**COMMITTEE ON COLLEGE ASSESSMENT (CCA) CHECKLIST**

**& CONSOLIDATED FEEDBACK SHEET (CFS)**

**Assessment (Results) Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Group A-Associate Degree (SLO) |  | Program | Course |
|  | Group B-Certificate Programs (SLO) |  | Program | Course |
|  | Group C-Administrative and Student Services Units (AUO/SSUO) |  | Administrative Unit | Student Services Unit |
|  | Group D-Special Programs (SLO) |  | Program | Course |

**Assessment Cycle:**

**CCA meeting date:** Click here to enter a date.

**CCA Rating:**

**Action to be Taken (refer to CCA Comments and/or Suggested Areas for Improvement for Assessment Authors**)

**Changes indicated in this CFS are due on (10 calendar days from the CCA meeting date):** Click here to enter a date.

**Reviewed by CCA Review**:

|  |  |  |
| --- | --- | --- |
|  | Review Team 1 | Elmarie Anderson 735-5518; Dr. Elizabeth Diego 735-5606; Katsuyoshi Uchima 735-5592; Gil Yanger 735-5601 |
|  | Review Team 2 | Vangie Aguon 735-5520; Ava Garcia 735-5555; Doris Manibusan 735-5520; Peter Roberto 735-5622 |
|  | Review Team 3 | Marlena Montague 735-5612; Hernalin Analista 734-2911; Aaron Parker 735-5641; Vicky Schrage 653-0155 |
|  | Review Team 4 | Zhaopei Teng 735-5618; Joseph Benavente 735-5520; R. Gary Hartz 735-5593 |

**REMINDER of your next deadline:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSESSMENT PLAN** | **DATA COLLECTION** | **ASSESSMENT REPORT** | **IMPLEMENTATION** |
| Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |

| **Critical Areas to Look for in Assessment Reports** | **Checklist for CCA Review Team** | **In TracDat Go To:** | **CCA Comments and Suggested Areas for Improvement for Assessment Authors** | **Response from the Assessment Author** |
| --- | --- | --- | --- | --- |
| 1. Under the **Data Collection Status/Summary of Results**, are the results:    1. Stated using (N= \_\_) where N represents the sample population?   **Note**: Required for an approved rating.  **GOOD EXAMPLE** of Course-Level Plan:  MA095 - Pre-College Mathematics  FA2011-SP2013 SLO#3: Upon successful completion of this course, students *will be able to identify and apply basic geometric properties and concepts.*  *Example of:*  **Criterion ( Written in % ):**  50% of the students will score 75% and  above  **GOOD EXAMPLE of Summary of Results**:  Data was collected from 14 sections of the classes offered in Spring 2011. Total number of students who took the test in these 14 sections is N=300 and 184 students met the criterion of 75%.  *This translates to approximate 61.3%*  *(184/300) of the students are able to identify and apply basic geometry properties and concepts*. | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program,** or by **Course**, or by **Non-Academic Assessment Unit**; Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed. |  |  |
| * 1. Are the results stated using numbers and percents in quantitative or qualitative measurements?  **Example**: 30% of students (N= 30/100) who took the exam achieved a 70% or better score.  **Note**: Required for an approved rating. | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course**, or by **Non-Academic Assessment Unit**; Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed. |  |  |
| 1. If the author indicated in their assessment plan an Industry Recognized National or Local Standard, Certification, Registration, or Licensure, does the **Data Collection Status/Summary of Results** narrative include data on the specific Industry Recognized National or Local Standard, Certification, Registration, or Licensure? | Yes  No  N/A | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by Course, or by Non-Academic Assessment Unit; Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed. |  |  |
| 1. Are data collection **evidence** for each outcome (e.g., artifacts, instruments, rubric, on-line testing) clearly identified and **uploaded** in PDF or any protected format?   **Note**: This is required for an approved rating. | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **Related Documents** Link. |  |  |
| 1. Is there at least one example (**evidence**) of a student’s work at the exceptional and non-exceptional level; or for non-instructional units, evidence of outcomes?   Student, Instructor, or any other name or personal information must be removed for security purposes. If not, author must have authorization from the individual. | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **Related Documents** Link. |  |  |
| 1. Does the **Summary of Results Type** indicate whether or not criterion was met?  If the criterion was not met, did the author clearly explain why?  **Note**: Required for an approved rating. | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **edit** Link; view the **Summary of Results Type**. |  |  |
| * 1. Does the **Summary of Results Type** address any identified improvements to support student learning outcomes? | Yes  No  N/A | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **edit** Link; view the **Data Collection Status/Summary of Result (N=?).** |  |  |
| b. Are the **Summary of Results Type** detailed enough to indicate when/where/what/who administered and completed the activity or task? | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **edit** Link; view the **Data Collection Status/Summary of Result (N=?).** |  |  |
| 1. Did the assessment author indicate what changes or improvements will be made in the **Use of Summary Results & Implementation Status** column? | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **edit** Link; Under **Use of Summary Results** tab, view the **Implementation Status** Link. |  |  |
| 1. Under the **Data Collection Status/Summary of Results** column, does the **Budget Related Performance Indicators** indicate information from the assessment units’ approved budget? | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **edit** Link; view the **Budget Related Performance Indicators**. |  |  |
| 1. Under the **Data Collection Status/Summary of Results** column, are growth funds identified in the **Budget Implications** and **Notes** where the author clearly describes this budget need as a result of their assessment findings? | Yes  No | Click **Data Collection Status/Summary of Results (N=?)** tab, click the (sub-tab) by **Instructional Program**, or by **Course,** or by **Non-Academic Assessment Unit;** Click **Show Data Collection Status/ Summary of Results (N=?)** for the SLO/AUO/SSUO being assessed; Click **edit** Link; view the **Budget Implications** and **Notes.** |  |  |

**ADDITIONAL RESPONSE FROM THE ASSSESSMENT AUTHOR**:

Additional Information:

1. Student Learning Outcomes for Programs and Courses must be from the published/online college catalog.
2. CCA requires all SLOs/AUOs/SSUOs at the unit/program level to be assessed per cycle.
3. For course-level assessment, the committee requires one hundred percent (100%) of all courses to be assessed for each program, at least one SLO per course.
4. Once CCA has approved the Assessment Report, assessment authors should change the AUO/SSUO/SLO status to “Completed the Assessment Cycle”.