

## PROGRAM INFORMATION

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<b>Degree Program(s):</b>	Master of Archives and Records Administration (MARA)	<b>Department:</b>	School of Library and Information Science
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<b>Next Self-Study due :</b>	2014	<b>E-mail:</b>	patricia.franks@sjsu.edu

Note: Schedule is posted at: <http://www.sjsu.edu/ugs/programplanning/>

## ARCHIVAL INFORMATION

<b>Location:</b>	<a href="http://slisweb.sjsu.edu/about-slis/mara-program-performance">http://slisweb.sjsu.edu/about-slis/mara-program-performance</a>	<b>Person to Contact:</b>	Patricia Franks	4-2494
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***Final Report on MARA Core Competency F: Apply fundamental management theories and principles to the administration of records and recordkeeping organizations (assignments in MARA 204 – Management of Records and Archival Institutions)***

### Initial Evidence of Student Learning:

[Spring 2009]

The first cohort of students entered the Master of Archives and Records Administration degree in the Fall of 2008. Nine [MARA Core Competencies](#) were identified as Program Learning Outcomes (PLOs). Each of the 14 required courses included at the time listed unique learning objectives and focuses on a few specific PLOs as SLOs for that course.

Core Competency F is one of 3 MARA core competencies supported through assignments and activities within the MARA 204, *Management of Records and Archival Institutions* course. MARA 204 was offered for the first time in the spring of 2009. Seven students who began the program in the fall of 2008 were enrolled in MARA 204. One assignment, ***Evaluation of Archives/Records Management Program***, was selected as evidence of mastery of MARA Core Competency F. The grades they earned on the ***Evaluation of Archives/Records Management Program*** assignment were:

A	A-	B+	B	B-	C+	C	C-	D+	D
1	4	1						1	

Because 6 of 7 students earned a B+ or higher on this assignment, it was determined that no changes needed to be made to the assignment.

[Spring 2010]

In the spring of 2010, a different instructor taught MARA 204 for 8 students who began their program in the fall of 2009. The same instructions were provided for the **Evaluation of Archives/Records Management Program** assignment, and the same rubric used to grade it. The following grades were earned:

A	A-	B+	B	B-	C+	C	C-	D+	D
4			3			1			

4 A, 3 B, and 1 C. Because 7 of 8 students earned a 3.0 of 4 or higher on this assignment, it was again determined that no changes needed to be made to the assignment.

[Spring 2011]

The instructor who taught MARA 204 in the spring of 2010, once again taught it in the spring of 2011. The same assignment and instructions used for the Evaluation of Archives/Records Management Program assignment, and the same rubric used in 2009 and 2010 to grade it (see attachment 1). Of 11 students who were enrolled at the start of the course, only 10 completed the course. One withdrew from the program. The ten students who completed the course earned the following grades on this assignment:

A	A-	B+	B	B-	C+	C	C-	D+	D
9			1						

This again indicated that the students were able to satisfactorily complete the assignment based on the materials covered in the course. The next evaluation was to determine how Competency F was addressed in the culminating course, MARA 289, offered for the first time in the spring of 2011

***Analysis of statement of Core Competency F in the e-portfolio course (MARA 289) taken by the first group of MARA students to take the culminating course as a graduation requirement.***

Included in the November 1, 2010 SLIS MARA Program Assessment was the following statement:

The MARA program culminates with an electronic portfolio as a capstone learning experience. Students will build their electronic portfolios in MARA 289. Once we have enough students who have taken MARA 289 and demonstrated achievement of the MARA PLOs (Core Competencies) through their electronic portfolios, we will adjust the MARA assessment plan

In preparing to understand how well students can demonstrate achievement of the MARA PLOs (Core Competencies), an analysis of Competency F as submitted for the ePortfolio of each of the 5 MARA 2011 graduates was made with the following results:

***Use of assignment as evidence:*** The first cohort who entered in the fall of 2008 graduated in May of 2011. As part of their requirements for graduation, they were enrolled in MARA 289-ePortfolio course. When asked to describe their understanding of Comp F, 3 of the 5 students submitted the Environmental Scan with SWOT analysis (**Evaluation of Archives/Records Management Program**) from MARA 204 as evidence of mastery of MARA core competency F. The other two submitted a related, group assignment from this same MARA 204 course that also contained an environmental scan and SWOT analysis.

***Number of revisions needed on competency statement for Core Competency F in MARA 289***

% needing zero revisions	% needing 1 revision	Total % 0-1 revisions
60%	40%	100%

The results indicate that the assignments completed in MARA 204 to address core competency F are satisfactorily used as evidence to support mastery of the core competency when completing the e-portfolio for MARA 289.

**Going forward:** Now that we have students enrolled in MARA 289 each spring, we will evaluate one specific core competency in MARA 289, e-portfolio. The core competency selected for review in Spring 2012 Core Competency A – Articulate the ethics, values, and foundational principles of archives and records management professionals and appreciate the important role record keepers play in social memory and organizational accountability.

**Findings from MARA 289 offered in spring 2012**

The second five graduates of the MARA program completed their master’s degrees in spring 2012. This allowed us to evaluate the students’ performance in their culminating experience. They demonstrated mastery of the 9 MARA Program Learning Outcomes (Core Competencies) by completing the MARA culminating course, [MARA 289](#) (e-portfolio). The goal of MARA 289 e-portfolio is to provide a program-based assessment to ensure that each student demonstrates mastery of all program learning outcomes (core competencies).

In order to assess their understanding of the Core Competency A and their ability to provide evidence of mastery, their description of Core Competency A and the evidence they provided was analyzed. When asked to describe their understanding of Comp A, all of the students submitted assignments from MARA 200 (The Records and the Recordkeeping Profession) including 1) a journal / professional association analysis; 2) an article critique based on a work which referenced ethics, or social roles and responsibilities of the recordkeeping professions and 3) an institutional assessment and review. Two of the student also included assignments from MARA 256 (21<sup>st</sup> Century Archival Methods) which also included an assignment on an archival site visit. The number of revisions needed to satisfactorily write Core Competency statement A was determined.

**Number of revisions needed on competency statement for Core Competency A in MARA 289**

% needing zero revisions	% needing 1 revision	Total % 0-1 revisions
0%	0%	0%

Of concern is that the statements of all students were accepted after three submissions (2 revisions).

Unfortunately data that would reveal how this group of students performed in both classes from which they submitted data, MARA 200 and MARA 256, was not captured. It was not fall 2011 when we began to gather data on the grades of all students in all MARA courses for major assignments. Data from fall 2011 revealed that 8 of 11 students earned an A on the Institutional Assessment assignment used to satisfy core competency A, 1 earned a B, 1 earned a C, and 1 received no grade. The group that took MARA 200 in fall of 2011 will take MARA 289 in spring 2014.

**The finding is that mastery of Core Competency A should be analyzed again in spring 2013 and spring 2014.**