

The Process

Step 1: Determine the total number of students enrolled in the department’s course sections mapped to the student learning outcome being assessed. This number is from an entire year of courses.

- Include courses from all programs offered by the department in this calculation
- Cross-listed courses are included only in the instructor’s home department
- Combine Summer, Fall, and Spring Term enrollments/projected enrollments
- Courses with lecture and lab corequisites count as one course

Example: 600 students are enrolled in 30 Sociology and Social Work sections mapped to Anchor Plan Outcome 1.

May + June + July 2024 = 3 courses	55 students (actual)
Fall 2024 = 14 courses	280 students (registered)
Spring 2025 = 13 courses	<u>265 students (estimate)</u>
Total of 30 courses	Total of 600 students

Step 2: Use the table on page 3 to determine the sample size needed.

TABLE 1
Table for Determining Sample Size from a Given Population

N=total number of students identified in Step 1

S=sample of students in this group from whom artifacts are needed

N	S	N	S	N	S
10	10	220	140	1200	291
15	14	230	144	1300	297
20	19	240	148	1400	302
25	24	250	152	1500	306
30	28	260	155	1600	310
35	32	270	159	1700	313
40	36	280	162	1800	317
45	40	290	165	1900	320
50	44	300	169	2000	322
55	48	320	175	2200	327
60	52	340	181	2400	331
65	56	360	186	2600	335
70	59	380	191	2800	338
75	63	400	196	3000	341
80	66	420	201	3500	346
85	70	440	205	4000	351
90	73	460	210	4500	354
95	76	480	214	5000	357
100	80	500	217	6000	361
110	86	550	226	7000	364
120	92	600	234	8000	367
130	97	650	242	9000	368
140	103	700	248	10000	370
150	108	750	254	15000	375
160	113	800	260	20000	377
170	118	850	265	30000	379

Example: The sample table indicates that our total enrollment of 600 students (N) requires a sample (S) of 234 student artifacts from the Sociology Department

Step 3: Divide the sample size evenly by the number of department course sections mapped to the student learning outcome being assessed. Your result is the number of artifacts needed from each course section.

- This calculation includes all course sections from all department programs for the entire year. This is not a semester, program, or course number sample calculation.

Example: We need to know how many student artifacts to collect from each of the 30 Sociology and Social Work courses.

In Step 1 we added SS24 + FA24 + SP25 = 30 sections assessed for the outcome

In Step 2 we determined the Sample Size = 234 students' artifacts

$234 \text{ artifacts} / 30 \text{ sections} = 8 \text{ student artifacts needed from each of the 30 sections}$

Step 4: Use a random number generator ([such as this one](#)) to identify a number from 1 through 15.

Example: For our Sociology & Social Work Department example, the random number generator identified the number 6.

Step 5: Request the following from the instructors of each course section identified in Step 1.

- a. Go to their alphabetical course enrollment list and count down the list to the student who is the number identified in the random number generator.
- b. Continue counting down the list by this same number and identifying students. Each time they get to the bottom of the student list, they return to the top and continue counting until the number of students identified equals the number of artifacts needed from their course section.
- c. The students identified in a. and b. are those from whom the instructor will submit artifacts for this assessment.
 - Disregard differences in course enrollments. The same number of artifacts are collected from each section across the department.
 - If a specific course has fewer students than the number of artifacts requested, the instructor submits artifacts from all students in the section. There is no need to "make up" the missing artifacts.

Example: The Office Manager in the Sociology and Social Work Department requests the following from the instructors of each of the 30 course sections identified in Step 1.

- a. Using their course enrollment list, they will count down to student number 6 (the random number identified in Step 4).
- b. Continue counting down the list and identifying every 6th student. Each time they get to the bottom of the student list, return to the top and continue counting until 8 student names are identified.
- c. The 8 names identified in a. and b. are the students for whom the Sociology or Social Work instructor will submit to the Office Manager an artifact from their course section to be used in the assessment.

TABLE 1
*Table for Determining Sample Size from a Given
 Population*

<i>N</i>	<i>S</i>	<i>N</i>	<i>S</i>	<i>N</i>	<i>S</i>
10	10	220	140	1200	291
15	14	230	144	1300	297
20	19	240	148	1400	302
25	24	250	152	1500	306
30	28	260	155	1600	310
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45	40	290	165	1900	320
50	44	300	169	2000	322
55	48	320	175	2200	327
60	52	340	181	2400	331
65	56	360	186	2600	335
70	59	380	191	2800	338
75	63	400	196	3000	341
80	66	420	201	3500	346
85	70	440	205	4000	351
90	73	460	210	4500	354
95	76	480	214	5000	357
100	80	500	217	6000	361
110	86	550	226	7000	364
120	92	600	234	8000	367
130	97	650	242	9000	368
140	103	700	248	10000	370
150	108	750	254	15000	375
160	113	800	260	20000	377
170	118	850	265	30000	379
180	123	900	269	40000	380
190	127	950	274	50000	381
200	132	1000	278	75000	382
210	136	1100	285	100000	384

N is population size.

S is sample size.

Source: R.V. Krejcie and D.W. Morgan (1970)