

ASSESSMENT REFERENCE GUIDE

	What is it?	When? How Often?	Who does it?	What software do I use?	Resources
Course Outline of Record Review	A review of the Course Outline of Record for courses that a department offers to ensure that course content, SLOs, pre-reqs, etc. are current and appropriate	<ul style="list-style-type: none"> 1/6th of a department's courses per year 	Department faculty	<ul style="list-style-type: none"> Microsoft Word: form to record changes on COR 	<ul style="list-style-type: none"> Carrie Starbird, Curriculum & Instruction Chair Your Curriculum & Instruction Representative
General Education Outcome Assessment	A narrative description and analysis of the assessment that a department performs of the General Education Outcome that the college is focusing on in a given year; reported on in the Annual Assessment Report	<ul style="list-style-type: none"> Due Nov. 15th every year (beginning in 2014) 1 per year Included in the Annual Assessment Report 	Department faculty	<ul style="list-style-type: none"> eLumen: enter GEO assessment data 	http://www.pccassessment.com/ <ul style="list-style-type: none"> Matt Henes, Learning Assessment Committee Chair Kirsten Ogden, Faculty Assessment Mentor
Annual Assessment Report	A narrative description and analysis of the SLO assessments that took place in all of the courses in a department in the previous academic year (includes 1 SLO per course)	<ul style="list-style-type: none"> Due Nov. 15th every year 	Department faculty	<ul style="list-style-type: none"> eLumen: enter SLO assessment data TaskStream: write and submit report 	http://www.pccassessment.com/ <ul style="list-style-type: none"> Matt Henes, Learning Assessment Committee Chair Kirsten Ogden, Faculty Assessment Mentor
Program Review	A look back in time at how effective a program (AA, AS, AA-T, AS-T, CTE) or General Education department has been at achieving its outcomes	<ul style="list-style-type: none"> Due Dec. 1 (Program Review Calendar) <u>Academic programs and GE departments</u>=Every 6 years; <u>CTE programs</u>=Every 2 years by law 	Department faculty (may include classified staff, students, etc.)	<ul style="list-style-type: none"> TaskStream 	<ul style="list-style-type: none"> Stephanie Fleming, Program Review Trainer Shelagh Rose, Institutional Effectiveness Committee Faculty Co-Chair

Suggested Cycle of SLO Assessment	Annual Assessment Report Year	2013 AAR		2014 AAR		2015 AAR		2016 AAR	
	Which semesters are included?	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016
	Which SLOs should I assess?	1 and 5*	2 and 6*	3 and 7*	4 and 8*	1 and 5*	2 and 6*	3 and 7*	4 and 8*
	Which GEO should be included?	None		GEO 2		GEO 3		GEO 4	

*Only for courses with this many SLOs