

# COURSE ASSESSMENT DIRECTIONS

Updated September 18, 2012

Your course has been selected to participate in an assessment of student learning outcomes (SLOs) and to receive student feedback through an end-of-term Student Course Evaluation. These assessments are scheduled so that each instructor participates at least once each year and all regularly taught courses are assessed at least once every three years.

The purpose of the assessment is several fold:

1. to provide a structure for the assessment practices that faculty regularly perform;
2. to help enable the sharing of relevant assessment information between faculty;
3. to encourage reflection by faculty and departments based on meaningful data;
4. to document assessment efforts at CGCC in accordance with accreditation standards; and
5. to improve on our existing Student Course Evaluation process by integrating it more fully with outcome assessment.

To complete the assessment, you are being asked to carry out two activities:

- *Part A: Your Plan* - at the start of the term, [use this form](#) to submit a brief plan that provides the necessary information to prepare your Student Course Evaluation survey and describes how you will assess your students' achievement of the course outcomes you identify (submission deadline: 1<sup>st</sup> Friday of term); ([example](#))
- *Part B: Your Results & Analysis* - at the end of the term, [use this form](#) to submit a brief report on your results, analysis, and conclusions. (Submission deadline: 4<sup>th</sup> Friday following end of term.)

Below is a list of Frequently Asked Questions with corresponding answers. Please contact your department chair or the [Curriculum Office](#) if you have any additional questions.

## **FAQs:**

### **How was my course chosen?**

Department Chairs schedule courses for assessment on a three year rotation. Some adjustments in the schedule occur to accommodate courses that are offered less often.

### **How often will I be required to participate in this Course Assessment?**

Faculty are required to participate at a minimum of once per academic year. It is possible, due to course scheduling and faculty assignments, that you may be asked to complete more than one per academic year.

### **Where can I find the outcomes to my course?**

Course outcomes are listed on Course Content Outcome Guides (CCOG) found on the CGCC [Curriculum Office](#) website under [Course Outcomes \(CCOGs\)](#). Choose your discipline area from the list. This will take you to a listing of all courses in your discipline. Click on your course.

### **My course has only one outcome listed on the Course Content Outcome Guide (CCOG), but you require three outcomes?**

If your course has less than 3 outcomes, follow these directions:

- If your course has 2 outcomes: choose one additional outcome from the degree/certificate/program outcomes your course maps to.
- If your course has 1 outcome: choose two additional outcomes from the degree/certificate/program outcomes your course maps to.

### **Where do I find degree/certificate/program outcomes?**

Degree/certificate/program outcomes are found on the CGCC [Curriculum Office](#) website under [Program Outcomes](#).

If your course is part of the Gen Ed program, it's outcomes map primarily to outcomes in the four transfer and/or general studies degrees (AAOT, AGS, AS, ASOT) which are listed under the heading [Transfer and General Studies Degree Outcomes](#).

CTE and Business Administration instructors will find the appropriate AAS degrees or certificates that their course maps to by clicking on their discipline area from the list under [AAS Degree & Certificate Outcomes](#). This will take you to a listing of the outcomes for the degrees, certificates and/or programs in your discipline. If you are uncertain for which degrees or certificates your course is required, refer to the course maps in the college [catalog](#) or ask for assistance from your department chair or the Curriculum Office.

The outcomes for non-credit programs (ESOL and Pre-College) are listed under the heading [Non-Credit Program Outcomes](#).

### **What is the difference between questions 3 and 4 on PART A: YOUR PLAN?**

Question 3 is asking you to describe the specific assessment tools/methodology that you will be using to assess your individual students on each of the outcomes. You may be using a test, essay, presentation, group project, journal, etc. Question 4 is asking how you will determine if you were successful in teaching the aggregate of your students a given outcome. The following are examples of how Question 4 could be answered:

**Example 1:** You have identified the essay portion of your final exam as the tool for assessing an outcome related to written communication. Your method of grading the essay is based on points. The total number of points available to score is 40. You decide that students receiving 35 points or higher have demonstrated mastery of the outcome. You

might then determine that for the course, successful achievement of this outcome will be if 80% or more of your students earn 35 points or higher on the essay portion of the final exam.

**Example 2:** The outcome you are going to assess is that students will be able to recognize, add, subtract, multiply and divide fractions. You plan to assess students with a Fractions Mastery Exam. You might define successful achievement of this outcome as 75% or more of my students will earn 80% or higher on the Fractions Mastery Exam.

**Example 3:** Your students are being assessed for an outcome related to problem solving skills. The assessment tool that you have chosen is a group project in which they are to build a robotic car. As part of this assignment they are to keep a log tracking the problems encountered in the execution of this project and how they were resolved. You plan to evaluate and issue students a letter grade based on the accuracy of their identification of problems and the appropriateness of their responses to the problems. Your goal is that 90% of students receive a “B” or higher on this part of the project.

### **When will I receive the results from my Student Course Evaluations (SCE)?**

Every effort will be made to supply you with the SCE results by Friday of the week following the end of the term. If you have not received your results by 4:00 p.m. on that Friday, please contact the [Instructional Services Administrative Assistant](#).

### **What happens with my plan and report after I submit them?**

PART A: Your Plan is received by the Instructional Services Administrative Assistant and posted to the [Institutional Assessment](#) website. You will also receive a notification of your submission including a copy of the content you have provided and a reminder regarding the completion of PART B.

PART B: Your Results & Analysis is received by your department director and department chair, reviewed, and placed in your portfolio. It is also posted on CGCC's [Institutional Assessment](#) website, paired with PART A. Your observations and analysis will be available for you and other instructors that may teach this course to assist in future course development. Your experiences and insights may help future instructors avoid difficulties and/or incorporate identified strengths. (Assessment data that makes it possible to identify individual students - including elements with fewer than seven data points - will be kept confidential. The Curriculum Office will review all course assessment data and redact anything that does not fit the criteria.)

### **How do I start?**

Click on this link to [PART A: Your Plan](#), and complete the form. Click on the submit button when you are satisfied with your responses.

**PART A: Submission deadline: 1<sup>st</sup> Friday of term**

**PART B: Submission deadline: 4<sup>th</sup> Friday following end of term**

If you have any unanswered questions,  
please contact your department chair or the [Curriculum Office](#).

Thank you for your participation in this assessment activity.  
It is our hope that you find it meaningful and helpful in your efforts  
to provide quality instruction.