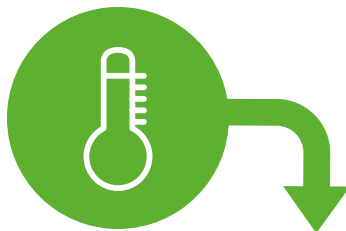


# Mt. SAC Library Drop-In Workshop Program Assessment Process

The Mt. SAC Library drop-in workshop program assessment process assesses student learning for continuous curriculum and instructional improvement. Library faculty use the assessment results to revise and improve the curriculum, instructional materials, and instructional methods. The assessment timeline is modeled after the Mt. SAC cycle for credit courses, which is at least once every 4 years.

## PHASE 1: Rubric development and norming



Faculty develop a shared rubric. Faculty norm the rubric by individually assessing the same set of student samples. Faculty discuss, revise the rubric, and come to a shared understanding of how to apply the rubric.

Approx. 70-100 random samples taken (10 per faculty member). Student info is removed. Faculty use the shared rubric to assess a unique set of student work. 20% is double-scored to ensure consistent application of the rubric; scoring conflicts are reconciled. Facilitator gathers all results and provides a summary and analysis for the use of results discussion.



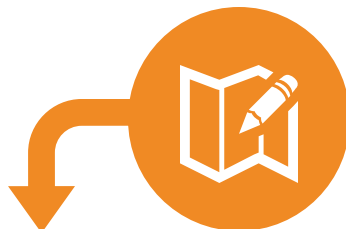
## PHASE 2: Assess random samples

## PHASE 3: Discuss use of results



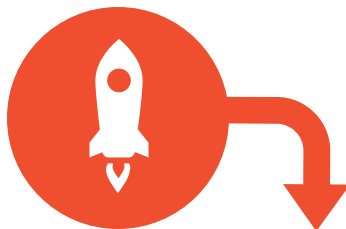
Library faculty discuss the results of the assessment and identify needed revisions to curriculum, teaching methods, or instructional materials.

Library faculty make revisions to curriculum, teaching methods, or instructional materials as identified in phase 3.



## PHASE 4: Make needed revisions

## PHASE 5: Implement revisions



Library faculty teach using the revised curriculum, methods, or materials.

Curriculum and instructional design and assessment is an ongoing cycle. Periodic check-ins during faculty meetings are used to make adjustments before the 4-year cycle timeline if needed. Major assessment is conducted on each workshop at least once every four years. Workshops are staggered so we assess 1-2 workshops per year (except for Covid-impacted years).



## PHASE 6: Periodic check-ins and prepare to restart the cycle