

Dear Colleagues:

The Assessment Committee is comprised of the following representatives:

Advanced Technologies and Public Service Careers: **Shawn Deron**

Business & Computer Technologies: **Jason Withrow**

Health Sciences: **Pat Hill**

Humanities, Social & Social Sciences: **Tom Zimmerman**

Math, Science & Engineering Technology: **Jim Egan**

Administrative Representatives:

Director of Curriculum & Assessment: **Joy Garrett**

Dean of Business & Computer Technologies: **Eva Samulski**

Dean of Math, Science and Engineering Technology: **Victor Vega**

In order to be in compliance with HLC's Criterion 4. Teaching and Learning: Evaluation and Improvement and in response to various questions and concerns raised over the summer and fall, the Assessment Committee is providing the following information to clarify the expectations and requirements for assessment data. After lengthy conversations, the Committee has determined that assessment data is required for all assessment reports as described below:

1. The Assessment Committee requires that, at minimum, **summary data** (see item 1 below) is either included in the report text or uploaded to CurricUNET (on the Attached Files tab in CurricUNET) or attached to program assessment reports. NOTE: The requirement is enforced regardless of the number of students being assessed.
2. The Assessment Committee requests that **detailed data** (see item 2 below) be attached to the report as this provides meaningful information and a complete presentation of assessment results. Furthermore, the Committee reserves the right to require detailed data be submitted if the summary data does not support or align with the text of the report.

The Assessment Committee offers the following data guidelines for faculty assessing courses and programs:

1. Summary Data includes all of the following:
 - a. The number of students enrolled in the course(s),
 - b. The number of students assessed,
 - c. The percentage of students assessed,
 - d. The number of students who met the standard of success and
 - e. The percentage of students who met the standard of success
2. Detailed Data may include one or more of the following:
 - a. Scores on tests (both total and/or individual questions)
 - b. Rubric scores (both total and/or individual criterion scores)

- c. Scores on skills checklists (both total and/or individual skill scores)
3. Format for submission: Faculty have attached data in a range of ways including tables/graphics in Word, Excel documents, Blackboard reports, handwritten counts and analyses scanned and uploaded. We accept nearly every format of data that is legible and provides meaningful information.
4. The Committee requests that rubrics/checklists be attached for informational purposes only. They can be helpful in clarifying reported results.
5. The attached documents, Sample Data - Test questions and percent of students and questions answered correctly.xlsx and Sample Data – rubric analysis.xlsx, are provided as examples and may be used as templates for inputting data and performing calculations.
6. While exam questions can be helpful, they are optional. If you do include them, please do so only as an attachment in CurricUNET or an addendum to program assessment reports, so that they can be removed after the committee reviews the report.

Assessment reports are reviewed by the Department Chair, Dean, and Office of Curriculum and Assessment when submitted.

- The Department Chair may return the report and remind the preparer that summary data is needed.
- The Dean will review the report and return reports missing data.
- The Office of Curriculum and Assessment will return reports submitted without data.
- The Assessment Committee will review reports and return them if submitted without required data.

These requirements will be effective for any assessment reports submitted March 1, 2020 or later.

Sincerely,

The Members of the Assessment Committee

2/18/20