

# Directions for Assessment of Institutional Core Learning Outcomes

Each year, one Core Learning Outcome will be assessed by faculty, with the analysis completed by the General Education Department.

Instructors who teach courses that students would be taking towards the end of their degree (upper or 200-level courses) will be asked to assess student achievement of the Institutional Core Learning Outcome. In an attempt to minimize workload for faculty, these courses will be chosen from the list of courses that are already up for Course Outcomes Assessment each term. **Instructors will only be scoring student artifacts or presentations using the rubric, they will not be responsible for analysis of the results.**

Instructors will be notified at the beginning of the term. The Academic Assessment Coordinator will work with instructors to ensure that they have an appropriate student artifact or presentation for assessment.

Instructors will receive paper copies of the rubric to use in scoring of the assignments along with specific directions in their mailbox during the 3<sup>rd</sup> week of term. Once the scoring has been completed, sums for each level of the rubric will be entered online on the Master Scoring Rubric.

Scoring with the rubric is best completed after you have graded the assignment or presentation. At the very latest, instructors are asked to input rubric scores into the webpage by the first Monday after term (the same day that grades must be submitted)

## 2015-2016

During the 2015-2016 academic year, the first CLO will be assessed: *Communication*. An interdisciplinary team has worked to create a process and develop a rubric for instructors to use in assessing whether students are achieving CLO#1.

Instructors will choose whether to assess their students for **either** oral communication **or** written communication. Instructors will be provided with a rubric that was adapted from AACU's (Association of American Colleges and Universities) LEAP Value Rubrics (<http://www.aacu.org/>). **Instructors will not be required to create new assessments/assignments/projects for their courses.** The Academic Assessment Coordinator will be available to help or train instructors using the rubric.

## *Important:*

Assessment of Institutional Core Learning Outcomes is different than Course Assessment or Instructor Evaluations: CGCC is compiling information on student achievement of CLOs to be analyzed by the General Education Department to determine where adjustments and improvements need to be made.

Assessment of Institutional Core Learning Outcomes is **not** about an individual instructor or an individual course: **the purpose is to obtain a snap-shot on a more global perspective of student ability in formal college-level communications.**

The rubrics will **not be used to grade** your student artifacts or presentations, they are to be used to determine whether students who are graduating with degrees from CGCC can *“communicate effectively using appropriate reading, writing, listening, and speaking skills.”*