

LANEY COLLEGE
OUTCOMES ASSESSMENT PROCESS
2014-2015 ACADEMIC YEAR

As everyone knows, we are being visited by the ACCJC accreditation team this year. Our assessment obligations as a college include ongoing assessment of all course, program and institutional learning outcomes, and then making changes and improvements to our courses, programs and college based on the results of our assessments. In order to meet these obligations for accreditation, we need every instructor to participate in assessing courses, programs and the institution this year. Below is the process for meeting our obligations.

Fall Semester

Courses: Each course needs to have at least one of its Student Learning Outcomes assessed this semester. If the course has an SLO that addresses communication in some way, that is the SLO to be assessed. If none of the course SLOs relate to communication, then choose any course SLO to assess this semester.

Institution: Laney College as a whole is assessing Institutional Learning Outcome #1 this year, which deals with communication. The ILO states: *Students will effectively express and exchange ideas through various modes of communication.* If the course has an SLO that addresses communication and it is being assessed (as stated above), then ILO #1 is also being assessed at the same time using the same assignment. The SLO and ILO are being assessed simultaneously. The only extra step in assessing the ILO is that instructors will need to keep several example copies of student work to provide for the ILO #1 assessment portfolio.

Programs: Program outcomes also need to be assessed this semester. If the course you teach is part of a degree or certificate program (AA, AS, CA, CP, etc.), then you can assess a program outcome at the same time as you assess a course SLO. Choose a program outcome that can be assessed either in a capstone course in your program, or in another course that a majority of students take who complete the program.

Reporting Assessment Plans, Results and Action Plans: The reporting of all of your assessment work at the course, program and institutional levels will be done in TaskStream, as usual. We will schedule work sessions to help you learn how to use TaskStream during the semester. However, if you strongly prefer not to use

TaskStream, you now have the option of submitting your assessment reports on Microsoft Word forms, which will then be entered into TaskStream for you.

Spring Semester

The spring 2015 semester will be devoted to sharing and discussing the results of all the assessments we completed during the fall semester, and then using the results to improve. The discussions will take place among instructors who taught the same course (SLOs), among instructors within departments and programs (SLOs & PLOs) and among instructors throughout the college (ILOs). All assessment meetings and discussions need to be documented. The focus of these discussions will also be on interpreting the results of the assessments, and most importantly, on making improvements to our courses, programs and the college as a whole based on these results.

Finally, after discussing and identifying changes and improvements that need to be made at the course, program and institutional levels, faculty and administrators will implement the improvements that the assessments demonstrated we need to make.

You may access the forms here:

<http://www.laney.edu/wp/assessment/forms/>