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OPERATING PROCEDURE

Procedure Number/Name:	040.018.001 – Course Outcomes Assessment
Associated Rule Number/Name:	040.018.000 – Course Outcomes Assessment
Responsible Department:	Instructional Services

Overview

To complete an assessment of student learning outcomes (SLO), faculty are required to:

- Submit a brief plan at the start of the term that provides the necessary information to prepare the Student Course Evaluations (SCE) and describes how they will assess students' achievement of identified course outcomes; and
- Submit a brief report at the end of the term on their results, analysis, and conclusions.

Area of Responsibility

Faculty submit documents to the curriculum and assessment administrative assistant (CAAA) who assembles, distributes, and gathers the results from the Student Course Evaluations. Department deans and department chairs review the content.

Operating Procedure Details

1. Faculty complete "Part A: Your Plan" and submit by Friday of the 1st week of the term.
2. Information provided in "Part A: Your Plan" is used to create Student Course Evaluations (SCE).
 - a. The CAAA prepares the SCEs and sends a link and password for the SCE to each faculty member.
 - b. Faculty may request identification of students who have completed the SCE (student names, however, are not associated with their individual SCE and sent to faculty separately from survey results). Student names will be sent to faculty prior to surveys closing.
 - c. SCE surveys are distributed prior to the end of the course by faculty.
 - d. Surveys close at 11:59 pm on the last day of class. The CAAA provides the SCE results to participating faculty by the close of business on the Friday following the end of the term, after grades are posted.

OPERATING PROCEDURE

3. Faculty complete “Part B: Your Results & Analysis”
 - a. Upon submission of Part A, the Academic Assessment Coordinator (AAC) provides faculty with a copy of previous assessments for the course so that the faculty may address any changes made since.
 - b. CAAA provides SCE information for the completion of “Part B: Your Results & Analysis.”
 - c. Part B is submitted by the faculty by the fourth Friday after the end of the term.
4. CAAA forwards “Part B: Your Results & Analysis” to appropriate department chair and director for review and response.
5. CAAA publishes results in accordance with the AR 010.030.000 – Data Publishing and OP 010.003.001 – Instructional Outcomes Data Publishing.

Further Information

Curriculum and Assessment Administrative Assistant

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References

1. CGCC Administrative Rule 040.018.000 – Course Outcomes Assessment
2. CGCC Administrative Rule 010.030.000 – Data Publishing
3. CGCC Operating Procedure 010.003.001 – Instructional Outcomes Data Publishing

Forms

1. [Course Assessment Form Part A](#)
2. [Course Assessment Form Part B](#)
3. [Course Assessment Directions](#)