



OPERATING PROCEDURE

Approval Date: 07/18/19

Effective Date: 07/18/19

Last Revised:

Procedure Number/Name:	040.039.001 – Degree, Certificate, Program Level Outcomes Assessment
Associated Rule Number/Name:	040.039.000 – Degree, Certificate, Program Outcomes Assessment
Responsible Department:	Instructional Services

Overview

To complete an assessment of degree/certificate and program outcomes, departments are asked to:

- Submit a plan by November 15 of each year that maps specific courses/assignments/external evaluations to the corresponding degrees/certificates and program outcomes
- Submit results by July 1
- Analyze student achievement of degree/certificate/program outcomes as part of the Program Review process.

Three different assessment models will be used by departments/programs to assess degree, certificate, and program outcomes:

- 1) course grades for a wide range of courses that have been mapped to specific degree and certificate outcomes are aggregated, and targets are set;
- 2) specific course assignments are mapped to given degree/certificate outcomes and targets are set regarding grade achievement;
- 3) external evaluators assess student performance using a rubric that aligns with outcomes, and targets are set

Areas of Responsibility

Department chairs will submit plans to the academic assessment coordinator (AAC) who posts plans to the Institutional Assessment/Degree Outcomes website. Results from specific assignments that map to outcomes will be submitted by faculty. The AAC will collate data and prepare a report of generalized findings. As part of Program Review, departments/programs will analyze results and prepare a report on student achievement of student learning outcomes for each degree/certificate/program.

Operating Procedure Details

- 1) Planning (Plans due November 15 of each year)
 - Gen Ed/LDC departmental groups identify courses that map to degree and certificate outcomes; determine targets for student achievement of degree outcomes (AAOT, AS, AGS, ASOT-BUS, ASOT-CS).
 - Non-credit departmental groups identify measures, criteria, and process for assessing student achievement of program outcomes.
 - CTE departmental/program groups identify measures, criteria, and process for assessing student achievement of degree and certificate outcomes.
- 2) Gather data
 - Gather results for identified assessments (course grades/assignment grades/external reviews) identified in plans.
 - Submit results to AAC by either process “a” or “b”:
 - a) Departments will submit assessment results at the end of each term to be collated by the AAC
 - b) Departments doing their own collation submit results by July 1
 - Academic Assessment Coordinator (AAC) collates data for departments not doing their own collation (process “a”) and prepares a report generalizing findings
 - AAC report due to instructional deans and department chairs, July 15 of each year
- 3) Analyze effectiveness of assessment methodology and revise as needed the annual assessment plan submitted November 15 (see detail 1 above)
- 4) Analysis of student learning outcome achievement at the degree/certificate/program level is then conducted during the department’s scheduled Instructional Program Review.

Further Information

Academic Assessment Coordinator
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References

None

Forms

[Degree, Certificate and Program Outcomes Assessment](#)

[Instructional Program Review](#)