**SAMPLING PLAN ADDENDUM**

It is extremely important to note that the sampling parameters apply to your total sample – the sample you generate in the fall 2016 and the sample you generate in the spring 2017. For example, the sampling parameter that sets a limit of one artifact per student applies to the total year sample. If you collected an artifact from Jane Doe in the fall 2016 you cannot use a second artifact from Jane Doe even if you are collecting it in the spring 2017. Again, the limit of one artifact per student applies to the total sample. However, the one artifact collected from Jane Doe may be evaluated for two outcomes.

This holds for the other sampling parameters as well. The sampling parameter that sets a limit of 10 artifacts from a given faculty member or a given course applies to the total year sample. If you collected 10 artifacts from Professor Smith in the fall 2016, then you are restricted from collecting additional artifacts from Professor Smith in the spring 2017. If you collected 10 artifacts from EC400 in the fall 2016, then you are restricted from collecting additional artifacts from EC400 in the spring 2017.

Example:

**Fall 2016**

**Begin with courses**

**Step One:** Identify courses in which the students from the eligible population are likely to be enrolled. Identified courses from which you will draw your sample from must come from more than two disciplinary areas or para-professional or professional programs.

**Step Two:** Contact the instructors of these course to ask if they will have an assignment that addresses one or more of the following outcomes – written communication, quantitative literacy and/or critical thinking – for which they will be willing to submit corresponding student work for assessment as part of the MSC Refinement Year.

**Step Three:** Generate a list of student IDs from all eligible students in these identified courses. This is your fall 2016 sampling frame.

**Step Four:** Select a random sample of (X) student IDs per outcome building into the sampling process the noted sampling parameter limitations: one artifact per student; limit of 10 artifacts per instructor, limit of 10 artifacts per course. X depends upon your institution’s sampling size target for the fall 2016. This is your initial fall 2016 sample. Note: one artifact may be evaluated for two outcomes but your sample is restricted to one artifact per student.

**Step Five:** Generate a backup sample by removing from the sampling frame generated in step three the student IDs selected for your initial sample. Repeat the sampling procedure in step four. This will be your backup sample.

**Spring 2017**

**Begin with courses**

 **Step One:** Identify courses in which the students from the eligible population are likely to be enrolled. Identified courses from which you will draw your sample from must come from more than two disciplinary areas or para-professional or professional programs. Ideally you will be able to identify courses from different areas than from those areas that you drew from to generate your fall 2016 sample. Exclude courses that you drew your fall 2016 sample from in order to adhere to the limitation of 10 artifacts per course.

**Step Two:** Contact the instructors of these courses to ask if they will have an assignment that addresses one or more of the following outcomes – written communication, quantitative literacy and/or critical thinking – for which they will be willing to submit corresponding student work for assessment as part of the MSC Refinement Year. Exclude instructors that you drew your fall 2016 sample from in order to adhere to the limitation of 10 artifacts per instructor.

**Step Three:** Generate a list of student IDs from all eligible students in these identified courses. Exclude students that are part of your fall 2016 sample. This is your spring 2017 sampling frame.

**Step Four:** Select a random sample of (X) student IDs per outcome building into the sampling process the noted sampling parameter limitations: one artifact per student; limit of 10 artifacts per instructor, limit of 10 artifacts per course. X depends upon your institution’s sampling size target for the spring 2017. This is your initial spring 2017 sample. Note: one artifact may be evaluated for two outcomes but your sample is restricted to one artifact per student.

**Step Five:** Generate a backup sample by removing from the sampling frame generated in step three the student IDs selected for your initial sample. Repeat the sampling procedure in step four. This will be your backup sample.