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OPERATING PROCEDURE

Procedure Number/Name:	040.038.001 – Core Learning Outcomes Assessment
Associated Rule Number/Name:	040.038.000 – Core learning Outcomes Assessment
Responsible Department:	Instructional Services

Overview

Each year, one or two Core Learning Outcome(s) (CLO) will be assessed by faculty, with the analysis completed by the Core Learning Outcome Assessment Committee. Results are shared with the college community. Faculty develop teaching strategies to address areas of concern.

Areas of Responsibility

Faculty, Director of Curriculum, Assessment, Strategic Planning & Accreditation, Academic Assessment Coordinator (AAC), Core Learning Outcomes Assessment Committee

Operating Procedure Details

1. The week before fall term begins, the CLO Assessment Committee will meet to adopt and/or adapt a rubric from AACU's LEAP VALUE rubrics. Assessment of the CLOs will follow a schedule of 1 or 2 CLOs per year.
2. The AAC will review the CCOGs of 200 level courses scheduled each term, identifying courses which address the specific CLO. Selection of courses to be a part of the assessment process is based on two criteria: 1) CTE courses with a course outcome related to the CLO; or 2) General Education courses that have indicated in their Course Content and Outcome Guide that the CLO has a major or minor designation. Instructors will be asked by the AAC to assess student achievement of the Institutional Core Learning Outcome, scoring with a rubric adapted from the AACU LEAP VALUE rubrics.
3. The AAC will notify department chairs of the courses selected from each department for confirmation and or revisions to the list.
4. 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. There should be no need for instructors to create a new assignment to measure the CLO, an assignment already used in their class should suffice. Instructors will be responsible for:
 - a. Choosing an assignment that students complete towards the end of the term that measures student achievement of the CLO,

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- b. Scoring student artifacts using the rubric,
 - c. Submitting the results using a web form,
 - d. Including any comments or analysis that may provide insight into student achievement.
5. Instructors will receive paper copies of the rubric to use in scoring of the assignments along with specific directions in their mailbox during the 5th 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. At the very latest, instructors are asked to input rubric scores into the web form by the first Monday after the conclusion of the term (the same day that grades must be submitted.)
 6. The AAC will compile submitted results into a spreadsheet. Prior to the start of fall term, the CLO Assessment Committee will review and analyze results. The committee will determine which rubric criteria(s) the college community is going to address. Faculty will develop teaching strategies for increased student achievement.
 7. The AAC will prepare a report, sharing it with faculty and administration. Results are given to the Core Theme B Committee for inclusion in Core Theme/Mission Fulfillment assessment.

Further Information

Academic Assessment Coordinator
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541-506-6036

References

1. [Course Content and Outcomes Guide](#)
2. [AACU LEAP VALUE Rubrics](#)

Forms

1. [Directions for Assessment of Institutional Core Learning Outcomes](#)