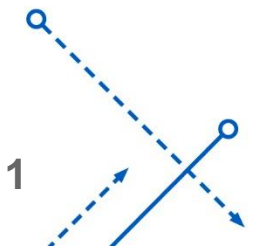


Navigating the Annual Academic Program Assessment (AAPAR) System

Updated 6/17/2020



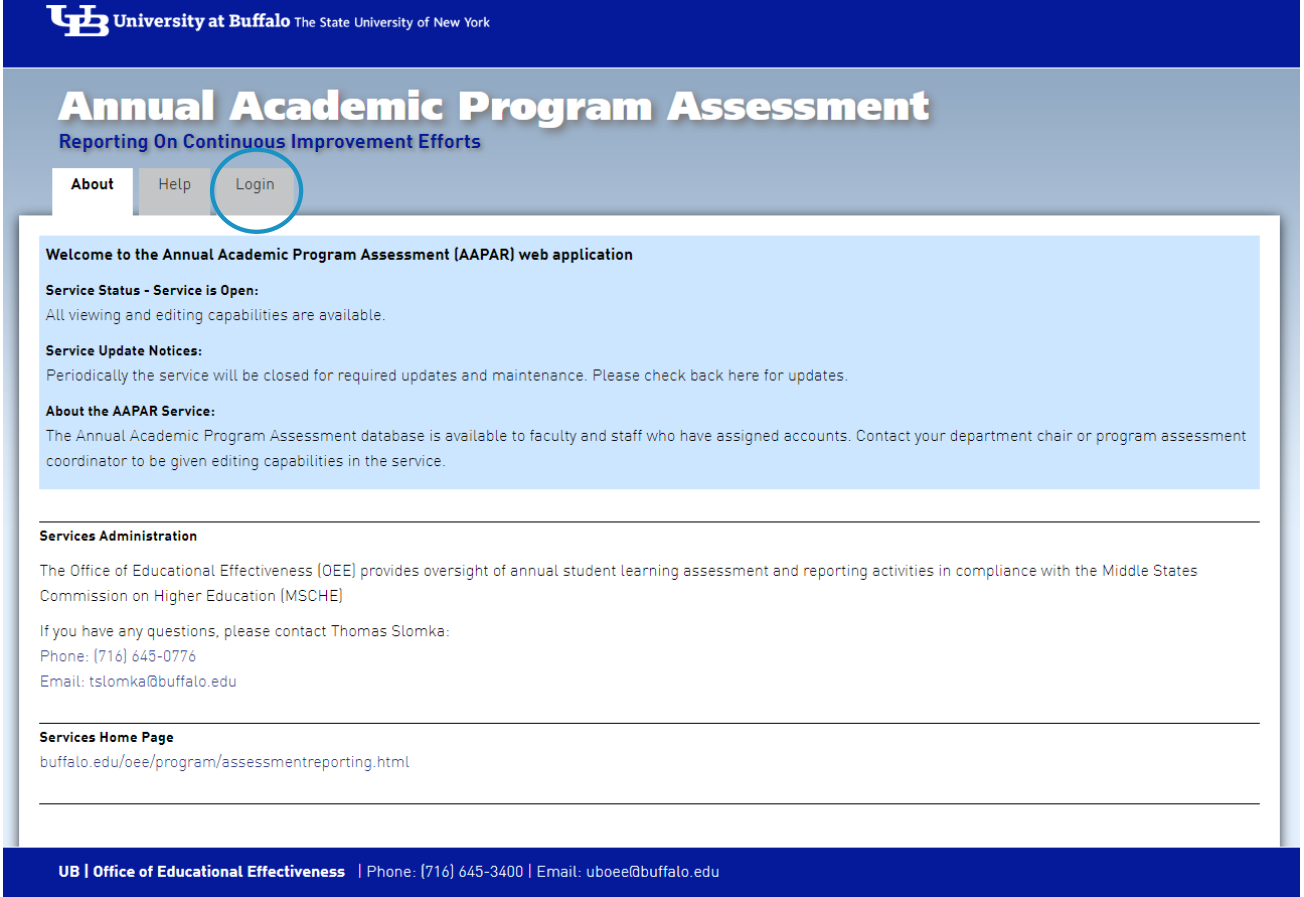
Navigating to the System


- From the Office of Educational Effectiveness website:
 - Program Assessment → Annual Academic Program Assessment Report (AAPAR) Process → “Click here to access the AAPAR Platform”
- Bookmark <https://programassessment.webapps.buffalo.edu/>

The screenshot shows the University at Buffalo Educational Effectiveness website. The header includes the logo and navigation links: Scoring Services, Course Evaluation, Contact Us, and Search. The main navigation menu includes About Us, Program Assessment, Comprehensive Program Review, Teaching Effectiveness, and Resources and Support. The breadcrumb trail reads: Educational Effectiveness > Program Assessment > Annual Academic Program Assessment Report (AAPAR) Process. The main heading is "Annual Academic Assessment Process". A green button with the text "Click here to access the AAPAR Platform" is circled in blue, with a blue arrow pointing to it from the left. Below the button is the section "Purpose and Timeline for Annual Assessment". The text states: "In order to ensure compliance with the Middle States Commission on Higher Education's accrediting standards, all academic programs should assess **at least one learning outcome per year**, with the entire set of program learning outcomes being assessed in a 3 to 5 year cycle." It further states: "Each year, the program coordinator must submit a report detailing the assessment activities for the year, including results and identified improvements. **Annual assessment reports are due by Wednesday, September 30, 2020.**" Below this, it says: "Annual assessment reports must be submitted to UB's [AAPAR Platform](#), which contains program learning outcomes, program assessment plans, curriculum maps and annual assessment reports. This database is viewable to all UB faculty and staff." At the bottom, there are two expandable sections: "Program Assessment at UB: An Overview" and "Completing the Annual Assessment Report", with sub-sections "Learning Outcomes" and "Planning" under the latter.

Logging in

- About tab
 - Information on updates, purpose, and who to reach out to for assistance
- Help tab
 - Submitting a help request
 - Reviewing answers to common questions
- Login tab
 - Log in with your UB IT Name and password
 - Your permissions are unique to you; if there is a department or program you are seeing or *not* seeing incorrectly, please submit a help request right away.



 University at Buffalo The State University of New York

Annual Academic Program Assessment

Reporting On Continuous Improvement Efforts

[About](#) [Help](#) [Login](#)

Welcome to the Annual Academic Program Assessment (AAPAR) web application

Service Status - Service is Open:
All viewing and editing capabilities are available.

Service Update Notices:
Periodically the service will be closed for required updates and maintenance. Please check back here for updates.

About the AAPAR Service:
The Annual Academic Program Assessment database is available to faculty and staff who have assigned accounts. Contact your department chair or program assessment coordinator to be given editing capabilities in the service.

Services Administration


The Office of Educational Effectiveness (OEE) provides oversight of annual student learning assessment and reporting activities in compliance with the Middle States Commission on Higher Education (MSCHE)

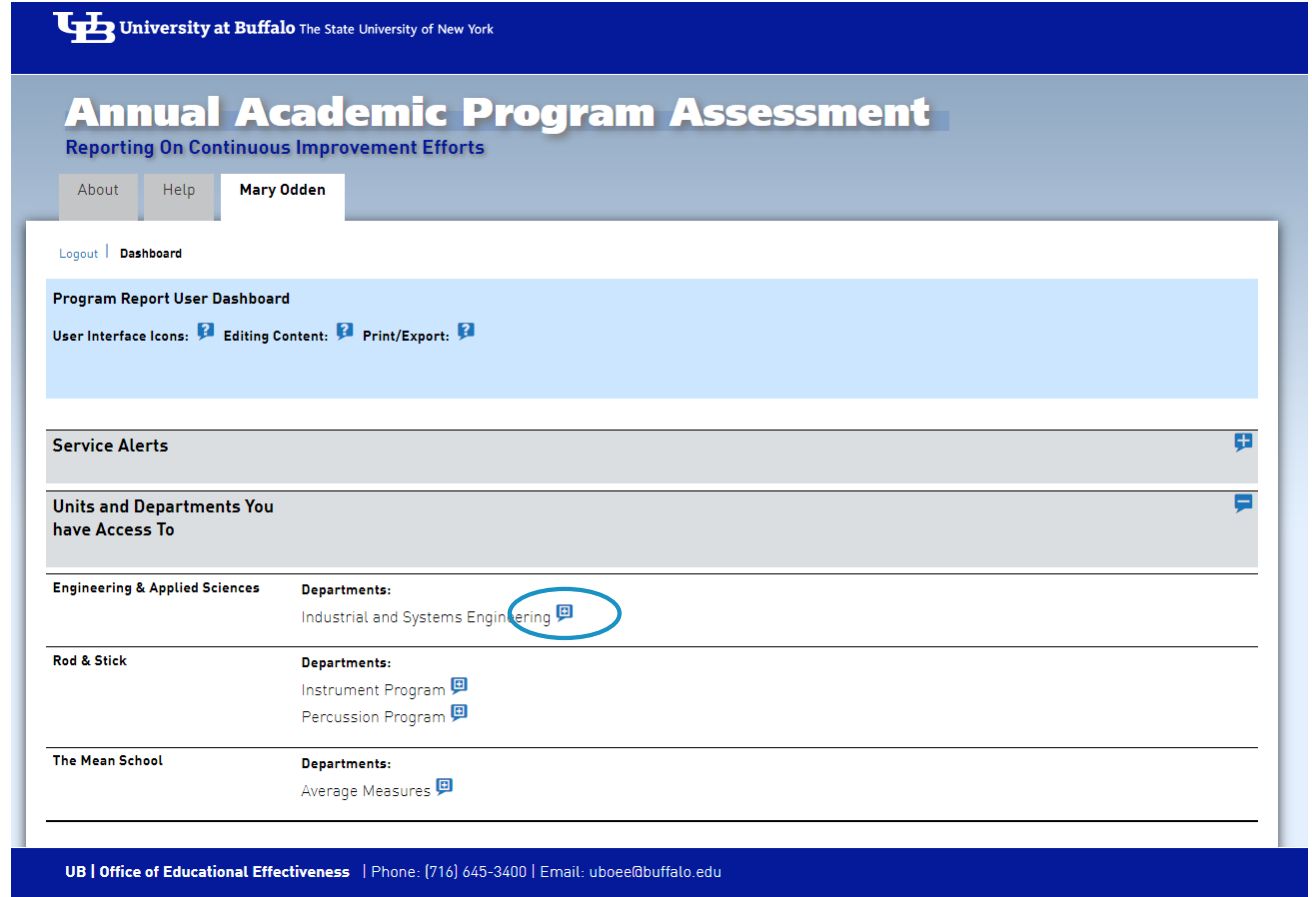
If you have any questions, please contact Thomas Slomka:
Phone: (716) 645-0776
Email: tslomka@buffalo.edu

Services Home Page
buffalo.edu/oeef/program/assessmentreporting.html

UB | Office of Educational Effectiveness | Phone: (716) 645-3400 | Email: uooee@buffalo.edu

Dashboard

- Service Alerts
 - Information about site updates, shut downs, etc. will appear here
- Units and Departments You have Access To
 - Each Unit and Department in that Unit that you have access to
 - Click the Plus Icon () to access that Department's report




The screenshot shows the 'Annual Academic Program Assessment' dashboard for user Mary Odden. The dashboard includes a navigation bar with 'About', 'Help', and the user's name. Below the navigation bar, there are links for 'Logout' and 'Dashboard'. The main content area is titled 'Program Report User Dashboard' and includes links for 'User Interface Icons', 'Editing Content', and 'Print/Export'. The dashboard is divided into sections: 'Service Alerts', 'Units and Departments You have Access To', and a list of departments with their respective reports. The 'Engineering & Applied Sciences' department is highlighted, showing 'Industrial and Systems Engineering' as a department with a plus icon next to it. Other departments listed include 'Rod & Stick' (Instrument Program, Percussion Program) and 'The Mean School' (Average Measures). The footer contains contact information for the Office of Educational Effectiveness.

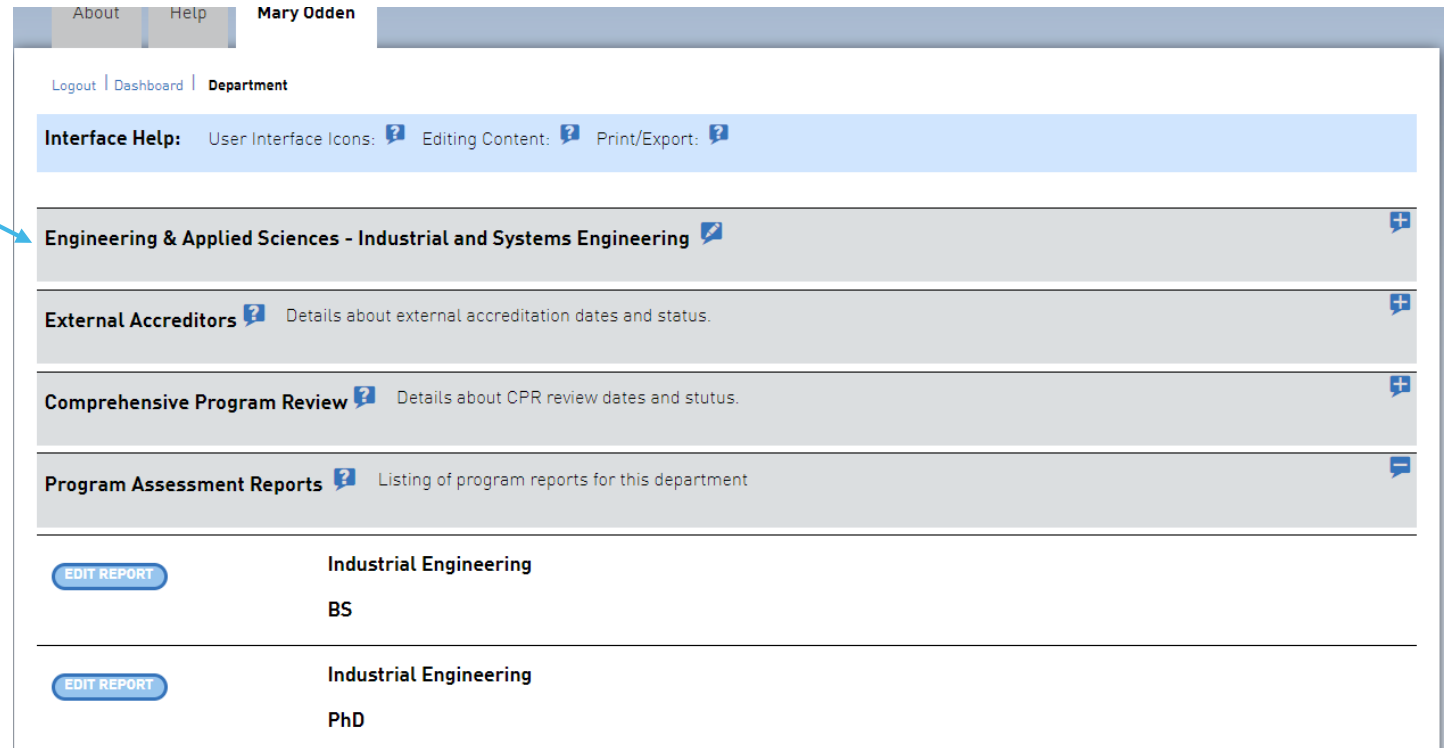
UB | Office of Educational Effectiveness | Phone: (716) 645-3400 | Email: uboee@buffalo.edu

Department Details

The top portion of the page provides fields to document the department:

- Mission
- Goals
- Departmental Editor Roles

To edit any field in AAPAR, click the pencil icon (). We recommend writing your response in Word first, then copy/pasting the text into the field, as AAPAR will time-out after a few minutes and not save your work.



About Help Mary Odden

Logout | Dashboard | Department

Interface Help: User Interface Icons: Editing Content: Print/Export:

Engineering & Applied Sciences - Industrial and Systems Engineering

External Accreditors Details about external accreditation dates and status.

Comprehensive Program Review Details about CPR review dates and status.

Program Assessment Reports Listing of program reports for this department

EDIT REPORT Industrial Engineering
BS

EDIT REPORT Industrial Engineering
PhD

Department Overview

Within the Department Details, you can generate a Unit and Department Overview Table

Click the “Department Overview” ([Department Overview](#)) to generate a table that shows the number of fields in each program that contain data. This can quickly show you if the programs you have access to are

Logout | Dashboard | Department

Interface Help: User Interface Icons: ? Editing Content: ? Print/Export: ?

Engineering & Applied Sciences - Industrial and Systems Engineering

[Unit Overview](#) ?

[Department Overview](#) ?

Number of Programs in Department: 4

Number of Programs with Complete Assessment Reports: 0

Total Number of Student Learning Outcomes: 20

Total Number of Completely Assessed Student Learning Outcomes: 10

Per Program Stats:			Outcomes		Planning			Documents
Title	Major	SED	Total	Asmt	Prg	Bgt	Asmt	#Docs
Industrial Engineering	PhD	03204	5	4	0	0	0	1
Industrial Engineering	MS	03206	4	3	0	0	0	1
Industrial Engineering	ME	84194	4	3	0	0	0	1
Industrial Engineering	BS	03203	7	0	0	0	0	1

Mission ? ?

The department's mission is to:

- Prepare students with challenging, flexible education for fruitful careers

Department Details

Back on the Department page, the next sections provide details on External Accreditation information (where applicable) and Comprehensive Program Review information.

About Help Mary Udden

Logout | Dashboard | Department

Interface Help: User Interface Icons: ? Editing Content: ? Print/Export: ?

Engineering & Applied Sciences - Industrial and Systems Engineering +

External Accreditors ? Details about external accreditation dates and status. +

Comprehensive Program Review ? Details about CPR review dates and status. +

Agency
CPR ?

Date of Site Visit: ? ?
12/7/15

Visit Outcomes: ? ?
ACCEPTABLE

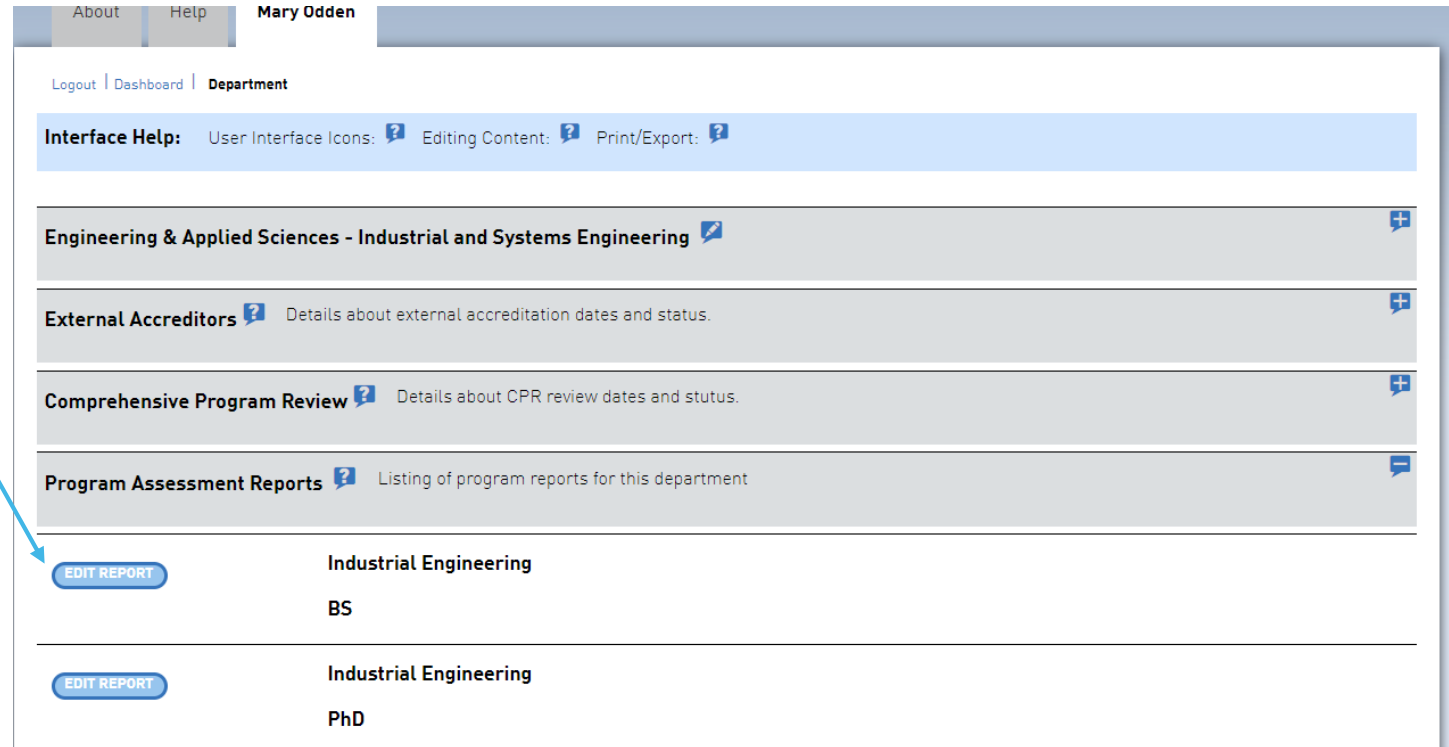
Date Accredited Through: ? ?

Department Details

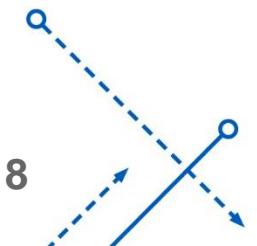
The final section on the Department Details page is the Program Assessment Report, which by default is expanded. You will see a list of all Programs have access to edit.

Note: additional programs may exist, but may not be viewable to you as a result of your permissions. If you have questions about the programs listed, please contact your OEE Liaison listed here:

https://www.buffalo.edu/oeo/program/aap_ar_process.html




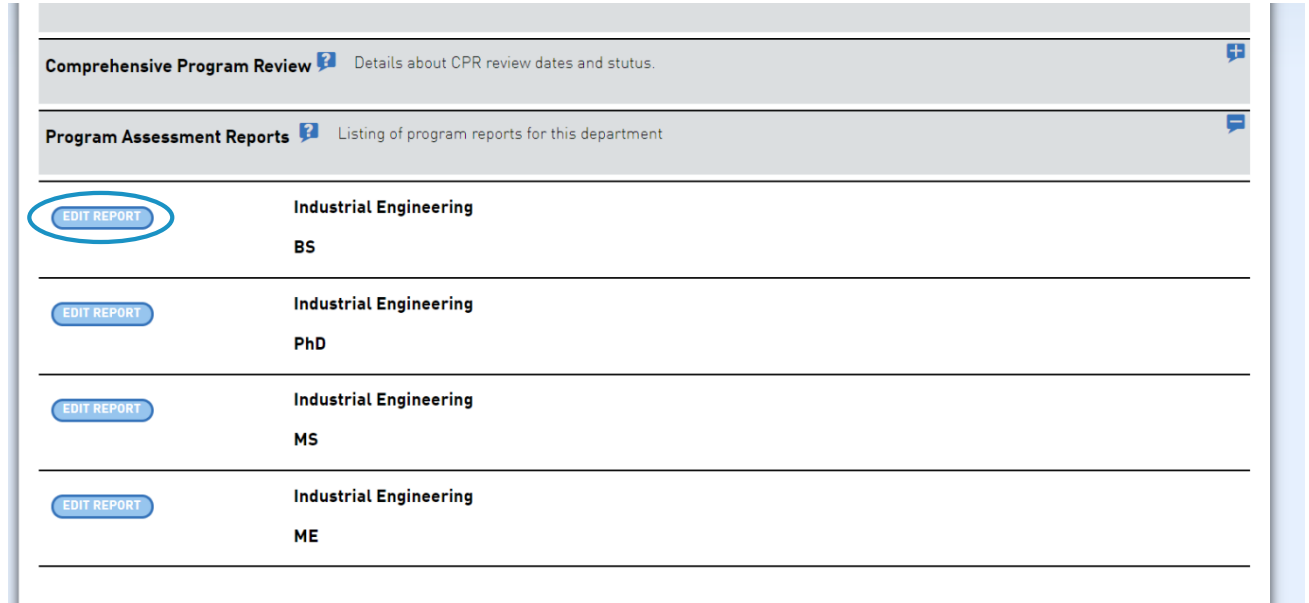
The screenshot shows a web interface for 'Department Details'. At the top, there are navigation tabs for 'About' and 'Help', and the user name 'Mary Odden'. Below this is a breadcrumb trail: 'Logout | Dashboard | Department'. A light blue banner contains 'Interface Help' with links for 'User Interface Icons', 'Editing Content', and 'Print/Export'. The main content area lists several sections, each with a plus icon on the right: 'Engineering & Applied Sciences - Industrial and Systems Engineering', 'External Accreditors' (with a sub-note: 'Details about external accreditation dates and status.'), 'Comprehensive Program Review' (with a sub-note: 'Details about CPR review dates and status.'), and 'Program Assessment Reports' (with a sub-note: 'Listing of program reports for this department'). Below these sections, two program entries are visible, each with an 'EDIT REPORT' button: 'Industrial Engineering BS' and 'Industrial Engineering PhD'. A blue arrow from the text on the left points to the 'EDIT REPORT' button for the first program.



Program Reports

Scroll down to view the Program Reports.


Click on “EDIT Report” () to view and edit the Assessment Report for each Program



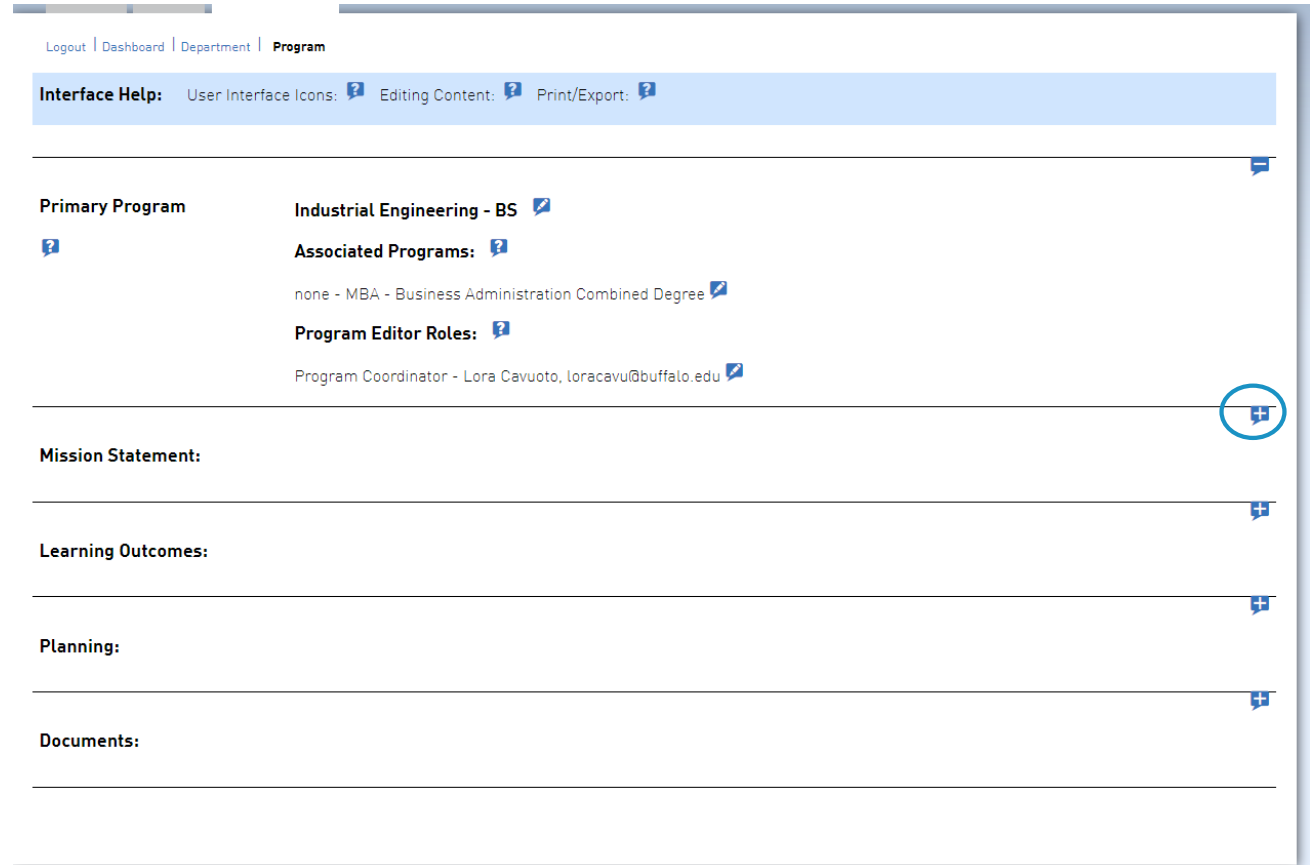
The screenshot displays a web interface for program reports. At the top, there are two main sections: "Comprehensive Program Review" and "Program Assessment Reports". Below these, a list of reports is shown, each with an "EDIT REPORT" button. The first button is circled in blue. The reports listed are for Industrial Engineering programs at the BS, PhD, MS, and ME levels.

Report Title	Details
Comprehensive Program Review	Details about CPR review dates and status.
Program Assessment Reports	Listing of program reports for this department
EDIT REPORT	Industrial Engineering BS
EDIT REPORT	Industrial Engineering PhD
EDIT REPORT	Industrial Engineering MS
EDIT REPORT	Industrial Engineering ME




Editing Program Reports



Once on the Program Report, use the Plus Icon () to expand each section:


- Primary Program
- Mission Statement
- Learning Outcomes
- Planning
- Documents





Logout | Dashboard | Department | Program


Interface Help: User Interface Icons:  Editing Content:  Print/Export: 


Primary Program  **Industrial Engineering - BS** 


Associated Programs: 


none - MBA - Business Administration Combined Degree 


Program Editor Roles: 

Program Coordinator - Lora Cavuoto, loracavu@buffalo.edu 

Mission Statement: 

Learning Outcomes: 

Planning: 

Documents: 

Mission Statement Section

- Mission Statement** - A concise statement of the general values and principles which guide the curriculum and set the tone and philosophical position that guide program goals. Mission statements one to two sentences in length.
- Goals** - A set of statements that define specific, measurable, and timely targets of the program. Goals should be written as no more than four or five short statements.

Primary Program



Industrial Engineering - BS

Associated Programs:

none - MBA - Business Administration Combined Degree

Program Editor Roles:

Program Coordinator - Lora Cavuoto, loracavu@buffalo.edu

Mission Statement:



Mission:

1. Preparing our students with challenging, flexible education for a fruitful career
2. Advancing our discipline through innovative research and sound scholarship
3. Benefiting our industrial partners through quality faculty, student, and staff interaction

Goals:



The BSIE program objectives are to prepare students academically and professionally so that soon after graduation ISE graduates will have:

1. Met the expectations of employers and graduate programs of industrial engineers.
2. Undertaken informal or formal leadership roles in their professional activities
3. Stayed current by pursuing professional development activities such as graduate study and continuing education

Learning Outcomes:

Learning Outcomes Section

- **Learning Outcome** - A learning outcome is a statement that defines what knowledge and skills students will be assessed for when they complete a study - what students will know and be able to do because they have completed a program. While a student learning outcome (SLO) can be measured at many levels: course (CLO), program (PLO), and institutional (ILO); for the purposes of the AAPAR student learning outcomes are measured at the program level.

Use the Pencil Icon () to make edits to the Learning Outcome, and use the Plus Icon () to expand the outcome to view/edit the additional required fields for the outcome.

Learning Outcomes:



Learning Outcome 1:



New EAC: (1) an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

Old: a) an ability to apply knowledge of mathematics, science, and engineering

Old: e) an ability to identify, formulate, and solve engineering problems

Learning Outcome 2:



New EAC: (2) an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors

Old: c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability

Learning Outcome 3:



New EAC: (3) an ability to communicate effectively with a range of audiences

Old: g) an ability to communicate effectively

Learning Outcome 4:



New EAC: (4) an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts

Old: f) an understanding of professional and ethical responsibility









Learning Outcomes (Continued)

- Assessment Method** - How the outcome will be measured. Who will be assessed, when, and how often.
- Success Criteria** - The level of performance which represents mastery and what proportion of students should be achieving mastery.
- Assessment Findings** - The assessment results and what they show about student learning.
- Actions Based on Findings** - The changes that were made or will be made to the program or courses in the program based on the results and who reviewed the findings.

New EAC: (1) an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

Old: a) an ability to apply knowledge of mathematics, science, and engineering

Old: e) an ability to identify, formulate, and solve engineering problems

Assessment Method	Embedded within course assignments.	
Success Criteria	none	
Assessment Findings	<p>Old: a) Assessments showed that students could demonstrate these skills in course projects (particularly, the application of knowledge) but were weaker in expressing the application of knowledge in exam questions, perhaps due to the particular nature of the questions (e.g., extending knowledge to application during an exam rather than a project may be more difficult; also, questions selected for assessment dealt with particular topics rather than application of mathematics and science as a whole). Additionally, not all of the internship projects provided an opportunity for students to apply mathematical modeling.</p> <p>Old: e) Overall, students successfully demonstrated achievement of this outcome across several courses (Operations Research I and II, Planning for Production) and the internship project.</p>	
Actions Based On Findings	Action plans for this outcome include strengthening the scientific and mathematical components of some course projects (particularly, IE 323) and internship projects.	
UB ILO Mapping	There are no institutional learning outcomes linked to this learning outcome.	
Course Mapping	There are no courses linked to this learning outcome.	
Learning Outcome 2:		 







Learning Outcomes (Continued)

- UB ILO Mapping** – Each of your program outcomes should support at least one UB Institutional Learning Outcome. Use this field to indicate which ILO is supported by this particular outcome
- Course Mapping** - .Indicate which courses in your program directly address this outcome.

New EAC: (1) an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

Old: a) an ability to apply knowledge of mathematics, science, and engineering

Old: e) an ability to identify, formulate, and solve engineering problems

Assessment Method	Embedded within course assignments.	
Success Criteria	none	
Assessment Findings	<p>Old: a) Assessments showed that students could demonstrate these skills in course projects (particularly, the application of knowledge) but were weaker in expressing the application of knowledge in exam questions, perhaps due to the particular nature of the questions (e.g., extending knowledge to application during an exam rather than a project may be more difficult; also, questions selected for assessment dealt with particular topics rather than application of mathematics and science as a whole). Additionally, not all of the internship projects provided an opportunity for students to apply mathematical modeling.</p> <p>Old: e) Overall, students successfully demonstrated achievement of this outcome across several courses (Operations Research I and II, Planning for Production) and the internship project.</p>	
Actions Based On Findings	Action plans for this outcome include strengthening the scientific and mathematical components of some course projects (particularly, IE 323) and internship projects.	
UB ILO Mapping	There are no institutional learning outcomes linked to this learning outcome.	
Course Mapping	There are no courses linked to this learning outcome.	

Learning Outcome 2:



Planning Section

- **Program Plan Based on Assessment Findings** - Indicate the plan of action for maintaining, strengthening, or changing aspects of program delivery based on the assessment findings or interpretation of results for the outcomes focused on in this report.
- **Budget Planning Based on Assessment Findings** - A budget narrative that links strategic investments with supporting evidence of need identified through program assessment. Identify specific program budgetary needs and link the needs to learning outcome assessment completed in this assessment cycle.
- **Assessment Plan** - Identify which learning outcome(s) will be the focus of assessment in the upcoming assessment cycle.

Planning:



Program Planning Based on Assessment Findings:

What aspects of program delivery will be maintained, strengthened, or changed?

none

Budget Planning Based on Assessment Findings:

What budget resources are required to implement your program planning?

none

Assessment Plan:

Which learning outcome(s) will be the focus of the upcoming assessment cycle?

none



Documents

Select this section to add supplemental documents that support this report.

Documents that add detail to the program assessment such as:

- narrative and summary reports
- curriculum maps
- assessment rubrics
- evidence of student learning

Documents from external accreditation or comprehensive program review such as:

- self study report
- evaluator reports
- action plans

Primary Program	Industrial Engineering - BS
Associated Programs:	none - MBA - Business Administration Combined Degree
Program Editor Roles:	Program Coordinator - Lora Cavuoto, loracavu@buffalo.edu
Mission Statement:	
Learning Outcomes:	
Planning:	
Documents:	Supporting Narratives and Evidence
	Curriculum Map: A report of courses that support the methods and criterion of the assessment plan

File uploads must be of type "application/pdf" and be no larger than 2.3mb in size.

General Tips

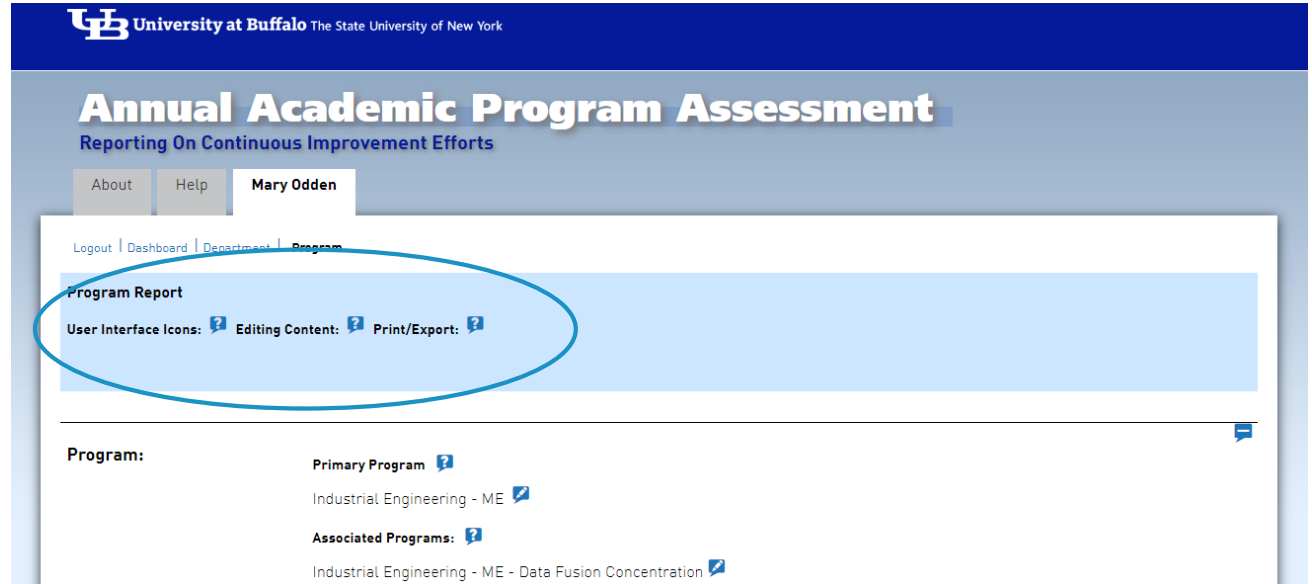
Access additional information on a field by clicking the Question Icon (?).

Learn more about the nuances of the AAPAR System by clicking the Question Icon next to Editing Content at the top of the page.

To Print or Share the report with others, follow the instructions from the Print/Export help at the top of the page

For videos on Adding or Modifying Editors, or Adding or Modifying a Document, visit our [YouTube Page](#)

Contact your OEE Liaison for direct assistance!
https://www.buffalo.edu/oeo/program/aapar_process.html



University at Buffalo The State University of New York

Annual Academic Program Assessment

Reporting On Continuous Improvement Efforts

About Help **Mary Odden**

Logout | Dashboard | Department | Program

Program Report

User Interface Icons: ? Editing Content: ? Print/Export: ?

Program:

Primary Program ?

Industrial Engineering - ME ?

Associated Programs: ?

Industrial Engineering - ME - Data Fusion Concentration ?