

3357:13-12-211 Assessment of Student Learning Processes (Assessment Committee)

- (A) Every academic program on campus, and selected co-curricular programs, irrespective of enrollment will submit an annual program assessment report.
- (B) These program reports are due the Tuesday before the Thanksgiving vacation every year.
- (C) In addition to PARS (which have program specific outcomes) each program or activity will align assessment activities to the current college wide outcomes.
- (D) For the academic programs, CWO data will be generated every semester. The first week of the semester each division AA will run a report that will identify which courses scheduled within that semester have a CWO assessment listed on the syllabus. This list will be delivered to the Assistant Dean. The Assistant Dean will notify faculty of the presence of a CWO on their syllabus for the course they are teaching, and completing the rubric in CANVAS will be an expected duty within that semester.
- (E) Faculty will receive both at Fall convocation (August) in hard copy and one week after, in digital format the college-wide student outcomes results from CANVAS for their program students from the previous Fall and Spring Semesters. This data will be collected and distributed by the office of Academic Services.
- (F) Faculty will be expected to add this data to their PAR for that year (November). Additionally, analysis of the CWO trends for their programs must be addressed on the PAR, just as the trends of the program outcomes are discussed and analyzed on the front side of the PARs. Please note: to make the PARS report more manageable, the CWO data can be on the back of the PARS, or on a separate sheet of the PARS.
- (G) Faculty will need to identify on their PARS which of the 10 Professional Skills their advisory committees have indicated are essential for their graduates. These professional skills should be added as additional outcomes to the PARS, and addressed in the same manner as the program outcomes, and the college wide outcomes: (N) for the number of students assessed, average of the outcomes, standard deviation if appropriate, and analysis and discussion of the results with remarks on any changes being made to the curriculum or classroom activities in light of the results.
- (H) For cocurricular activities CWO data will be generated continually during program activities, but will be submitted to the assessment committee annually and are due the Tuesday before the Thanksgiving vacation. These reports will be reviewed collectively by the assessment committee at the beginning of Spring Semester.

- (I) All reviews by the assessment committee will result in follow up letters to the departments/programs and their supervisors. The follow up letter will address strengths of the program/department assessment activities/results, as well as opportunities for improvement and any needed follow up with the assessment committee in light of the review.
- (J) Faculty in the general education courses will assess students in their courses according to the predominant purpose of the course. For general education courses where the majority of students are in other programs, and the course is a support course, the outcomes assessed will be for the purpose of determining how best the course is supporting the technical programs the students are enrolled in. This will normally be done by either deploying one of the college wide outcome rubrics, or developing support course outcomes with the technical programs.
- (K) For general education courses where the majority of students are completing a transfer degree in that discipline, the outcomes assessed will be for the purpose of determining how best the course(s) prepare the students for transfer in their field of study. This second type of assessment is analogous to the technical program “PARS” reports which are due the Tuesday before the Thanksgiving holiday. It is important to note at this time that most of the general education transfer programs will be replaced in the coming academic year by state mandated curriculum for transfer. Thus, there may be significant changes to the transfer programs offered at NCSC.

Effective: August 27, 2019

Expires: August 1, 2024

Review Date: 8/27/19