INSTRUCTIONS FOR EVALUATING STUDENT ATTAINMENT OF THE PULs

IUPUI has begun a new initiative to evaluate undergraduate student attainment of the abilities, skills, and attributes embodied in the Principles of Undergraduate Learning (PULs). As a first step, in Spring 2009, faculty responsible for every undergraduate program at IUPUI identified for each course one, two, or three PULs addressed in class activities and assignments. The following scale was used to indicate the degree of emphasis given to each PUL identified:

3 indicates a **major** emphasis: *This PUL is prominent in at least one course objective; it is a **focus** of the course. Student learning of this PUL is assessed via at least one major assignment.*

2 indicates a **moderate** emphasis: *The PUL is **explicitly** emphasized in the course. It is prominent in at least one course assignment and is assessed via that assignment.*

1 indicates a **minor** emphasis: *This PUL is identified in one or more assignments and is **implicitly** emphasized in the course.*

Staff in the Offices of the Registrar and Information Management and Institutional Research (IMIR) have drawn on this information to create a database that links courses with the PULs emphasized. With this information, faculty members and advisors can use the matrix at http://www.planning.iupui.edu/pul/matrix/ to enter abbreviated course titles for an academic program, or an individual student's plan of study, and see immediately which PULs are addressed.

Now, programs and departments need to carry out two additional steps in order to develop campus-wide data on student learning related to the PULs:

Step 1. Develop a program or department schedule for evaluating student attainment of the skills and knowledge embodied in the PULs.
Faculty in each program or department must develop a **schedule for evaluating and recording students' PUL learning in at least one section of each of the department's/program's courses over the next five years. Only** PULs given **major or moderate emphasis** (i.e., scored as **3** or **2** in the course matrix) need to be included in the schedule.
- First, program/department members should review the matrix to verify that all courses offered are listed and that PULs are assigned for each course.
  - o To review the matrix, go to http://www.planning.iupui.edu/pul/matrix.
  - o Click the "IU Login" button and log in using the CAS system.
  - o Click on the link for "PUL Matrix by Department/Program."
  - o Select the appropriate department from the drop-down menu.
    If PULs are not assigned for a course, confer with colleagues, assign the appropriate one, two, or three PUL(s) for that course and ask your school scheduling officer to send this information to the Office of the Registrar.

- Next, **select and record a semester** for evaluating student attainment of the PUL-related knowledge and skills in each course offered by the department/program. *The schedule for evaluating students' attainment* of the *PULs in each course* **should be submitted using the matrix web form (described below) by October 30, 2009.**
    - o In the "semester" column on the left, indicate in which semester (e.g., Spring 2010, Summer 2010, Fall 2010, etc. through Fall 2014) student attainment of the PULs for that course will be evaluated.
    - o If PULs for a course 'vary by class,' the course may be eliminated from the schedule for evaluating student attainment.
    - o Save the schedule by clicking "Save" so that you may view it later and edit.
    - o Click "Submit" to send your schedule to the IMIR site for review by your dean, IMIR staff, and others.
    - o Upon submission, you will receive an email message with a link to a downloadable PDF copy of your matrix. (Note: if you wish to print your matrix from the Web site, set the page orientation to Landscape for best results. The PDF version you receive upon submission will pre-set to print in Landscape orientation.)

Step 2. Faculty teaching sections selected for student evaluation in a given semester should record a level of PUL attainment for each student enrolled in that course section.
- Review the PULs given major or moderate emphasis in the course by going to http://www.planning.iupui.edu/pul/matrix and following the log-in directions above.
- Evaluate each student's class performance on each of the relevant PULs. Please use the following rating scale:
    - o 3 (VE) = Very Effective
    - o 2 (E)   = Effective
    - o 1 (SE) = Somewhat Effective
    - o 0 (NE) = Not Effective
- In assigning the ratings, use evidence from a single assignment or from multiple activities (test items, oral presentations, individual and group projects) designed to give students opportunities to practice and make progress in learning the knowledge and skills associated with the particular PUL emphasized.
- To determine ratings, you may wish to use or adapt one of the PUL rubrics found at http://nca.iupui.edu .
- UITS and IUPUI campus personnel are developing means to record these ratings via Oncourse and the Student Information System. Additional information will be sent when this capability becomes available. If you are field-testing this procedure in Fall 2009, contact Amol Patki at apatki@iupui.edu or 4-5810 to obtain a format for recording your student evaluations using the scale described above.
- Although student names/ID numbers will be used to simplify the work of recording their levels of learning, this identifying information will not be included in any reports prepared for the campus or the Higher Learning Commission.