includes standards and text box response areas and a place to import your evidence and artifacts. We will help train your accreditation liaison(s) so they can begin to task members of your institution on how to respond and tag evidence for the different standards and take on standard liaison roles. We will also introduce you to the Evidence Bank for housing and linking your evidence to the specific standards.

Throughout the years we have helped institutions deliver their compliance certification reports, including the Fifth Year and Decennial Report for SACSCOC (Texas A&M International University (Spring 2021) and Texas A&M University (Fall 2021). In addition we have supported the re-accreditation of MSCHE and HLC reaffirmations as well as ABET, CAEP, ACPE, AACNE, and other programmatic accreditation reports for various institutions including Drexel University, University of Rochester, SUNY Oswego, and University of the Sciences to name a few.

Programmatic Accreditation Needs/Wants:

1. External parties need to be able to upload to the system (field placements, clinics, etc...)

Yes, HelioCampus Assessment provides a hierarchical, role-based, authentication and authorization framework where users are granted access to specific business functionality and data based on their role in the organization hierarchy. Your platform has a flexible permissions architecture that allows granular modification or pre-set user security roles. All user management and authorization are designed based on the principle of least privilege.

All college and university stakeholders have access to the platform through their individual HelioCampus Dashboard. They will access this through their SSO. Students, faculty,

administrators, alumni, external users like preceptors and cooperating teachers have direct access to HelioCampus Assessment (with their own login and personal/external email) and their dashboard is individualized according to their roles and permissions. User access is set by the institution and users will see widgets associated with their role within a university on their Dashboard.

External access is granted by the institution and can be easily revoked after that external stakeholder has completed their contribution to your assessment activities or extended as necessary.

The platform has a Practicum Solution for external mentors and cooperating teachers to provide feedback on your desired instrument for the learners assigned to them for internships, student teaching or other clinical experiences. External stakeholders can access this and other parts of the platform based on your permission structure and granting such permissions to these stakeholders.

2. Can collect assignments (with or without LMS integration)

Yes, at HelioCampus, we believe in enabling multiple pathways to gather data on Student Learning Outcomes (SLO) . Therefore, SLO assessment, program assessment and annual assessment planning and reporting are all achievable through our flexible platform, without investing in multiple assessment products to address multiple use cases across your institution.

Program directors can collect and report on outcomes for their accreditation and self study to inform improvement through an integration with your LMS (Blackboard). This enables instructors and faculty to assess student learning from their courses without leaving the LMS. Through a link to outcomes housed in HelioCampus but visible in your LMS, they can report on how students are performing on CLOs, PLOs, ILOs and accreditation standards simultaneously. And these data can be aggregated according to standard and/or outcome, disaggregated by degree and/or minor and a variety of student attributes according to the fields captured within your SIS which are discussed and configured during technical onboarding. In addition, juried assessment can be set up through our platform and can include an automatic import of assignments from the LMS according to your set parameters. You can add multiple assessors to this process, add rubrics from the rubric library and set the desired scoring for these assessments. These artifacts can be pulled directly from the LMS or imported into the platform directly.

Outside of the LMS, there are two different pathways for collecting assignments. The first is through our assignment creation process, which follows much of the same process as an LMS- create an assignment which is a non-submission or submission by student, add a rubric

and scoring matrix, set a due date and grading date and decide if the grade will push back to Blackboard grade book. The other pathway would be to set up a Data Collection and Workflow for collecting assignment data from participants. This would be a customized form with questions to the participants regarding their assignment, outcomes, targets, measures and a workflow for providing feedback. They can provide the instrument and final results within the form. You can have them provide you with data driven actions and future considerations. If you are familiar with Speciality Professional Association (SPA) or other programmatic accreditation reports, the form can be set up to mimic this process, but be automated using our platform to monitor progress toward completion and set notifications. Part of our discovery calls with you will be for you to tell us more about your needs, so we can choose one or more of these pathways according to your goals for assignment collection.

3. HIPAA and FERPA compliant

Yes, HelioCampus Assessment complies with the Family Educational Rights and Privacy Act, 11 U.S.C. § 1232g (“FERPA”) and the regulations promulgated thereunder. FERPA permits an educational institution to disclose personally identifiable information from the education records of a student without consent under certain circumstances and the disclosure of student information to HelioCampus and its use in the HelioCampus Assessment system complies with all FERPA requirements. The Health Insurance Portability and Accountability Act (HIPAA) sets the standard for sensitive patient data protection. In any case that we deal with protected health information, we confirm that we have the appropriate security measures in place and follow them to ensure HIPAA Compliance. GDPR also aims to protect the personally identifiable data and HelioCampus data storage and data communication complies with GDPR.

4. Can collect data by cohort, not just course

Yes, however, defining cohorts will be important for us to better understand. We can disaggregate reports by student degree program, minor and other student attribute information captured by your SIS. We can discuss the specifications of this during our onboarding process, but yes, our platform can collect data in other ways than just courses.

5. Accreditation templates built in (CAEP, CSWE, AACSB, etc...)

Yes, as mentioned above, we will import your accreditation body standards sets (regional and programmatic/professional standards) as part of Onboarding. These then become part of your Outcome Sets within the platform for which you can align your SLOs to appropriate standards for self study reporting. The integration with the LMS can support your identification of key assignments to link to outcomes to provide evidence of student learning on standards.

We will also set up your Accreditation and Self Study templates for each of your accreditation bodies you will be submitting your compliance certification based on your timelines. This includes standards and text box response areas and a place to import your evidence and artifacts. We will help train your accreditation liaison(s) so they can begin to task members of your institution on how to respond and tag evidence for the different standards. We will also introduce you to the Evidence Bank for housing and linking your evidence to the specific standards.

6. An assessment bank and the ability to import rubrics would be nice

Yes, HelioCampus Assessment platform has an Assignment Template, Evidence Bank and Rubric Library all for use within your assessment process. We have seen partners develop assignment templates within the platform and push these assignment templates to courses and course sections. In addition, accompanying rubrics can be part of the assignment process as well. The rubrics, assignment templates and practicum forms are all customizable and can be copied by permission. For instance, if you use the Danielson Framework for assessing student teachers, this can be housed in the rubric library and included within an assignment template for use in a variety of courses and course sections. The Danielson Rubric can be converted into a Practicum Form as well that a cooperating teacher can access and complete on a student. Students can complete parts of the form and add their lesson plan or reflection within the form.

The rubric library enables you to create, import, and maintain rubrics at the institutional, college, program, department, and course levels. Within this rubric library, you can design rubrics with multiple levels of achievement, customized with your naming conventions and point structure. These rubrics can be linked to your Outcomes, allowing you to report out student achievement by competency or standard and by level of achievement. If desired, we can pre-populate your rubric library with the AAC&U VALUE Rubrics which can be pulled in as one rubric or just individual lines to an already existing rubric in a course or co-curricular activity.

7. A way to manage exit and alumni surveys would be helpful

Yes, the “Course Evaluation + Feedback” Solution allows for the creation and management of Student Course Evaluations, Faculty Course Evaluations, Graduation or Exit Surveys, Alumni Surveys, Public Surveys, and more. These can be scheduled to automatically run beginning, middle, and end of the academic term, or on a custom schedule. Invitation and Reminder Email Notifications are sent to students/participants when the evaluations open, and they will continue to be reminded until they have completed all of their evaluations. Reminders are customized according to your process. Students can access their surveys right through your LMS, or they can complete all surveys using their single sign-on to access their dashboard, which organizes all of their evaluations in one place. In addition, students and

external participants can access and complete their surveys through their desired mobile devices and using any browser or computer type.

8. A possible integration with licensure?

Yes, using our Co-curricular Assessment module, institutions can import their licensure data into our platform. These include pass rates and subject area content scores linked to your outcomes and standards much like you align your direct assessment data to outcomes using our Curriculum Mapping process. For health professions schools who use ExamSoft for instance, we have a direct import using the Category Report into our platform. For ETS Praxis exams or Insight Assessment for critical thinking assessments, the Co-curricular Assessment module has been the place where users have imported these data and linked them to standards and outcomes. In addition, we have had ongoing conversations with testing agencies such as ETS to provide a feed of your licensure information directly into our platform. We hope to provide more functionality here in the future.