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 following “Outcomes Listing” tool to determine all of the course-level outcomes for the courses they are teaching during the semester. These outcomes need to be listed in your class syllabus: [http://webapps.redwoods.edu/assessment/outcomes/outcomeslisting.aspx](http://webapps.redwoods.edu/assessment/outcomes/outcomeslisting.aspx)

3. 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)

The previous course-level plans (excel sheets) are still available as a reference. They are listed by discipline at the following site: [http://www.redwoods.edu/assessment/planning/](http://www.redwoods.edu/assessment/planning/)

4. 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).

5. 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.