Steps to Using the ILO Common Rubrics

The most labor intensive and scientifically sound way of assessing ILOs, this method requires faculty to assess an assignment related to that particular ILO using the common rubric

- ***The instructions are fairly straightforward, and the work involved is fairly intense – basically an additional step as you grade each students' work***
- ***You may need/want to consult with your LAC representative and/or Assessment Coordinators throughout the assessment process***
- ***If you wish, you may also ask your students to do the survey related to the ILO after completing their assignment***
- ***Surveys inquire about the effect the assignment had on the student, whereas the rubrics are your expert opinion of student performance***

1. Check to see if the SLO you plan to assess relates to an ILO
   a. if not, the common rubric is not the appropriate method this time, but you may be able to use the simpler survey method of ILO assessment
   b. if yes, take a look at the common rubric for the related ILO, and decide if it will work for the assignment you plan to use to assess your SLO
   c. you may also design an assignment around the rubric if you wish – collaboration with other faculty teaching your course is highly recommended, as is typical with assessment work
   d. rubrics were developed to fit a broad array of assignments, and you need only use the parts of the rubric that fit
2. Choose the appropriate common rubric (consult your LAC representative or Assessment Coordinators as needed)
3. Ensure your SLO is mapped to the ILO on the curriculum side of Meta (consult with the Assessment Coordinators)
4. Grade your students' work as usual, **and** use the rubric
   a. take the additional step of assessing student work using the common rubric
   b. student grades need not be based on the rubric – the rubric is a way for you to determine if the assignment resulted in the desired learning
5. Enter the data in Meta Levels 1 and 2 (see training materials)
   a. Level 1 data entry is the same process as for any SLO assessment
   b. Level 2 data entry will summarize the information entered on Level 1
      i. Consult your LAC representative and Assessment Coordinators as needed
      ii. If you collaborated with other instructors on assessment, Level 2 will summarize the results for all involved instructors
6. Assessment Coordinators will use Meta Level 4, pooling all data collected using that particular common rubric
7. The Learning Assessment Committee will review data and suggest action plans
8. Periodic campus-wide discussion will solidify action plans, and engage in reflection