CAPS ASSESSMENT REPORTING FOR UCORE
FAQs for Fall 2022

Why am I being asked to report on a CAPS course for UCORE? Why is this CAPS report required every semester?
As outlined in the Required Elements for UCORE CAPS Courses, instructors of CAPS courses will submit a short report on outcomes of CAPS courses for UCORE general education assessment. Assessment data is needed annually for UCORE’s evaluation of how the university’s general education curriculum is working WSU-wide, with assessment particularly needed from courses near the end of the curriculum. UCORE assessment also helps meet requirements for WSU’s regional accreditation.

Why is my report due by January 9?
The UCORE Committee is asking for the CAPS reports for Fall 2022 by January 2023. You can submit your report any time between the end of the semester and January 9th. It may be easiest to complete your report as you finish calculating grades for the course.

How do I access the report form?
Instructors will receive an email from ucore.wsu@wsu.edu with a link to submit their CAPS report via Qualtrics in early December 2022.

What information is requested for the CAPS report?
The CAPS report form asks instructors to consider their class as a whole and indicate the percentage of students that do not meet, partially meet, meet, and exceed expectations on CAPS designator learning outcomes (and associated WSU Learning Goals). Instructors are also asked how students could have been more prepared for their CAPS course. You can use the provided Planning Sheet (docx) to preview the questions and develop your report prior to submission.

The report asks for estimates of how students performed on CAPS designator learning outcomes (and associated WSU Learning Goals). Do I need to re-assess student work to get this information? No, you should not need to re-assess student work. When your course was submitted for CAPS designation/renewal, the application indicated how the course and assignments align with CAPS designator learning outcomes (and associated WSU Learning Goals). You can use students’ performance on these aligned course outcomes to approximate the percentage of students that meet expectations at the graduating undergraduate level.

What does it mean for students to be “meeting expectations at the graduating undergraduate level”? Should this be based on students’ final course grades?
The UCORE CAPS report provides descriptors for “Meets Expectations at the graduating undergraduate level” for each of the included CAPS designator learning outcomes (and associated WSU Learning Goals). While final course grades may be considered as part of your assessment of student achievement, final course grades alone are not fine-tuned enough to give information about specific strengths or weaknesses in student achievement on specific learning outcomes (i.e., students with the same final course grade could vary considerably in their abilities on individual learning outcomes.)

How was the CAPS report developed?
The UCORE Director, Committee, and Assessment Subcommittee has worked with the Office of Assessment for Curricular Effectiveness to develop and refine a short report form. UCORE seeks to collect useful information on student learning, in a manageable format, minimizing the burden on instructors.

Does assessment in this CAPS also contribute data toward program assessment for majors?
Typically assessment in a CAPS course for majors can contribute toward program-level assessment of student learning for majors. We encourage you to share CAPS assessment data with your department assessment team. In February, we will provide you with a pdf copy of the report you submitted.

Who can I contact with questions about completing the report?
If you have questions or encounter any technical difficulties with the Qualtrics form, contact ucore.wsu@wsu.edu.

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