**College of the Redwoods Guide for Conducting Assessment**

**Course-Level Assessments**

Course-level assessments are a key component of the college’s internal evaluation and improvement process. They are also a requirement of our accrediting agency as well as a faculty contractual obligation. Accordingly, it is important for faculty (part- and full-time) to understand the process and engage in the following procedures. Steps 1-4 should occur prior to, or early in, the semester.

1. Faculty should be familiar with the Assessment Process for Instruction, as outlined on our Instructional Assessment web page: [http://www.redwoods.edu/Assessment/faculty.asp](http://www.redwoods.edu/Assessment/faculty.asp)

2. Faculty should consult the course-level planning tool to determine the specific outcome(s) to be assessed during a given semester. The use and modification of these plans will be described during the Fall 2013 Convocation Assessment Sessions. Faculty can also contact the Assessment Coordinator (Dave Bazard) regarding use of this online tool: [http://webapps.redwoods.edu/assessment/outcomes/outcomesassessmentplanning.aspx](http://webapps.redwoods.edu/assessment/outcomes/outcomesassessmentplanning.aspx)

3. Contacting other Faculty:
   - Faculty are expected to contact other instructors teaching the same course during the same semester and briefly discuss their methods of outcome assessment (test question, project, etc). The faculty need to determine if the methods will be uniform (same test question, project, etc) or differ between sections. This is also a good time to discuss any “closing loops” related to past assessments. A listing of faculty teaching the same course can be determined using a section search on Web Advisor.
   - Faculty teaching the same course during the same semester should also agree upon a day and time for discussing their assessment data. This meeting needs to occur before the February 15 reporting deadline for fall semester courses and by the September 15 deadline for spring semester courses.
   - Faculty who are teaching the only section of a course during a given semester are encouraged to discuss their results with faculty in the same or related disciplines. This discussion should be reported in the course-level report (the following step).

4. At the agreed upon day and time, the faculty are expected to meet and complete the course-level assessment report. The dialogue associated with this step can be done in person, electronically, or by phone. The reporting form is at the following site: [http://webapps.redwoods.edu/assessment/outcomes/index.aspx](http://webapps.redwoods.edu/assessment/outcomes/index.aspx)

The Associate Deans of each division as well as the Assessment Coordinator (Dave Bazard) are available to answer questions about these procedures and help with questions regarding methods of assessment, expectations of the reporting, and other details.
**Sequence of Assessment Activity Throughout a Semester**

*Dialogue and report entry may occur in the first few weeks of the following semester to meet the September 15 (for spring semester) or February 15 (for fall semester) deadlines*

**Step 1**  
*Early in the Semester*  
Every Instructor  
(questions about coordination - consult Dean and/or FTF)

- Consult course assessment plan:  
- Determine outcome(s) to be assessed for the semester  
  (If questions, consult Assessment Coordinator)

**Step 2**  
*Early in the Semester*  
Multiple Instructors for a single course  
(questions about coordination - consult Dean and/or FTF)

- Discuss assessment tools/methods  
- Discuss date to meet for assessment dialogue  
  (If questions, consult Assessment Coordinator)

**Step 3**  
*By the end of the Semester*  
Every Instructor  
(questions about coordination - consult Dean and/or FTF)

- Conduct assessment  
- Describe and document assessment tool  
- Record data (exceeded, met, did not meet)  
  (if questions, consult Assessment Coordinator )

**Step 4**  
*By the Assessment Deadline*  
Single or Multiple Instructors for a single course  
(questions about coordination - consult Dean and/or FTF)

*FTF = Full-Time Faculty*  

- Dialogue about assessment results and develop plans for improvement  
- Enter report (combine data from multiple sections of a single course; only one report per outcome per course - entered by a designated person)  
- Archive examples of assessment results  
  (if questions, consult Assessment Coordinator )