

## Collegewide Outcomes Assessment - Preparing for Full Scale Implementation

- I. Finalize common assessment instrument and scoring rubric  
(Complete before fall professional week discipline meeting)
  
- II. Communicate with all participating part-time and full-time faculty
  - a. Purpose of the project
  - b. All assessment materials:
    1. outcomes being assessed
    2. common assessment instrument(s) (i.e., questions/assignments)
    3. scoring rubrics
  - c. *Everyone* is required to participate (now in P &P under faculty duties and responsibilities)
    1. administer the common assessment instrument(s)
    2. score these using common rubric
    3. enter and submit the data
  - d. Data cannot and will not be used for purposes of faculty evaluation.  
(See Data Protocol Statement).
  - e. Individual faculty discretions as to how or whether assessment scores are factored into student's final grade. However, *under no circumstances should students be led to believe that the assessment itself is not important. It is critical that they take it seriously!*
  - f. Provide a campus full-time faculty contact on each campus to answer questions or concerns.  
(Complete all of II before fall professional week discipline meeting)
  
- III. Verification of faculty and CRNs for the course  
(Spreadsheet sent by COAT late September/early October. Verify and return immediately.)
  
- IV. Verification that all adjuncts have an MC email address  
(Complete by late September/early October)
  
- V. Data Collection
  - a. Web link to class scoring spreadsheet sent to each faculty member's MC email address last week of November.
  - b. Brief email reminder to all faculty, but particularly adjuncts, to check their MC email to make sure they've received a correct spreadsheet web link, one for each class they teach. (immediately after spreadsheet links are sent out.)
  - c. Data entered and submitted by due date for final grades.
  
- VI. Inform department administrative aide on each campus about key details of the process, i.e., essentially all of the above. (Preferably by end of professional week.)

## **Protocol for Collection and Use of Student Learning Outcomes Assessment Data at Montgomery College**

### 1. Purpose of Student Learning Outcomes (SLO) Assessment Projects:

The primary purpose of SLO assessment projects is to measure the effectiveness of academic experiences, i.e., programs, courses, activities, and services in achieving their intended student learning outcomes, and to use the results to improve these academic experiences as necessary and appropriate. *SLO assessment data will not be used to evaluate the performance of individual faculty members or any other college personnel.*

### 2. Type of SLO Data Generally Required

SLO assessment data will be most valuable to faculty if the researchers\* have the capability of breaking out the data according to particular student characteristics, such as number of credits completed. In order to do this it is essential that SLO assessment data be identifiable by student PIDM, the student identifier in the Banner student production database. It is not necessary for student assessment data to be identifiable by name or social security number.

### 3. Confidentiality of SLO Data

In general, SLO assessment record data, that is data identifiable by a student or faculty identifier, will be available only to the researchers, or to an individual designated by the participating faculty member for data entry purposes. In particular, the raw data will not be made available by the researchers to college administrators or any individuals who are directly involved with the College's faculty evaluation process.

### 4. Reporting of SLO Assessment Data

Under no circumstances will data be reported in such a way that would make it possible for the information to be linked to an individual student or faculty member. So that results cannot be linked to any one faculty member, only data that has been aggregated across courses taught by at least 3 faculty members will be reported.

\* Within this document "researchers" refers to Outcomes Assessment Team faculty members and OIRA staff involved with the analysis of outcomes assessment data.