

## AAC&U Artifact Collection FAQ

\*Please refer to the glossary [linked here](#) in regards to any vocabulary you may have questions about. Words underlined in this document appear in the glossary.

*About the project and AAC&U*

### **What is the AAC&U VALUES Institute Civic Engagement project?**

A: Funded by a grant from the Lumina Foundation, the AAC&U Advancing Evidence on Civic and Community-Based Engagement in Higher Education is a new project designed to develop national baselines for student performance on civic outcomes. Over the course of the Spring 2022 semester, selected universities prepare sampling plans and collect the AAC&U Values Institute Civic Engagement project is a Lumina funded program spanning nine months. Selected universities participate in a sampling period of student work called “artifacts” that are scored based on their relation to the AAC&U VALUES rubric. During the summer, the samples are evaluated and a report is shared with the University that a report is then developed out of this scoring period. This report relays information about the institution’s performance based on the submission sample and the demographic data collected by the Office of Civic and Community Engagement.

This project supports the synthesis and development of national research on the role of higher education in fostering students’ civic skill-building through community-based engagement and other high-impact practices.

The AAC&U project has two goals:

- To produce a synthesis of the existing research on active teaching and learning practices commonly known as “high-impact practices,” or HIPs. A primary focus of this research synthesis will be equity of access to and attainment of civic outcomes for underserved students related to engagement in HIPs, particularly community-based experiences such as service-learning, community-based research, global learning and study abroad, and internships.
- To create new national baselines on students’ demonstrated performance on civic outcomes developed through AAC&U’s Valid Assessment of Learning in Undergraduate Education (VALUE) Institute. As a selected university, the University of Miami will submit student work (“artifacts”) connected with civic outcomes through engagement in a range of HIPs. Resulting baselines will be further disaggregated to better understand and address equity gaps across civic skills, such as intercultural competence, global learning, and ethical reasoning.

### **Where can I learn more about AAC&U?**

A: You may visit: <https://www.aacu.org/newsroom/aacu-announces-eighteen-institutions-selected-to-participate-in-new-project-to-advance-evidence-on-civic-and-community-based-engagement-in-higher-education> for more information about the Civic Evidence Project.

### **Why is UM participating in the AAC&U Civic Engagement project?**

A: Data produced by the AAC&U Civic Evidence Project will provide insights into how UM compares with other Universities on students’ overall civic engagement.

Additionally, the scores and feedback will assess how curricular and co-curricular opportunities on campus are engaging students with the Miami community at large.

### *The artifact collection process*

#### **Do artifacts have to be from currently enrolled students?**

A: Artifacts should be from students who have completed at least 4 semesters of their undergraduate education and courses that were held between August 2020 through May 2022.

#### **Should we obtain written permission from community partners who are involved in the assignment's conception to submit the student work?**

A: Permission is not required since the student work falls under the educational process/experience for the students. However, you may provide your community partner with a courtesy notification.

#### **Is student permission needed to share their work?**

A: No. The artifacts will be de-identified prior to the submitting of the artifacts. The submission will not include confidential information. AAC&U has indicated that this initiative is not under the purview of IRB and is an educational assessment that does not require prior consent.

#### **May faculty submit artifacts for more than one semester?**

A: Yes! They will be considered separate artifact sets.

#### **Should assignments come from only courses with a CIVIC tag or can they come from courses with an undercurrent of civic engagement even if not explicitly stated?**

A: Artifacts may be derived from courses that have a civic engagement or experiential learning component. It is likely these courses have the CIVIC or CVWR attributes but we will accept artifact from courses that may not have this attribute yet.

#### **Are reflection papers accepted as artifacts?**

A: Yes, they are. Artifacts can also be capstones, research papers, and any other written or video piece that demonstrated the student's experience with community engagement.

#### **Are multiple submissions from the same student allowed?**

A: Multiple submissions from the same student are not allowed

#### **How long should my assignment be?**

A: Artifacts should be at minimum 3-5 pages each and should not exceed 25 pages per artifact.

### **How many assignments are allowed for submission?**

A: As many artifacts as possible are welcome for submission. These will be collected into a pool of submissions that will later be random sampled into a sample size of 100 artifacts to send to AAC&U for scoring.

### **Where can co-curricular staff collect artifacts from?**

A: Topple mentioned students develop learning objectives that employers accept and then write a reflective piece toward the end. This is a viable submission.

A: The co-curricular program may not have a focus on civic engagement but there may be a few student artifacts that could be submitted for scoring from the total in the program.

A: Richter Library has a collection of Zines produced by students for curricular purposes and should work as a submission

### *Filling out the coversheet*

### **What if the language in the VALUE rubric is different from the language used on the syllabus, student learning outcomes or assignment description?**

A: You may find a variety of individual assignments may address some or all elements of the VALUE rubric. In some cases, it is acceptable to submit a compilation of assignments for a course to be evaluated by the Scorers, such as one or more reflections submitted by students. If you do this, you will complete the coversheet with the same course information, select the rubric categories you feel apply to the compiled artifact and proceed as follows for the course information:

1. “Percentage of final course grade that this assignment represents” is the sum of all the assignment’s percentages of the overall course grade.
2. The “8-point scale” is the level of difficulty you believe your assignments reach all together.
3. The “description of the assignment” can be the same, and you can include a statement explaining why you believe these assignments work together as one submission.
4. It is recommended the student artifacts should be at a minimum 3-5 pages but not to exceed 25 pages.

If you find the language in your materials is not a match to the language in the coversheet or in the VALUE Rubric, we encourage you to review the glossary linked at the top of the page and/or reach out to the Office of Civic and Community Engagement.

### **Should the assignment meet all VALUE criteria?**

A: The assignment submitted with coversheet should meet a minimum of three VALUE Rubric criteria.

**Should faculty determine if their assignments align with the rubric or not?**

A: Faculty will have the ability to describe their assignment for the assessment. Faculty should have an understanding of how their assignments align with the rubric but will not be required to assess or determine how to evaluate the assignment for submission.

AAC&U will submit the randomized artifacts to be assessed by trained Scorers. These Scorers will evaluate the artifacts submitted by another participating institution. Faculty interested in the AAC&U Scorer training may reach out to [civicengagement@miami.edu](mailto:civicengagement@miami.edu).

**Should faculty select “yes” on the VALUE Rubric when the assignment has a clear alignment to the particular VALUE or slight alignment?**

A: Faculty should choose as many rubric categories that apply to the assignment, though it is advised that faculty choose only those they believe apply since choosing a category that does not align with your assignment will bring your score down. Note the selection is binary and the faculty must select either “yes” or “no.”

**How do co-curricular staff go about filling in the “description of the assignment” portio of the cover sheet?**

A: These descriptions will lean less on the academic side and more of the experiential side which is okay and welcome.

**Where should faculty submit their coversheet?**

A: You may submit it [here](#).

*Processing the material on our end*

**How is the student work de-identified?**

A: Faculty submitting the coversheet and the artifacts will be asked to upload these materials into a shared Box folder. CCE will assign a number to the course and the individual student artifacts. The student information, along with the faculty information provided in the coversheet will be re-identified. For internal record keeping, the course ID is housed in an excel spreadsheet that specifies the assignment’s instructor, course or program name, semester of instruction and number of artifacts submit. The sample materials submitted to AAC&U will be de-identified and randomized to protect the faculty and student information.

*Scorer Training*

**When is the latest date to send faculty/staff interested in Scorer training?**

A: There is no cut off. Faculty or staff that decide to participate would just have later access than others to the training. Faculty interested in this training may submit a request to [civicengagement@miami.edu](mailto:civicengagement@miami.edu).

*For Additional Information*

**Who should I contact if I have more questions?**

A: Great question! Please contact the Office of Civic and Community Engagement at [civicengagement@miami.edu](mailto:civicengagement@miami.edu)

**Will there be any workshops or informational sessions to help faculty learn more about this project and the data collection?**

A: Yes! The Office of Civic and Community Engagement will be hosting a virtual informational session in early April.

**How should faculty upload or send the student artifacts?**

A: Faculty will complete an online Qualtrics coversheet and have the opportunity to upload the student artifacts directly through that submission. The Qualtrics submission will accept up to 10 student artifact uploads per coversheet.

**Pending Responses from AAC&U**

**If submitting the artifacts, how should we submit artifacts that are digital media, such as a StoryMap?**

**If a co-curricular office plans to submit artifacts, how should the percentage of the assignment be weighed? Should I instruct our staff to list it as 100%?**

**What kind of information is useful/ necessary for the meta data pull?**