

Course Assessment Summary Report – Directions for completion

About the form:

- **Purpose:** Aids in the **evaluation of student outcomes and assessment methods used to measure them**. It provides an opportunity to **reflect upon student performance results, determine where course enhancements can be made and target required funding needed to assist with those enhancements**. **This form is a tool which can enhance instruction as well as provide needed documentation for the Higher Learning Commission.**
- **Participants:** **Individual faculty members reflect upon student learning for one course**. A form is not needed for each section of the same course unless different faculty are teaching different sections of the same course. It is not recommended that combined data for several course sections be included on this form as individual assessment results and needs for each instructor will vary.
- **Time required:** The estimated time to complete this form for the first time is **1 hour or less**. The next time the form is used (the following semester if desired) it will require even less time because it can simply be updated.
- **Use:** In conjunction **with any assessment activity during a given semester** including but not limited to Tagging, Portfolio, Standardized testing, quizzes, tests, projects, labs, or surveys. A minimum completion of at least one form for one course is suggested for each semester. Completion of several forms is encouraged as it will enhance the assessment experience.
- **Timing:** Completed forms can be submitted any time during the semester, but **submission before the semester ends** is recommended. For example, a good time to consider form completion would be week 15 of a standard semester which is close to the end of the semester but before finals week.
- **Submission:** Completed forms should be submitted to your designated **Department assessment coordinator** who will evaluate your results. Those results will be summarized and presented to your Department dean and the LLCC Assessment coordinator.
- **Feedback:** Your department assessment coordinator will provide feedback after all faculty in the department have submitted the forms for a semester.

Form Completion:

- **List All Course Outcomes -**
List all of the Course Outcomes designated for the course in this column (Course outcomes should be available from your course syllabus. If not, check with your department assistant.) Add additional rows to the Word table if required.
- **Related To Program Outcome # (if applicable)**
List one or more program outcomes associated with each course outcome listed on the left even if not all program outcomes are assessed this semester. Include one outcome for each cell in this column. If program outcomes do not exist, leave this column blank. If they aren't known, check with your department assistant. If numbers are used, be sure to include a program outcomes list for referencing (See completed example below).
- **Related To General Education Outcome #**
List how each Course Outcome relates to one or more of the General Education Outcomes. These can be listed by name, designated number or both.
 - I. Critical Thinking**
 - II. Cultural and Global Awareness**
 - III. Information Fluency**
 - IV. Communication**
 - V. Quantitative and Scientific Reasoning**
 - VI. Technology Competency**
- **When Outcome is Measured Semester/Year**
List the semester and year the outcomes are or were measured.
- **Assessment Methods Used**
List any methods used to do assessment measurement such as tagging, portfolio, standardized test, course specific test, project, etc.

Questions 1-4 These questions allow for assessment reflection. How can teaching methods be more effective? What is needed to make this possible? Include as much information as possible. The budgetary implications are very important. If there is more to include than what current spacing provides, feel free to expand the document onto more than one page.

(This document created by Professor Carmen R. Allen 11/20/2008 for use by CELT)