# How to Assess ILO #1 – Fall 2014
# Laney College

**Institutional Learning Outcome #1:** *Communication: Students will effectively express and exchange ideas through various modes of communication.*

## Background:

- Assessing any institutional learning outcome requires some collaboration and coordination.

- As usual, you'll be assessing an SLO in your course, but in the fall, we're asking you to assess an SLO that directly maps to ILO #1, and we will be using the information and findings for both course SLO assessment and ILO assessment.

- We have chosen an assessment process that <u>does not</u> require us all to do the same thing or use the same assignment. We expect there will be a lot of variety in the types of assignments used and the level of achievement of the ILO.

## Instructions:

1. **Identify which SLO in your class maps to this ILO.** (Which one is related?)
   - Make sure this SLO is mapped to ILO #1 in TaskStream.

2. **Plan to assess this SLO and ILO during the Fall 2014 semester.**
   - You will be doing one assessment that will count for both the course and the institution.
   - Decide on the assignment and the assignment description/prompt that you will give your students. Discuss this with your colleagues that are teaching the same class.
   - Create a rubric or scoring guide to evaluate student work or use one of the Communication Assessment rubrics. If you need help with this, contact David Mitchell (djmitchell@peralta.edu) or Cheli Fossum (mfossum@peralta.edu).
   - At some point during the semester, give the assignment and evaluate student work.
   - Please submit three samples of student work. We'd like to create a campus-wide portfolio of a variety of student work to showcase what Laney students are learning about the skills represented in ILO #1. (David or Cheli can help with the photocopying of samples.) We also plan to post anonymous samples of student work to the Laney College website as evidence of our ILO #1 assessment. The Learning Assessment Committee will provide permission forms so that you can easily obtain permission from your students to copy and use their work without their names.

3. **Rubrics for Your Use**
   - We've created four rubrics for four different aspects of communication—one rubric each for writing assignments, oral presentations, media work and visual and performing arts. Choose the rubric that best fits your course/assignment. You can choose to use the rubric in two ways:

1. Use one of the rubrics to assess the work of each individual student in your class by filling out a rubric on each student and then adding up all the results on a "tally" rubric.
2. Assess your students using a rubric that you normally use, and then tally and transfer your students' results to the appropriate Communication Assessment rubric.

- In either case, turn in only ONE rubric per class of students that shows the results or totals that you got for each category on the rubric.
- If you teach a class with multiple sections (and different instructors), please submit a rubric tally that includes results from ALL sections combined. When you discuss results in your department, you will want to look at the overall results from all sections to see the trends more clearly.

**4.      Enter your assessment plan, assessment findings, and action plan into TaskStream.**
- Upload the assignment prompt, the rubric you used, and the student results tallies from the rubric.
- If you're not using TaskStream, email the three assessment reports on the corresponding MS Word forms to Cheli or David.

**5.      Turn in your completed forms/rubrics to David or Cheli by the end of the Fall 2014 semester.**
- Turn in the rubric with tallies and three examples of student work, along with permission forms.

**6.      In January, 2015 during Professional (flex) Days, we plan to have a college-wide discussion** on what we did, what we learned, our results, possible improvements, and what the results we got mean for the college. Please plan to attend this session!

We will be sending out reminders via e-mail.

We want to support you in assessing this outcome! We can't do it without you. Please don't hesitate to ask us questions or tell us how we can assist you.

Your Friendly Learning Assessment Coordinators:

David Mitchell        djmitchell@peralta.edu
Cheli Fossum         mfossum@peralta.edu

# Timeline for ILO #1 Assessment
## Fall 2014

**September 2014**
- Plan the assignment you will use to assess ILO #1.
- Decide when you will give your assignment to students.
- Enter your assessment plan in TaskStream.
- Make sure the SLO for your course is mapped to ILO #1 in TaskStream.
- Create your own rubric or choose one of the ILO #1 Communication Assessment rubrics to use to assess your students' assignments.

**October/November 2014**
- Give the assignment and rubric to students.
- Grade the assignment and collect the assessment information.
- Tally the results of your assessment on one of the ILO #1 Communication rubrics.
- Combine the results from different sections of the same class.

**December 2014**
- Enter the assessment findings and action plan in TaskStream.
- If not using TaskStream, email your assessment plan, assessment findings and action plan on the corresponding MS Word forms to Cheli or David.

**December 15, 2014**
- Submit ILO #1 assessment rubrics (with tally of results) to David or Cheli.
- Submit anonymous samples of student work for the ILO #1 portfolio along with the corresponding permission forms.

**January 2015**
- Attend and participate in the college-wide flex day discussion on ILO #1 assessment results and action plan.