

Developing an Assessment Schedule



From the Desk of Joan Sholars, SLO Coordinator

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You and your colleagues developed the SLOs for each of the courses in your department. Now what?

Your department needs to determine an assessment schedule for each of the courses. One hundred percent (100%) of all active courses need to have finished at least one complete assessment cycle by December 2012. I know that sounds like a lot of time, but we know that if we divide the work up over a period of time, the work is easier to accomplish.

To begin the process, look at how many courses you have in the department. Can you easily divide up the courses to be assessed in half? In fourths? Are some of the courses very similar? If so, then you might want to assess those courses at the same time.

Let's say that you have decided to assess each course every two years. Then decide which courses will be assessed this year and which ones will be assessed next year. Are you going to assess each course each year? Are you going to assess each section of the course or for the courses that have more than five or six sections, are you going to sample some of the sections? Remember, be reasonable.

For information on assessing, see the whitepaper titled "Sampling Techniques for Assessing Course-Level SLOs" at http://www.mtsac.edu/instruction/outcomes/newsletter/whitepapers/2009-04_sampling_techniques.pdf.

Assessment Schedule Examples

The following are three examples of assessment schedules for your consideration.

EXAMPLE 1. This schedule represents a two-year assessment schedule cycle.

	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2012
Course 1	Assess	Evaluate and discuss Use of Results			Assess
Course 2		Assess	Evaluate and discuss Use of Results		
Course 3	Assess	Evaluate and discuss Use of Results			Assess
Course 4		Assess	Evaluate and discuss Use of Results		
Course 5			Assess	Evaluate and discuss Use of Results	
Course 6				Assess	Evaluate and discuss Use of Results

EXAMPLE 2. This schedule allows all course-level SLOs to be assessed on a three-year cycle and is presently being used by the Mt. SAC English Department.

Cycle	2009	2010	2011	2012	2013	2014	2015	2016
Assessment Cycle A	ENGL 1A/1AH, 1C/1CH			ENGL 1A/1AH, 1C/1CH			ENGL 1A/1AH, 1C/1CH	
Assessment Cycle B		ENGL 67 & 68			ENGL 67 & 68			ENGL 67 & 68
Assessment Cycle C			LIT & Specialty Courses			LIT & Specialty Courses		

EXAMPLE 3. This schedule allows for all course-level SLOs to be assessed on a four-year cycle. It is only a partial course assessment schedule from the one presented to the Mt. SAC Mathematics Department in Spring 2009.

Course #	Dec. 2009	Jun. 2010	Dec. 2010	Jun. 2011	Dec. 2011	Jun. 2012	Dec. 2012	Jun. 2013	Dec. 2013
Math 10	Assess	Evaluate	Report to Dept.						Assess
Math 50				Assess	Evaluate	Report to Dept.			
Math 51					Assess	Evaluate	Report to Dept.		
Math 51A	Assess	Evaluate	Report to Dept.						Assess
Math 51B	Assess	Evaluate	Report to Dept.						Assess
Math 61				Assess	Evaluate	Report to Dept.			
Math 71		Assess	Evaluate	Report to Dept.					
Math 71A						Assess	Evaluate	Report to Dept.	
Math 71B						Assess	Evaluate	Report to Dept.	
Math 71X		Assess	Evaluate	Report to Dept.					
Math 96					Assess	Evaluate	Report to Dept.		
Math 100			Assess	Evaluate	Report to Dept.				
Math 110			Assess	Evaluate	Report to Dept.				
Math 120	Assess	Evaluate	Report to Dept.						Assess
Math 130		Assess	Evaluate	Report to Dept.					
Math 140							Assess	Evaluate	Report to Dept.

Entering an Assessment Schedule Into ePIE

Once you have developed an assessment schedule, this schedule needs to be entered into Mt. SAC's electronic Planning for Institutional Effectiveness (PIE) process referred to as ePIE. There are two (2) different ways to do this the next time that you work on ePIE for your course/s:

1. Under the "Documents" tab, attach the schedule as a Word document.
2. Under the "Course Assessment Plan" tab, select the appropriate course using the drop-down menu. Select the relevant SLO by clicking on the "Edit" button. Complete the "SLO/GEO Start Date" and "Intended Date to Complete 'Use of Results.'"

Note that the assessment of the SLOs is just the first step in the cycle. The department then needs to evaluate the results of the assessment. The department can do this analysis on their own or the department can ask the Research and Institutional Effectiveness Department or the SLO Coordinator to help with the analysis.

After the analysis, the faculty in the department should discuss the results and decide what the next steps are. The department's Use of Results is the most important step in the cycle. For information on Use of Results, see the whitepaper titled "Use of Results" at the following URL:

http://www.mtsac.edu/instruction/outcomes/newsletter/whitepapers/2009-08_use_of_results.pdf

If you have any questions concerning developing a schedule to assess SLOs, please contact me at jsholars@mtsac.edu or at Extension 4610. I would be happy to help you.