

# Office of Academic Planning and Assessment

## **Best Practices for Documenting Assessment of Online and Distance Education Programs**

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objectives. The purpose is to ensure that both groups are demonstrating similar levels of attainment of the desired learning objectives. There is not an expectation that both groups' results be identical; however, there is an expectation they be similar. If significant variations between the two groups are identified, then reasons for these variations must be documented and plans of action provided for addressing the gaps. The easiest way for programs to demonstrate equitable attainment will be to disaggregate the assessment results for both online and face-to-face students within the Finding descriptions in a way that is clear to an outside observer.

Finally, it is important that programs clearly demonstrate how Findings are used to improve upon the educational experience for all students within the program, regardless of delivery method, and not just one group to the exclusion of the other. These Actions should be driven by the Findings for both distance education and face-to-face students. Areas for improvement found within one or both groups should be addressed within both the program's Actions and Plan for Continuous Improvement. As with the other elements, it is important that the connection between Findings, Actions, and Plan for Continuous Improvement be clear to an outside observer.