

COURSE ASSESSMENT REPORT

I. Background Information

1. Course assessed:
 Course Discipline Code and Number: ENG 209
 Course Title: Technical Writing III
 Division/Department Codes: HSS English/Writing Department

2. Semester assessment was conducted (check one):

- Fall 20__
 Winter 2007 and Winter 2008
 Spring/Summer 20__

3. Assessment tool(s) used: check all that apply.

- Portfolio (OC2: Project Plan Only)
 Standardized test
 Other external certification/licensure exam (specify):
 Survey
 Prompt
 Departmental exam
 Capstone experience (specify):
 Other (specify): (OC1 Pretest/Posttest)

4. Have these tools been used before?

- Yes
 No

If yes, have the tools been altered since its last administration? If so, briefly describe changes made.
 NA

5. Indicate the number of students assessed/total number of students enrolled in the course.

OC 1: 8/8 Students (Winter 2007)
OC 2: 8/8 Students (Winter 2008)

6. Describe how students were selected for the assessment.

All students were assessed.

II. Results

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.

NA

2. State each outcome (verbatim) from the master syllabus for the course that was assessed.

Outcome 1: The student will use FrameMaker to design and manage content.

Outcome 2: The students develop large, complex plans and schedules that involve multiple team members.

3. Briefly describe assessment results based on data collected during the course assessment, demonstrating the extent to which students are achieving each of the learning outcomes listed above. *Please attach a summary of the data collected.*

Outcome 1: Eighty-seven percent of students completing both the pre-test and the post-test improved their score by 1 or more points.

Outcome 2: Both teams (all students) received an average score of 2.73 on the portfolio segment being assessed (in this case, the Project Plan).

COURSE ASSESSMENT REPORT

4. For each outcome assessed, indicate the standard of success used, and the percentage of students who achieved that level of success. *Please attach the rubric/scoring guide used for the assessment.*
Outcome 1: Standard of Success: Seventy percent of students must improve their average test score by one point.

Outcome 2: Standard of Success: Seventy percent of students must receive a score of 2 (average) on the portfolio segment being assessed.

5. Describe the areas of strength and weakness in students' achievement of the learning outcomes shown in assessment results.

Strengths: Students exceeded the standards of success for both outcomes one and two.

Weaknesses: Outcome 2: Students' development of a sample data plan scored lowest in the artifacts collected.

III. Changes influenced by assessment results

1. If weaknesses were found (see above) or students did not meet expectations, describe the action that will be taken to address these weaknesses.

Students' understanding of sample data development needs to be improved. This can be achieved by exploring and analyzing professionally prepared sample data.

2. Identify intended changes that will be instituted based on results of this assessment activity (check all that apply). Please describe changes and give rationale for change.

a. Outcomes/Assessments on the Master Syllabus
Change/rationale:

b. Objectives/Evaluation on the Master Syllabus
Change/rationale:

c. Course pre-requisites on the Master Syllabus
Change/rationale:

d. 1st Day Handouts
Change/rationale:

e. Course assignments
Change/rationale: More time should be spent exploring sample data included with professionally designed tutorials.

f. Course materials (check all that apply)
 Textbook
 Handouts
 Other:

g. Instructional methods
Change/rationale:

h. Individual lessons & activities
Change/rationale:

3. What is the timeline for implementing these actions? Winter 2009

IV. Future plans

1. Describe the extent to which the assessment tools used were effective in measuring student achievement of learning outcomes for this course.

Assessment plan should be changed to exclude deliverables not included with the project plan (OC2).

COURSE ASSESSMENT REPORT

2. If the assessment tools were not effective, describe the changes that will be made for future assessments.
See above.

3. Which outcomes from the master syllabus have been addressed in this report?

All _____ Selected: **Outcomes 1 and 2**

If "All", provide the report date for the next full review: _____.

If "Selected", provide the report date for remaining outcomes: **Artifacts for Outcomes 3 and 4 will be collected during winter 2009. Assessment report will be delivered S/S 2009.**

Submitted by:

Name: Alisa Veary Date: 1/30/09
Print/Signature

Department Chair: _____ Date: 2/2/09
Print/Signature

Dean: [Signature] Date: FEB 05 2009
Print/Signature

logged 2/5/09 sjv