

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 assessment of student knowledge - College-wide Outcomes (CWO), Program Assessment Report (PAR), and Professional Soft-skills Assessment (PF/SS).
- (B) This annual assessment is 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 office 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. Faculty will complete the rubric in CANVAS within that semester.
- (E) Each fall, faculty will receive 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.
- (G) Faculty will need to identify on their PARs which of the 10 Professional Skills that are essential for their graduates, with required input from their advisory committees as applicable. 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) Co-curricular 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) General education courses where 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 type of assessment is analogous to the technical program “PARs” reports which are due the Tuesday before the Thanksgiving holiday.

- (K) Faculty in the general education support courses may 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 may be assessed 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.

Effective: August 27, 2019

Next Review: August 1, 2024

Review Date: 8/27/19