**CAPS ASSESSMENT REPORTING FOR UCORE**  
**FAQs for Fall 2019**

**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 UCORE Handbook, 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 at the senior level. UCORE assessment also helps meet requirements for WSU’s regional accreditation.

**Why is my report due by January 10?**

The UCORE Committee is asking for the CAPS reports for Fall 2019 by January 2020. You can submit your report any time between the end of the semester and January 10th. 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 the Office of Assessment of Teaching and Learning (ATL) with a link to submit their CAPS report via Qualtrics in early December 2019.

**What information is requested for the CAPS report?**

The CAPS report form asks instructors to consider the class as a whole and indicate the percentage of students that do _not meet_, _partially meet_, _meet_, and _exceed_ expectations on WSU’s Undergraduate Learning Goals. Instructors are also asked how students could have been more prepared for their CAPS course. You can use the _Planning Sheet_ to preview the questions and develop your report prior to submission.

**The report asks for estimates of how students performed on WSU’s Undergraduate 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, the application indicated how the course and assignments align with WSU’s Undergraduate Learning Goals. You can use students’ performance on these aligned course outcomes to approximate the percentage of students that meet WSU’s Undergraduate Learning Goals 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 has been revised to improve CAPS assessment by providing descriptors for _“Meets Expectations for Graduating Seniors”_ for each of the included learning goals. While final course grades may be considered as part of your holistic 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 goals (i.e. students with the same final course grade could vary considerably in their abilities on individual learning goals.)

**How was the CAPS report developed?**

ATL has worked with the UCORE Committee and Assessment Subcommittee to develop and refine a short report form. UCORE seeks to collect useful information on student learning and preparedness, 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. We encourage you to share CAPS assessment data with your department assessment team. In February, ATL will provide you with a pdf copy of the report you submitted.

**Who can I contact with questions about completing the report?**

The Office of Assessment of Teaching and Learning (ATL) is supporting this UCORE assessment. If you have questions or encounter any technical difficulties with the Qualtrics form, contact _atl@wsu.edu_ or 335-1355.