

The Quick Guide to Assessment – Improve Process Coherence and Engagement

Dr. Kathleen Gorski, Dean for Outcomes, Curriculum and Program Development
Michelle Lindquist, Associate Professor of English Developmental Education



WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape



WAUBONSEE

COMMUNITY COLLEGE

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- Waubonsee has 4 campuses: Sugar Grove, Aurora Downtown, Aurora Fox Valley and Plano, Illinois
- 7,732 Degree and Certificate Seeking Students
- 74% of Students Enroll Part-time
- 59% Female/ 41% Male
- 5% Asian; 9% Black; 32% LatinX; 54% White
- Average Age: 24

Outcomes

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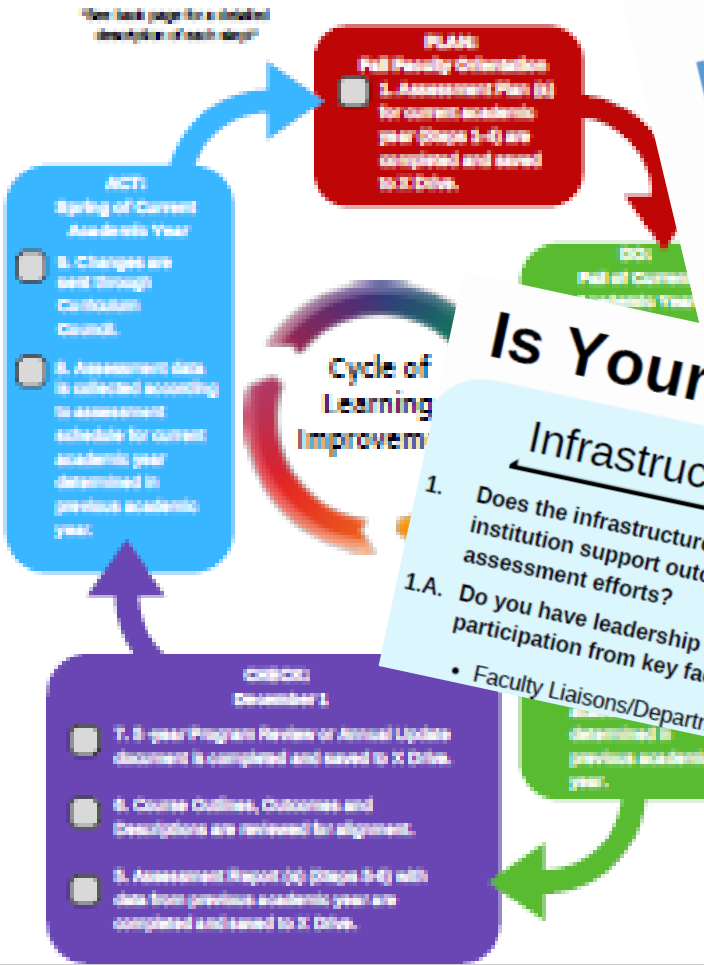
1. Examine a Community College Assessment Process
1. Review an Assessment Guide that Supports Process Coherence and Engagement



Before 2016:
Assessment at Waubonsee did not have a process.

There were 10 years of attempted starts and stops.

Assessment & Program Review Checklist



Waubonsee Community College Outcomes Assessment Guidelines

Is Your Assessment Program Sustainable?

Infrastructure

1. Does the infrastructure of the institution support outcome assessment efforts?

1.A. Do you have leadership and participation from key faculty?

- Faculty Liaisons/Department

Evolution

2. Do assessment practitioners make room for the evolution of the process?

2.A. Does everyone understand that assessment is a dynamic process subject to evolution and that change happens?

Intercommunication

3. Have you created formal feedback and communication systems?

3.A. For students: whether outcomes helps them understand their education at the course, program, and general education levels.

Checklist!

Check off items as you complete them in our assessment cycle!

- Assessment Plan(s)** for current academic year (Steps 1-4) are completed and saved to the X Drive.
 - Assessment plans can be found in APO_(Dept. Code), Current Academic Year, 2. Assessment Plan Report.
 - Each course being assessed should have a separate assessment plan.
- Assessment data** from previous academic year is analyzed and included in Assessment Report.
 - Data collected from previous academic year, is analyzed by providing the aggregate of the data in the Assessment Report.
 - Data is analyzed in Step 6 of the Assessment Report.

Program Review or Annual Update Report is completed.

The template for the Program Review or Annual Update form is located in the X Drive in APO_(Dept. Code), Current Academic Year, 3. Program Review or Annual Update.
 Use is made in the completion of this report can be found in APO_(Dept. Code), Current Academic Year, 1. Program Data.
 When instructions to complete this report can be found in APO_Tracks, 1. Instructions.
- Assessment data** is collected for fall according to assessment schedule for current academic year.
 - Faculty submit assessment in courses.
- Assessment Report (a)** (Steps 5-6) with data from previous academic year are completed and saved to X Drive.
 - Assessment Reports can be found in APO_(Dept. Code), Previous Academic Year, 2. Assessment Plan Report.
 - Institutional data can be found in APO_Tracks, 1. Institutional, Assessment Reports.
- Course Outlines, Outcomes and Course Descriptions** are reviewed for alignment.
 - Instructions from Step 8, faculty will review Course Outlines, Outcomes and Course Descriptions.
 - Instructions will then be prepared to be sent through Curriculum Council.

When document is completed and saved to X Drive, (Current Academic Year, 4. Final Reports Due)

According to assessment schedule for current academic year.

with Curriculum Council.

all courses integrating any changes made in pedagogy, assignments, and general education levels.

Assessment Contact:
 Assessment Coordinator, assessment@waubonsee.edu
 Learning Units, learningunits@waubonsee.edu
 Quality Matters, qualitymatters@waubonsee.edu
 Faculty Liaisons, facultyliasons@waubonsee.edu

Checklist for Reviewing Course Outcomes

- 1. Does the outcome state what students can do based on successful completion of the course?
- 2. Is the outcome measurable? Can evidence be gathered through an activity, group project, assignment, test, presentation, or paper that indicates to what degree the student can perform the outcome?
- 3. Does the outcome need to be broken down into more than one outcome? For best practice, each outcome should describe a specific skill or knowledge that can be demonstrated. For example: interpret the basic elements of a chemical reaction rather than just "interpret the reaction."
 - 4. Does the outcome require an opinion on the part of the student?

Related to what Criteria?	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5
Total Students	1	1	1	1	1
Minimum Value	3	3	3	3	3
Maximum Value	3	3	3	3	3
Average	#N/A	#N/A	#N/A	#N/A	#N/A
Median					
Mode					
Average = the sum of the values divided by the number of values					
Median = the point in a group of numbers where half the values are above and half are below					
Mode = the value that occurs most often					
Scale for Rubric Item	Rubric Item 1	Rubric Item 2	Rubric Item 3	Rubric Item 4	Rubric Item 5
Student ID					
Example					

- APR_AMT
- 2017-2018
- 2018-2019
- 2019-2020
- 2020-2021
- Curriculum Map
- Five Year Schedule
- Outcomes

Assessment Videos

Click on the links below for additional resources!

[How to Complete your Assessment Plan](#)

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[How to Complete your Assessment Report](#)

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[Program Review/Annual Update](#)

~~~~~

[How to Collect Data](#)



**WALUBONSEE**  
Walubonsee Community College  
Walubonsee, Illinois 62451  
www.walubonsee.edu

Have additional questions?

Contact:

Molly Dunava, Outcomes Assessment Coordinator,  
mdunava@walubonsee.edu

Dr. Jeanne McDonald, OAC Faculty Liaison, jmcDonald@walubonsee.edu

Tacy Linbrunner, OAC Faculty Liaison, tlinbrunner@walubonsee.edu

# Assessment Website

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## Assessment Pages

Introduction to Assessment

Types of Assessment

Learning Outcomes

Institutional Learning Outcomes

Creating Assignments and Exams

Creating Rubrics

Collecting and Analyzing Data

Curriculum Mapping

Improvements to Curriculum and Instruction

Learning Improvement (LI) Reports

AEFIS Assessment Management System

Outcomes Advisory Council

# Learning Improvement (LI) Reports

Includes assessment plans, assessment results and intended changes to curriculum or pedagogy based on assessment findings.

- + Checklist
- + LI Report Example
- + LI Report Rubric-Use this to fill out your LI Report in AEFIS
- + LI (Plan) Instructions
- + LI (Report) Instructions

## Additional Resources

[What is an Assessment Artifact and Measure?](#)

[How to Write an Assessment Target](#)

[How to Summarize Assessment Results](#)

[How to Access Assessment & Program Review \(APR\) Folders](#)

[How to Complete or Update the 5-year Assessment Schedule](#)



# Quick Guide to Assessment at Waubonsee

This guide is intended to provide faculty support for the outcomes assessment process at Waubonsee Community College. If assistance is needed, follow the resource links provided or reach out to an **assessment liaison** for assistance.

As you use this tool, please keep in mind that assessment is a **collaborative process** where colleagues work together to assess courses across sections and modalities as outlined in our **Educational Affairs plan**.

Dedicated outcomes assessment collaboration time is provided for full-time and adjunct faculty during Faculty Development Days each semester.

**Quick Guide to Assessment at Waubonsee – PDF Overview**

## Topic #1: assessment

- Yes: It is understood that assessment is formative and practiced to inform teaching, and enhance student learning.
- No, please share the benefits of assessment.

### Resources for this topic:

- [Learn more about assessment](#)
- [Benefits of Assessment \(PDF\)](#)

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## Topic #2: 5-Year Schedule

- The course planned for assessment this year is listed on the five-year schedule.
- Where is the 5-year schedule and / what the options when a course is cancelled?

### Resources for this topic:

- [5-Year Schedule Instructions \(PDF\)](#)

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### Topic #3: Course Learning Outcomes

- The course learning outcomes (CLOs) are measurable the course will be assessed using current outcomes.
- Changes are needed to current course outcomes for curriculum council approval.

**Resources for this topic:**

- [Learning Outcomes](#)
- [Curriculum Checklist \(PDF\)](#)
- [Curriculum Council \(CC\)](#)

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#### Topic #4: Bloom's Taxonomy of Learning

- Assessments and instructional strategies align with Bloom's Taxonomy learning levels and outcomes are measurable.
- It is unclear if assignments and instructional strategies align with Bloom's Taxonomy of Learning.

**Resources for this topic:**

- [Why should assessments, learning outcomes, and instructional strategies be aligned? \(PDF\)](#)

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## Topic #5: Curriculum Map

- Curriculum is mapped. There is alignment between Course (CLOs), Program (PLOs) and Institution Learning Outcomes (ILOs).
- What is a curriculum map? Where is the map and how is it filled out?

### Resources for this topic:

- [Curriculum Mapping](#)
- [How do we find our curriculum map? \(PDF\)](#)

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## Topic #6: Assignments for Assessment in Canvas

- Assignments used to assess course and institutional learning outcomes are in Canvas.
- Support is needed to set up assignments for assessment in Canvas.

### Resources for this topic:

- [Canvas](#)

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## Topic #7: Rubrics and/or Quizzes in Canvas

- Rubrics and/or Quizzes are set up in Canvas for assessment (as necessary).
- Support is needed to create, add, or adjust rubrics and/or quizzes or tests in Canvas to assess CLOs and ILOs (as necessary).

### Resources for this topic:

- [Creating Rubrics](#)
- [Quiz and Test Resources \(PDF\)](#)
- [Institutional Learning Outcomes](#)

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## Topic #8: AEFIS

- AEFIS is set up to collect assessment data.
- Support is needed with linking assessments from Canvas to AEFIS.

### Resources for this topic:

- [AEFIS](#)
- [Adding ILO Rubrics \(PDF\)](#)

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## Topic #9: Learning Improvement Plan

- The Learning Improvement Plan articulates assessment activities for the Academic Year. It is recommended that this is completed during faculty development days.
- Support is needed with the Learning Improvement Plan.

### Resources for this topic:

- [Plan Do Check Act \(PDF\)](#)
- [Learning Improvement \(LI\) Reports](#)

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## Topic #10: Learning Improvement Report

- The Learning Improvement Report (based on previous AY plan) summarizes evidence of student learning to be used to inform curriculum and pedagogy for learning improvement. Due no later than December 1.
- Support is needed completing the Learning Improvement Report.

### Resources for this topic:

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## Topic #11: Annual Update or Program Review

- The Annual Update or Program Review summarizes evidence of program effectiveness for continuous improvement. Due no later than December 1.
- Support is needed with Program Review or our Annual Update.

### Resources for this topic:

- [Program Review - ICCB 5-Year Review and Waubensee Annual Update](#)
- [Plan Do Check Act Checklist \(PDF\)](#)
- [Self-Study Instructions for Program Review \(PDF\)](#)
- [Annual Update Instructions \(PDF\)](#)

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## Thank you for using this guide!

Please remember that the Office of Learning Outcomes, Curriculum and Program Development, Outcomes Assessment Liaisons, and Outcomes Advisory Council members are here to support you in your assessment journey.

There are other resources available to support outcomes assessment including our [Assessment Bootcamp](#). The [FAE Website Site map](#) lists additional topics on assessment



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### Topic #4 Link:

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