

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[®] 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.