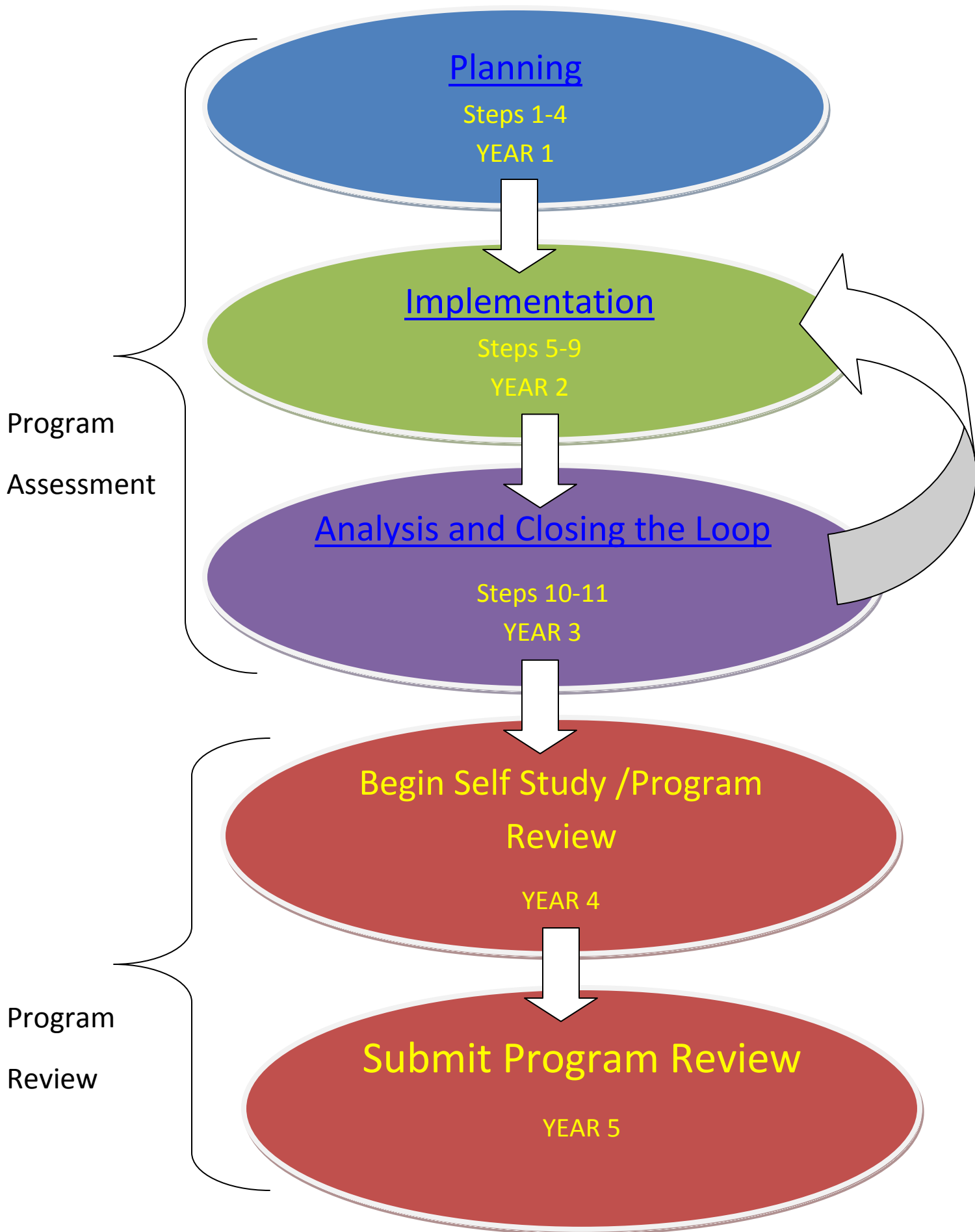


The Assessment Process at Delaware County Community College



A step by step guide to Assessment at DCCC....

Planning Steps 1-4 Year 1

Step 1

Does the program have an assessment team/group?

Does the program have [learning competencies](#)?

Are the program learning competencies aligned with the [College's learning competencies](#)?

Does the program have a [curriculum map](#)?

If your answer is **yes to all** of these questions, go to **step 3. Otherwise, go to step 2.**

YES

No

Step 2

Department/service unit assessment team is formed;

[Program learning competencies](#) are developed;

Program learning competencies are aligned with the [College's learning competencies](#).

A [curriculum map](#) is developed (A program may need to do one or more of the above).

These activities should be completed in **one semester**.

Step 3

Has the program identified specific learning competencies to be assessed?

Have the [tools](#) to assess the learning competencies been identified or created?

Have you informed program faculty/staff about the assessment tools?

If your answer is yes to **all** of these questions, proceed to Step 5 in Implementation. Otherwise, go to step 4.

No

Step 4

Specific learning competencies to be assessed are identified;

[Tool\(s\)](#) to measure learning competencies are created/identified;

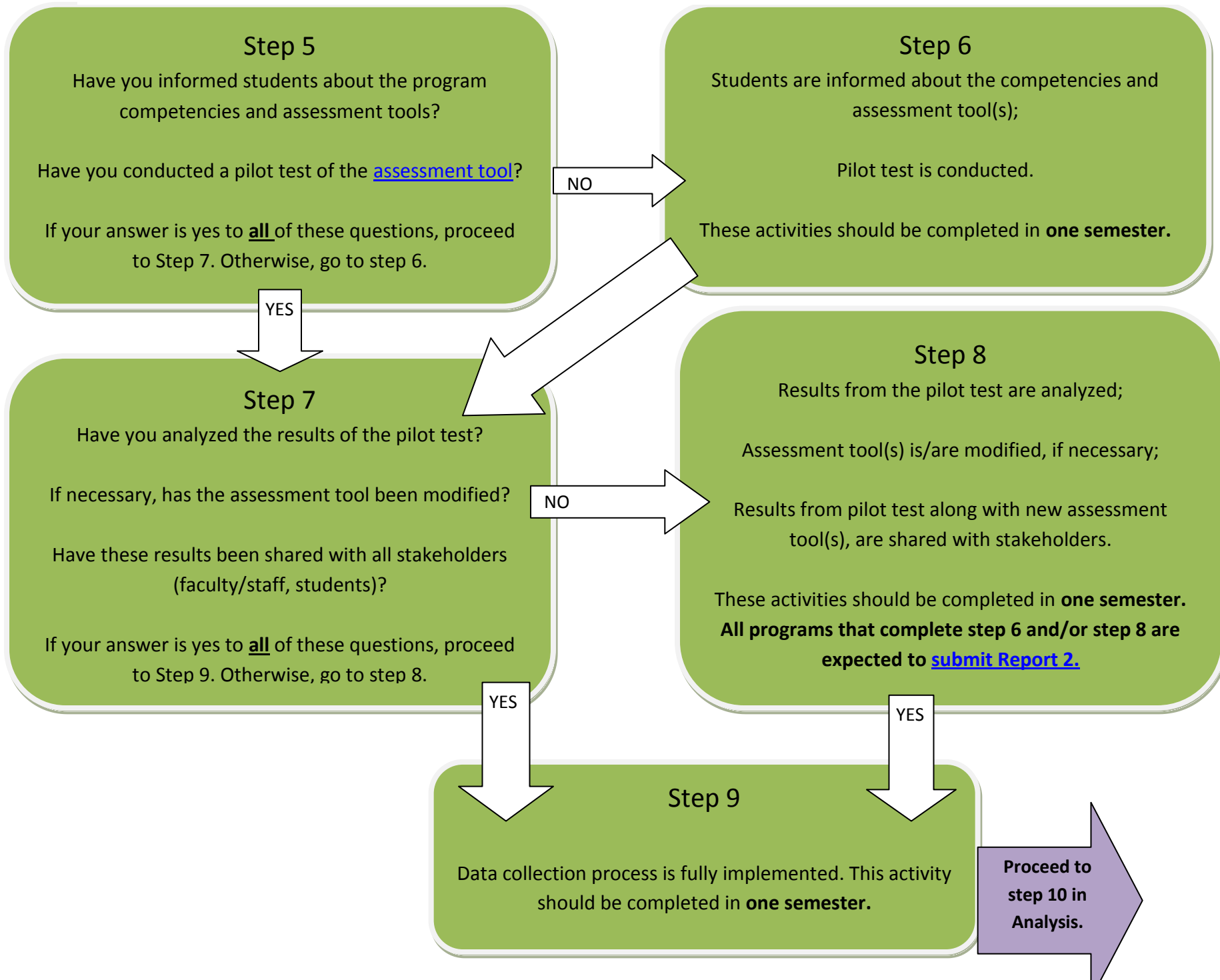
Faculty and administrators are informed about the learning competencies and the assessment tool(s).

These activities should be completed in **one semester**.

[Submit Assessment Report 1 \(assessment plan\)](#) at the end of the academic year. [\(Example\)](#)

Proceed
to
Implementation

Implementation Steps 5- 9 Year 2



Step 10

Data analysis is conducted;

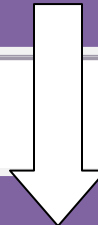
Strengths and weaknesses of department's curriculum are identified based on assessment results;

Decisions are made on how to use assessment results for program change;

Findings/recommendations are communicated to stakeholders.

These activities should be completed in **one semester**.

All programs that complete step 9 and step 10 are expected to [Submit Report 3. \(Example\)](#)



Step 11

If your answer to the questions above suggests that you repeat the processes from Step 9, you will be expected to submit Report 3 every other year. During the off year that report 3 is not required, [submit Report 4.](#)

Report 1 : Assessment Plan

Report 1 should include the following:

1. Program Mission and goals
2. Learning competencies to be assessed
3. Curriculum map of courses and experiences that will aid in achieving the intended learning outcomes (the map should also show linkage to the College's learning competencies)
4. Type of assessment instrument (e.g., essay, standardized test, research papers, presentation, portfolios, survey, ect.)
5. A description of how the instrument will be scored-include a copy of the preliminary scoring tool(s) (e.g., standardized scoring, rubric, ect.)
6. Performance criteria (what constitutes acceptable performance- e.g., 85% of students will demonstrate proficiency on an outcome)
7. Implementation timeline (At what point in the semester will the assessment instrument be administered?)
8. Sampling strategy (How will the sample be selected?)
9. Linkage between assessment method and accreditation (if applicable)
10. Names of members of the assessment team

Report 2: Tool Validation

Report 2 should include the following:

1. An overview of how stakeholders were informed about the assessment process
2. Results from the pilot test
3. Revised assessment tool (where necessary)
4. Names of members of the assessment team

Report 3: Analysis, Results, and Plans to close the Loop

Report 3 should include the following:

1. An overview of data collection, data analysis, and results
2. A discussion of validity and reliability of the scoring tool
3. A plan to inform stakeholders about results
4. A plan to make changes based on results

Report 4: Closing the Loop

1. What changes were made as a result of your last assessment report?
2. How did the changes affect your program?

Developing Learning Competencies Template

DEPARTMENT: _____ **PROGRAM:** _____

Date: _____

Program Coordinator/Assessment Leader: _____

Program Goal	Competencies

*Add rows as needed.

Developing an Assessment Plan (Example)(template on next page)

Competencies	Students will be able to identify trends or patterns in anthropological data and formulate a testable explanation or reasonable interpretation.
Criteria for Success	85 % of students will earn a score of 80% or above on each section (identifying trends, formulating hypotheses, explaining results) of the embedded final exam
Assessment Method(s)	Embedded exam
Data collection (when & by whom)	Exam papers from all sections of Anth 301 will be collected and analyzed by the department assessment committee at the end of Fall 2011.
Results Discussion (when)	Results will discussed during the Spring 2012 beginning-of-semester faculty meeting
Competencies	Students will be able to discuss a major work or author in English and/or American Literature, or compare two or more works and authors; for example, analyze the character of Satan in Milton's <i>Paradise Lost</i> .
Criteria for Success	At least 80% of students will obtain a score of "average" on a scoring rubric
Assessment Method(s)	Internally-developed scoring rubric
Data collection (when & by whom)	Project papers will be collected from all sections of Eng 301 at the end of Spring 2012. A sample of randomly-selected artifacts will be analyzed by the course instructors and a representative from the department assessment committee.
Results Discussion	Results will be discussed at the Summer 2012 department meeting.
Competencies	Graduates will indicate that they are satisfied with the services of the department
Criteria for Success	90% of the graduates will report that they are satisfied/very satisfied with the services of the department
Assessment Method(s)	Internally-developed survey
Data collection (when & by whom)	Survey will be sent out to graduates at the end of each academic year.
Results Discussion (when)	Results will be discussed at each Fall beginning-of-semester meeting.
Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion	

Assessment Plan Template

DEPARTMENT: _____ **PROGRAM:** _____

Date: _____

Program Coordinator/Assessment Leader: _____

Assessment Plan for (year) _____ **to** _____.

Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion (when)	
Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion (when)	
Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion (when)	
Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion (when)	
Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion (when)	
Competencies	
Criteria for Success	
Assessment Method(s)	
Data collection (when & by whom)	
Results Discussion (when)	

*Add rows as needed.

Creating an Assessment Report (Example)

Competencies	Students will be able to identify trends or patterns in anthropological data and formulate a testable explanation or reasonable interpretation.
Criteria for Success	85 % of students will earn a score of 80% or above on each section (identifying trends, formulating testable hypotheses, explaining results from analyses) of the embedded final exam
Assessment Method(s)	Embedded exam
Results	90% of students scored at least 80% on identifying trends and formulating hypotheses. 60% met the threshold for explaining results from analyses.
Plan /Timeline for program Improvement	Course instructors will devote additional time to teach students to explain results from statistical analyses. This competency will be re-evaluated at the end of next semester.
Competencies	Graduates will indicate that they are satisfy with the services of the department
Criteria for Success	90% of the graduates will report that they are satisfied/very satisfied with the services of the department
Assessment Method(s)	Internally-developed survey
Results	While 90% of the graduates reported that they were satisfied/very satisfied with the department’s services, 80% of them felt that they were not adequately prepared to write research reports.
Plan /Timeline for program Improvement	The department is currently exploring the option of introducing a 3-credit hour research report course for all program majors.
Competencies	
Criteria for Success	
Assessment Method(s)	
Results	
Plan for program Improvement	
Competencies	
Criteria for Success	
Assessment Method(s)	
Results	
Plan /Timeline for program Improvement	
What was the impact of the changes made to the program based on your last assessment report?	