



## ADMINISTRATIVE RULE

Approval Date: 11/01/12  
Effective Date: 11/01/12  
Last Revised: 07/18/19

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<b>Rule Number/Name:</b>	040.018.000 - Course Outcomes Assessment
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum, Assessment, Strategic Planning & Accreditation

### Overview

Credit courses will undergo an assessment of student learning outcomes (SLO) to:

1. promote continuous improvement in teaching and assessing SLO;
2. provide a structure for the assessment practices that faculty regularly perform;
3. help enable the sharing of relevant assessment information between faculty;
4. encourage reflection by faculty and departments based on meaningful data;
5. document assessment efforts at CGCC in accordance with accreditation standards;  
and
6. improve on our existing Student Course Evaluation process by integrating it more fully with outcome assessment.

### Applicability

Students, Faculty, Instructional Services Staff

### Administrative Rule Statement

Department chairs, in collaboration with the academic assessment coordinator, will schedule courses for assessment on a three- to five-year rotation. Some adjustments in the schedule occur to accommodate courses that are offered less often.

Faculty will participate in this course level assessment and student evaluation at a minimum of once per academic year. It is possible, due to course scheduling and faculty assignments, that a faculty member may be required to complete more than one per academic year.

The SLO assessment at the course level has two components: 1) Faculty assessment of SLO achievement; and 2) Student self-evaluation of SLO achievement as expressed in end-of-term Student Course Evaluations. The Student Course Evaluations also provide instructors with feedback from students.



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Course Level Outcomes Assessments are received by the faculty member's respective department director/department chair, reviewed, and posted on the Institutional Assessment/Outcomes Assessment website. Faculty may also choose to have their Course Level Outcome Assessments placed in their faculty portfolio by contacting the curriculum and assessment administrative assistant.

### Definitions

1. Student Learning Outcomes: Statements that specify what students will know, be able to do or be able to demonstrate when they have completed or participated in a course.
2. Academic year: The academic year consists of 4 terms, beginning summer term and ending spring term.

### Interpretation of Administrative Rule

Director of Curriculum, Assessment, Strategic Planning & Accreditation

### Cross Reference to Related Administrative Rules

None.

### Further Information

Curriculum and Assessment Administrative Assistant

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### Strategic Direction

Core Theme B: Education

### Appendix

1. CGCC Operating Procedure 040.018.001 – Course Outcomes Assessment Procedure
2. [Course Assessment Directions](#)
3. [Course Assessment Forms \(Part A & B\)](#)