

The Annual Assessment Cycle: Coordinating Assessments in Your Division

For Division Coordinators

(Associate Deans, Program Directors and Appointees)

Roles in eLumen

- Data Steward
- Division Coordinator – You
- Department Coordinator
- Course Coordinator – assigned faculty as needed
- Faculty Evaluator – regular faculty users

Division Coordinator: Fall Semester Duties

1. Ensuring assessment plans and maps are complete and up to date
 - Coordinating with faculty
2. Planning semester assessments
 - Communicating to faculty, providing support
3. Fall Assessment Conference
 - Scheduling program assessment dialogue sessions
 - Preparing reports for those sessions
 - Documenting dialogue in eLumen (action plan) **and in program review**
4. Coordinating with AC on General Ed assessment

Division Coordinator: Spring Semester Duties

1. Ensuring plans and maps are up to date
2. Scheduling semester assessments
3. Coordinating with AC on General Ed assessment

Faculty Responsibilities

- Semester Assessments

- Confirming successful planning of semester assessment: eLumen scorecard
- Coordinating with other discipline faculty on assessment strategy
- Implement program/course planning actions **already in place**
- Giving assessment activities for all outcomes, reporting results, writing up a single reflection (per instructor)

- Plans and Maps

- Provide consultation on program outcome maps and four year plans

- Assessment Dialogue

- Participate in program assessment dialogue sessions
- Participate in program review
- Participate in general education assessment

Resources for Coordinators

- The Assessment Handbook
 - Overview of the Assessment Process/Cycle
 - Annual Assessment Calendar
 - Links to PDF Tutorials
- Assessment Process Site: <https://www.redwoods.edu/assess/>
 - Resources, Trainings pages

Updating the Four-Year Assessment Plans

- Legacy Site
 - CLO plan tells you when courses are to be assessed
 - PLO plan tells you when PLOs are to be assessed
- First priority: all courses and PLOs are planned
- Second priority: strategic planning of PLO assessment
 - Strategy 1: e.g., Comm studies AA-T; stacking PLO assessment near end of cycle
 - Drawback: lag time between CLO and PLO assessment. Time enough to implement and reassess improvement plans?
 - Strategy 2: e.g., CIS Networking AS; one PLO/year
 - Drawback: needs to be synced w/ CLO assessment

Updating Program Maps

- eLumen: Curriculum Maps tell you how CLOs map to PLOs
 - Special Attention to Liberal Arts – listed under a discipline (not under the entire division...)
 - LA: BSS – Psychology
 - LA: Business – Business
 - LA: Human & Comm – English
 - LA: Fine Arts – Art
 - LA: Math – Math
 - LA: Sci. & Sci. Expl. – Biology
 - Faculty can update map for one course in the Curriculum Workflow (tutorial)
- See Assessment Handbook, tutorials (also “Trainings” page)

Planning Semester Assessments

- The four-year plan tells you which courses to plan **to the semester**.
- Create the assessment
 - Check the version – use repeatedly
 - More use = more data, better analysis and sound conclusions
- Plan the assessment
 - The “Planner” not the “Assessment Library” is the final word on whether an assessment was planned.
 - Note: select Term and “Refresh Often”
- Confirm faculty can see the assessment

Fall Assessment Conference

- Scheduling: Program Assessment Dialogue Sessions
 - Each program, including AA-T, AS: Subject, LA: Area, CA/CR
 - All should have outcomes, all should be mapped: course data → program eval
- Gathering: assessment reports and planned items
 - Course Assessment Reports – prior year's CLO assessments
 - Program Assessment Reports (“SLO Performance Report”) for current year's PLOs
 - IF a mapped course has no eLumen data, then retrieve legacy CLO reports
 - Look for open loops, PLO reports also
 - Program Review: program plans
- Dialogue
 - Action Plans

Reports

- Tutorial: “Generating Program Dialogue Reports”
 - Course Assessment Report (CAR): Results Explorer, by term
 - Program Assessment Report (PAR): “SLO Performance Report”
 - Brief version: total aggregate assessment results by PLO
 - “With courses:” individual course assessment results by PLO, term
 - Careful with the “overall” figure: it’s an average of all selected terms.
- Legacy CLO, PLO reports: see tutorial “Retrieving Archived Outcome Reports”
- Program Review: go to “Templates and Reports”
 - View “Actions/Plans” by Year, Area, Program

Dialogue

- In eLumen, create one Action Plan for each program. Use “Program-level assessment dialogue” (See tutorial: “Action Plans in eLumen”)
 - A program is defined as a named discipline in your division. Even if no certificate or degree exists for that discipline, you still will use the AP for documenting course assessment dialogue.
 - All disciplines report to program review somewhere. Consider having smaller, related disciplines hold one program assessment dialogue session.
- **NOTE**
 - When action plans are planned to future term, the icon appears grey
 - Won’t show up in Inbox until term starts...
 - When current term, icon appears dark blue
 - When completed, icon appears green
 - If you’ve already completed an action plan for a term, you cannot replan to that term.

Program Dialogue Worksheet

- <https://www.redwoods.edu/assess/Home/Assessment-Training>
 - Use this MS Word doc to organize program reports, etc.