

## One Meeting a Semester to Assess Student Learning

### Departments with Major-Specific Courses and General Education Courses

If a department offers courses solely for majors or courses included in the General Education program, the faculty of the department will need to assess the students' learning in those courses.

#### Establish a Two-Hour Assessment Meeting

- Invite all faculty and per course instructors to attend.
  - Offer additional compensation to adjuncts for attending.
- As a group, consider student learning data collected from the department's course(s). Examples may include but are not limited to:
  - A sample of essays
  - Responses to common test items (if using a common test or test items)
  - Results from a common survey, exit interviews, or focus groups asking students the following questions:
    - **How well do you think you achieved the learning goals of the course?**
    - **What aspects of the course best helped you achieve the learning goals?**
    - **What suggestions do you have for improving the course?**
  - Relevant items for institution-wide student surveys or other assessment instruments (e.g., National Survey of Student Engagement, ETS<sup>®</sup> Proficiency Profile, etc.)
- As a group, discuss the data and identify **one area or topic** to work on.
- Determine next steps for the department. These might include:
  - Providing faculty development opportunities such as brown bag lunches centered on pedagogical strategies for helping students with XYZ
  - Posting online resources for faculty
  - Curricular change
  - Collaboration with another department

#### Keep Records

- Take minutes of the annual meeting for the department's own use
- Create a two-page report summarizing:
  - Time, date, and attendance at the meeting
  - Data discussed; conclusions reached
  - Items chosen for action
  - Follow-up plans and action
  - Recommendations for items that need action at higher levels than the department

#### Summary

In one year, the department would have:

1. A summary of results from the common survey with the three questions above.
2. Meeting minutes from the spring and fall semesters.
3. A two-page assessment report at the end of each year.
  - a. For courses in the General Education Program, this would be sent to CGEIP.
  - b. For major-specific courses in a department, this would be sent to a dean.