

COMMITTEE ON COLLEGE ASSESSMENT (CCA) CHECKLIST & CONSOLIDATED FEEDBACK SHEET (CFS)

Group B Associate Degree
 Program/Unit Name: _____
 Assessment Cycle: Fall 2010 to Spring 2011
 Student Services Unit Outcome (SSUO)
 Administrative-Level
 Assessment Plan

Overall comments from (date) CCA's meeting:

Action to be Taken (refer to Suggested Areas for Improvement): CFS Due Date:

Reviewed by CCA Review: Team 2 Team members' name and contact number:

Your AUO Assessment Report, which must be inputted into TracDat for the next cycle is due,

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
1. Are the outcomes similar to the ones published in the current catalog or TracDat from the previous cycle?	☐ Yes ☐ No	Program/Unit Assmt Plan or Course Assessment Plan tab and AUOs, SLOs or SSUOs sub-tab		

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For instructional program & course SLOs, this must be the same as the college catalog. Note: This is required for an approved rating.				
2. Are the outcomes linked to: Note: These (2.a to 2.e.) are required for an approved rating. a. Division goals?	Division Goals Yes ☐ No ☐	Program/Unit or Course Assessment Plan tab and Related Goals sub-tab		
b. Institutional/ISMP goals?	Institutional/ISMP Goals Yes ☐ No ☐	Program/Unit Assmt Plan or Course Assessment Plan tab and Related Goals sub-tab		
c. Institutional Learning Outcome (ILOs)?	ILOs Yes ☐ No ☐	Program/Unit Assmt Plan or Course Assessment Plan tab and Related Goals sub-tab		
d. Program Level SLO Industry National Certification	CTE Standards Yes ☐ No ☐	Program/Unit Assmt Plan or Course Assessment Plan tab and		

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or Capstone Course/CTE Related Course identified? <u>Note:</u> This applies to course-level and instructional program-level only.	☐ N/A	Student Learning Outcome (SLO) or Course Outcome sub-tab		
e. Program Review Goals (PRG)	PRG ☐ Yes ☐ No	Program/Unit Assmt or Course Assessment Plan tab and Related Goals sub-tab		
3. Are proposed outcome from the department's budget request clearly identified? Does not apply to course-level plans. <u>Note:</u> This is required for an approved rating.	Proposed Outcome ☐ Yes ☐ No ☐ N/A	Go to the Documents Tab and select Budget Request folder. Open the applicable Department Budget Request, save to Desktop. Then go to Program/Unit Assmt Plan tab and Means of Assessment sub-tab		
4. Are data collection methods (e.g., artifacts, instruments, rubric, on-	☐ Yes ☐ No	Program/Unit Assmt or Course Assessment Plan tab and Means of		

Consolidated Feedback Sheet (CFS) Template (7/10/7/10)

Created: October 2009

Revised: February 23, 2010, April 16, 2010, October 22, 2010; December 9, 2010; February 4, 2011

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line testing) selected and clearly described and uploaded in TracDat? EVIDENCE must be in PDF format and uploaded to each specific AUO/SLO/SSUO. <u>Note:</u> This is required for an approved rating.		Assessment sub-tab		
5. Are Program /Unit Assmt Plan related courses selected? Or Course Assessment Plan Related Group SLOs selected? Or Program/Unit Assmt Plan Related Activities selected?	Yes ☐ No ☐	Program/Unit Assmt Plan tab and Related Courses, Related Activities, or Related Group, sub-tabs		
6. Are the program/unit AUO/SSUO tasks identified and described?	Yes ☐ No ☐ N/A ☐	Program/Unit Assmt Plan tab and Tasks sub tab.		

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<u>Note:</u> Does not apply to course-level assessment plans.				
7. Is the program/unit SLOs means of assessment assigned?	Yes ☐ No ☐	Program/Unit Assmt Plan tab and Means of Assessment sub-tab and Assign link.		
<u>Note:</u> Does not apply to course-level assessment plans.				
8. Are course assessment SLOs means of assessment assigned?	Yes ☐ No ☐	Course Assessment Plan tab and Means of Assessment sub-tab and Assign link.		
9. Does the plan reflect information from the GCC Fact Book, ISMP, Self Study Report, ACCJC Standards or other relevant information to develop or enhance the plan?	Yes ☐ No ☐	Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab. Course-Level Assmt Plan tab and Course SLO sub-tab.		
10. Does the new course level and/or program/unit plan incorporate the information from the use	Yes ☐ No ☐	Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab.		

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of summary results and implementation status from the previous cycle? Does not apply if this is the initial assessment plan. Note: This is required for an approved rating.		To review information from the last cycle, Go to Reports tab any of the sub-tab: 1. Group A: AA/AS Program 2. Group B: Certificate Program 3. Group C: Administrative Unit 4. Group C: Student Services Unit 5. Group D: Secondary Program 6. Course A list of reports will appear on the screen, pick “Unit Assessment Report – Four Column” then click run shown on the right of the report list. A new screen will pop up. 1. On the right of SLO, AUO or SSUO Status field, highlight all that is listed by holding down the CTRL key and click		

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		all that apply. 2. On the right of Data Collection Summary of Results field/box highlight Open. 3. At the bottom of the window, select Open Report.		
11. Does the new plan reflect the department's mission and vision? <u>Note:</u> This (vision and mission statements) is required for an approved rating.	Yes ☐ No ☐	To view the department's mission and vision statements, go to Group A: AA/AS Program, Group B: Certificate Program, Group C: Student Services Unit, or Group D: Secondary Program tab and General sub-tab.		

Data Input Guidelines:

- Outcome prefix must begin with FAXX – SPXX, e.g., FA09-SP11, SP10-FA11
- Start and End dates should reflect a two year cycle when the plan begins and when the implementation status is due.
- Criterion must be indicated in percentage format, e.g., 80%.
- Artifacts/instrument/rubric/on-line tools must be uploaded in PDF format.
- Include related activities/related courses/tasks information.
- For non academic units, the outcomes must reflect assessment of services rather than processes, i.e., office functions.

