

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? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Program/Unit Assmt Plan or Course Assessment Plan tab and AUOs, SLOs or SSUOs sub-tab | | |

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

| 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 |
|--|---|--|---|-------------------------------------|
| or Capstone Course/CTE Related Course identified? <u>Note:</u> This applies to course-level and instructional program-level only. | <input type="checkbox"/> N/A | Student Learning Outcome (SLO) or Course Outcome sub-tab | | |
| e. Program Review Goals (PRG) | PRG <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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- | <input type="checkbox"/> Yes <input type="checkbox"/> No | Program/Unit Assmt or Course Assessment Plan tab and Means of | | |

| 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 |
|--|---|---|---|-------------------------------------|
| line testing) selected and clearly described and uploaded in TracDat? EVIDENCE must be in PDF format and uploaded to each specific AUO/SLO/SSUO. | | Assessment sub-tab | | |
| <u>Note:</u> This is required for an approved rating. | | | | |
| 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? | <input type="checkbox"/> Yes <input type="checkbox"/> 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Program/Unit Assmt Plan tab and Tasks sub tab. | | |

| 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 |
|---|---|--|---|-------------------------------------|
| <u>Note:</u> Does not apply to course-level assessment plans. | | | | |
| 7. Is the program/unit SLOs means of assessment assigned? <u>Note:</u> Does not apply to course-level assessment plans. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Program/Unit Assmt Plan tab and Means of Assessment sub-tab and Assign link. | | |
| 8. Are course assessment SLOs means of assessment assigned? | <input type="checkbox"/> Yes <input type="checkbox"/> 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? | <input type="checkbox"/> Yes <input type="checkbox"/> 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab. | | |

| 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 |
|--|------------------------------------|---|---|-------------------------------------|
| <p>of summary results and implementation status from the previous cycle?</p> <p>Does not apply if this is the initial assessment plan.</p> <p>Note: This is required for an approved rating.</p> | | <p>To review information from the last cycle, Go to Reports tab any of the sub-tab:</p> <ol style="list-style-type: none"> 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 <p>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.</p> <ol style="list-style-type: none"> 1. On the right of SLO, AUO or SSUO Status field, highlight all that is listed by holding down the CTRL key and click | | |

| 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 |
|---|---|--|---|-------------------------------------|
| 11. Does the new plan reflect the department's mission and vision? Note: This (vision and mission statements) is required for an approved rating. | <input type="checkbox"/> Yes <input type="checkbox"/> No | 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. | | |
| | | 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.

