

Course Assessment - Part A: Your Plan

COMPLETE

#569

Please select your course and name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or swade@cgcc.edu.

OS 240- Filing and Records Management- Andrea Ware- Spring 2022

*** Part A: Your Plan DIRECTIONS 1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey): Outcome #1**

Apply basic filing rules to manage records efficiently through their life cycle including their retention, transfer and disposition.

*** Outcome #2**

Enter and sort data in an electronic database using alphabetic, numeric, geographic and subject filing procedures.

*** Outcome #3**

Apply ethical and legal rules and principles compatible with ARMA (Association of Records Managers and Administrators, Inc.) to the management of records.

Have you completed an assessment for this course prior to this term?

Yes

If yes, are you assessing different outcomes?

No

Comments:

The course only has three outcomes in total.

2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes

Associate of Applied Science - Administrative Assistant, Associate of Applied Science - Administrative Office Professional

*** Method of Assessment 3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.) Outcome #1: Method to assess student understanding**

Alphabetic filing Test.

*** Outcome #2: Method to assess student understanding**

Final Exam

*** Outcome #3: Method to assess student understanding**

Final Exam

*** 4. How will you know if you were successful in your efforts to teach this outcome? Outcome #1:**

If students earn 80% or better on the filing test.

*** Outcome #2: How will you know if you were successful in your efforts to teach this outcome?**

An overall student score of 85% or higher on the final.

*** Outcome #3: How will you know if you were successful in your efforts to teach this outcome?**

An overall student score of 85% or higher on the final.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1

(No response)

Question #2

(No response)

Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends)

NO

Reminder, when completing Part B, instructors will be asked the following questions: Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Institutional Learning Outcomes (ILO): 1. ILO#1 - Communication - "Content Development" and/or "Control of Syntax and Mechanics" 2. ILO#2 - Critical Thinking/Problem Solving - "Student Position" and/or "Evaluate Potential Solutions" 3. ILO#4 -Cultural Awareness - "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions") 4. ILO#5 - Community and Environmental Responsibility - "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts" 5. ILO#3 - Quantitative Literacy - "Application/Analysis" and/or "Assumptions"

(No response)