

***Informed Consent: Faculty  
Exploring Evidence of Student Learning Outcomes***

Your help is needed to explore the student learning outcomes and general education objectives at Millersville University of Pennsylvania. The Faculty Senate Academic Outcomes Assessment Committee would like to collect (with appropriate student permission) student work as artifacts from your course this semester for two specific purposes. The first purpose is to systematically assess the general education objectives at a specific point in time during a student's academic career. The second purpose is to build a repository of student work so that the general education program may also be systematically assessed on a longitudinal basis with opportunities to make points of comparison. To fulfill these two specific purposes, the AOAC needs actual examples of student work (artifacts) from across general education courses. Your voluntary participation involves asking students in one of your courses to share an ungraded electronic or hard copy of an assignment to be used by a panel of faculty or staff to assess the quality of student learning at Millersville at the program and institution-levels.

The information gathered will be used by administrators and faculty to improve the learning experiences. Faculty from over a dozen courses will be asked to identify one or more assignments from a course each semester for students to submit as a sample artifact. The analysis of your students' submitted work will only be used to understand student learning at the program or institution-level. Your course is not being evaluated. You are not being evaluated in this assessment initiative.

1. The submission of your students' work may take approximately five minutes and may require that students submit an extra hard copy of their work. Your role may involve the following:
  - a) Identifying one or two assignments from your course as potential artifacts to be collected;
  - b) Introducing members of AOAC to the class to explain the assessment initiative, invite the students to voluntarily participate, and collect the signed informed consent form and artifacts (hard copies) or in the case of electronic copies, forward student work to the Office of Planning and Assessment staff; and
  - c) Provide a copy of the assignment requirements and the learning objectives or goals from the course syllabus.
2. A copy of the assignment requirements and the learning objectives from the course syllabus will remain in a secure, electronic format for approximately six years. The students' work will remain in a secure, electronic format for approximately six years. The course subject and number will be stored with the course goals and assignment requirements, without the identity of the instructor.
3. The following information about the course will be used to understand characteristics of student learning as it pertains to the University's student learning outcomes: Course title and number, general education label(s), learning outcomes or goals from the course syllabus, assignment requirements, assignment type, course section, semester and year, and course enrollment. This information will be linked to the student artifacts collected. Course section number and course number will be used solely to help maintain the database and enhance linkage of course learning outcomes or goals, assignment requirements, general education label(s) and course enrollment to the student artifact.
4. Dr. Lisa R. Shibley, Assistant Vice President for Institutional Assessment and Planning is the principle investigator. If you have questions at any time about this assessment initiative or the process, please contact Dr. Shibley at 717-871-2390 or Lisa.Shibley@Millersville.edu .

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5. If you have any questions regarding your rights as a participant in this study, please contact Dr. Jane Bray, Dean, School of Education at (717) 872-3379.
6. Faculty identity will not be collected or linked to the student work. The students' work will be maintained for six years in a confidential manner to the extent that technology permits. Students' identities will be masked. Aggregated information shared for publication or assessment purposes will not be made available at the course level (1xx, 2xx, 3xx or 4xx) except for Communication 100, English 110, UNIV 103 or Wellness 175 courses. In those cases, at least five sections of courses will be aggregated together to protect the identity of the faculty member.
7. Faculty or staff assessing student artifacts will not know the students' identity to the extent that technology used permits. The course section information submitted will be maintained and only accessible by staff in the Planning, Assessment and Analysis unit of the University. Faculty identity will not be linked to the student artifact database. Contact information used to invited faculty to include their student work in this assessment project will be maintained in a separate location. This information will be kept to determine the rotation of the sample only.
8. The potential risks in this study are minimal. Faculty members may perceive that student work will be used to evaluate their teaching, however, only student learning outcomes are being assessed in this study. Efforts will be made to disconnect faculty identity from the artifacts. The information in this assessment initiative **will not be used** to make any evaluative statements or draw any evaluative conclusions about the faculty that volunteer to have students artifacts recruited from their courses or share course information.
9. Participation is voluntary and refusal to participate or a subsequent decision to discontinue participation will not result in penalty. Should you decide to withdraw from the study, please contact Dr. Lisa Shibley or Ms. Carol Kirsch at 717-871-2390. Once you withdraw from the study, the information about your course (course objectives and course assignment) will be disposed of through shredding (hardcopy) or deletion (electronic copy).
10. This informed consent will be kept for three years after the completion of the study.

If you have read this form and agree to participate in this assessment initiative, please sign your consent below and submit this form with your work. A copy is provided for you to keep with your records.

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Course(s) Consent to Collect Assignments, Course Goals, and  
Assignment Description (please list on above line)

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Semester

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Print your name on the line above

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Faculty Signature

Date

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