



## **OPERATING PROCEDURE**

<b>Procedure Number/Name:</b>	040.038.001 - Institutional Learning Outcomes Assessment
<b>Associated Rule Number/Name:</b>	040.038.000– Institutional Learning Outcomes Assessment
<b>Responsible Department:</b>	Instructional Services

### **Overview**

Each year, one or two Institutional Learning Outcome(s) (ILO) will be assessed by faculty, with the analysis completed by the Institutional Learning Outcomes 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 & Academic Assessment, Academic Assessment Coordinator (AAC), Institutional Learning Outcomes Assessment Committee

### **Operating Procedure Details**

1. The week before fall term begins, the ILO Assessment Committee will meet to adopt and/or adapt a rubric from AACU's LEAP VALUE rubrics. Assessment of the ILOs will follow a schedule of 1 or 2 ILOs per year.
2. The AAC will review the CCOGs of 200 level courses scheduled each term, identifying courses which address the specific ILO. 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 ILO; or 2) General Education courses that have indicated in their Course Content and Outcome Guide that the ILO has a major or minor designation. Instructors will be asked by the AAC to assess student achievement of the Institutional 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 ILO, 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 ILO,
  - b. Scoring student artifacts using the rubric,
  - c. Submitting the results using a web form,



## **OPERATING PROCEDURE**

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- d. Including any comments or analysis that may provide insight into student achievement.
5. Instructors will receive an electronic copy of the rubric to use in scoring of the assignments along with specific directions 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 ILO 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.

### **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 Learning Outcomes](#)