

Directions for Assessment of Institutional Core Learning Outcomes (CLO)

Each year, one Core Learning Outcome (CLO) will be assessed by faculty, with the analysis completed by the Core Learning Outcome Assessment Committee.

Instructors who teach courses that students would be taking towards the end of their degree (upper or 200-level courses) will be asked to assess student achievement of the Institutional Core Learning Outcome. Courses that indicate a major or minor designation or a course outcome related to the CLO, per the CCOG, will be selected to be a part of the assessment process.

Instructors will be responsible for:

1. **Choosing an assignment that students complete towards the end of the term that measures student achievement of the CLO,**
2. **Scoring student artifacts using the rubric,**
3. **Submitting the results to the online webform** (<https://www.cgcc.edu/institutional-assessment/institutional-core-learning-outcomes-assessment>)
4. **Including any comments or analysis that may provide insight into student achievement.**

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.

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.

Scoring with the rubric is best completed after you have graded the assignment or presentation. At the very latest, instructors are asked to input rubric scores into the webpage by the first Monday after term (the same day that grades must be submitted)

Important:

Assessment of Institutional Core Learning Outcomes is different than Course Assessment or Instructor Evaluations: CGCC is compiling information on student achievement of CLOs to be analyzed by the General Education Department to determine where adjustments and improvements need to be made.

Assessment of Institutional Core Learning Outcomes is **not** about an individual instructor or an individual course: **the purpose is to obtain a snap-shot on a more global perspective of student ability in formal college-level communications.**

The rubrics does **not need to be used to grade** your student artifacts or presentations for your course, but should be used to determine the level of CLO achievement for students who are graduating with degrees from CGCC