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

Group C   Student Services Unit

Program/Unit Name: **CE&WD**

Assessment Cycle: Fall 2012   to   Spring 2014

Student Services Unit Outcome (SSUO)

Student Services Unit

Assessment Plan

Overall comments from (date) 11/9/2012 **CCA's meeting**:
 CCA rated your assessment plan as a RESUBMIT.

PLEASE INPUT THE ADDITIONAL DATA AND MAKE THE REQUIRED CHANGES IN TRACDAT. *The author is required to respond to column 5 to the comments in column 4 (*COMPLETE "RESPONSE FROM THE ASSESSMENT AUTHOR" COLUMN BELOW) THEN EMAIL THE CFS TO THE UNIT/PROGRAM CCA REVIEW TEAM (cca.aier@guamcc.edu) ON OR BEFORE THE CFS DEADLINE.

Action to be Taken (refer to CCA Comments and/or Suggested Areas for Improvement for Assessment Authors)
Please upload your assessment artifacts to each SSUO. This is manadatory for an APPROVED rating.

Changes to the CFS Deadline is: 11/21/2012

Reviewed by CCA Review: Team 3   **Team members' name and contact number**: Marlena, 7355612; Ava, 7355527; Norman, 7355629

This is a reminder the SSUO Data Collection Status **must be inputted into TracDat for the next requirement in the Two-Year Assessment Schedule which is due** 3/11/2013.

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	CCA Comments and/or Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
1. Does the new plan reflect the department's mission and vision? **Note**: 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.		
2. Are the program or course level outcomes similar to the ones published in the current catalog (SLOs) or TracDat (AUOs or SSUOs) from the previous cycle? Not applicable for departments without a program such as Math/Science, English Department, etc. **Note**: This is required for an approved rating.	☒ Yes ☐ No ☐ N/A	Program/Unit Assmt Plan or Course Assessment Plan tab and AUOs, SLOs or SSUOs sub-tab		
3. For **course-level** assessment plans, is a copy of the course	☐ Yes ☐ No ☒ N/A	Course-level Assmt Plan tab. Select the specific course to be assessed from		

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syllabus uploaded for each course identified as currently being assessed? Course SLOs must be the same as those listed on the course syllabus provided to students associated to the assessment cycle (courses being assessed). **Note:** Only one (1) syllabus is required for each course.		the drop-down list. Go to Means of Assessment sub-tab. Select the specific Course SLO Description Name from the drop down list. Click on Relate Document, select New Document, Browse, save document in "Evidence" from the Repository Folder drop down list.		
4. Are the outcomes linked to: a. GCC - Institutional/ISMP goals? **Note**: Select only **ONE** that best relates to the unit/program SLO/AUO/SSUO. These (4.a to 4.e.) are **required** for an approved rating.	Institutional/ISMP Goals ☒ Yes ☐ No	Program/Unit or Course Assessment Plan tab and Related Goals sub-tab		

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b. GCC - Institutional Learning Outcomes (ILOs) goals? **Note:** Select only **ONE** that best relates to the unit/program SLO/AUO/SSUO	ILO Goals ☒ Yes ☐ No	Program/Unit Assmt Plan or Course Assessment Plan tab and Related Goals sub-tab		
c. VPs - Division Goals? **Note:** Select only **ONE** that best relates to the unit/program SLO/AUO/SSUO	Division ☒ Yes ☐ No	Program/Unit Assmt Plan or Course Assessment Plan tab and Related Goals sub-tab		
d. Program Level SLO Industry National Certification or Capstone Course/CTE Related Course identified? **Note**: This applies to course-level and instructional program-level only. Select only **ONE** that best relates to the SLO.	CTE Standards ☒ Yes ☐ No ☐ N/A	Program/Unit Assmt Plan or Course Assessment Plan tab and Student Learning Outcome (SLO) or Course Outcome sub-tab		

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e. Program/Unit (SLO/AUO/SSUO) - Program Review Goals (PRG) **Note:** Select only **ONE** that best relates to the SLO/AUO/SSUO.	PRG ☒ Yes ☐ No ☐ N/A	Program/Unit Assmt or Course Assessment Plan tab and Related Goals sub-tab		
5. Are performance indicators from the department's budget request clearly identified? Does not apply to course-level plans. **Note**: 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 for the SLO/AUO/SSUO assessment cycle being assessed, (example: FA2011-SP2013; Budget Request 2012 should be the file selection) save to Desktop. Then go to Program/Unit Assmt Plan tab, and Means of Assessment sub-tab, then select SLO/AUO/SSUO.		

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6. Are data collection methods (e.g., artifacts, instruments, rubric, on-line testing) selected and clearly described and **uploaded** in TracDat? EVIDENCE of method must be in PDF format or a "Read Only" format and uploaded to each specific AUO/SLO/SSUO. **Note**: This is required for an approved rating.	☒ Yes ☐ No	Program/Unit Assmt or Course Assessment Plan tab and Means of Assessment sub-tab	PLEASE UPLOAD ALL ARTIFACTS TO EACH SSUO.	All documents related to each SSUO have been uploaded into the TracDat system between October 8 - 17, 2012.
7. Are course level assessment plan related to program level Group SLOs selected? Or Unit (AUO/SSUO) Assmt Plan Related Activities selected? Not applicable for departments without a program such as	☒ Yes ☐ No ☐ N/A	Program/Unit Assmt Plan tab and Related Courses, Related Activities, or Related Group, sub-tabs		

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Math/Science, English Department, etc.					
8. Are the program/unit AUO/SSUO tasks identified and described?	☒	Yes No N/A	Program/Unit Assmt Plan tab and Tasks sub tab.		
9. Is the **program/unit** SLOs means of assessment assigned? Not applicable for departments without a program such as Math/Science, English Department, etc.	☒	Yes No N/A	Program/Unit Assmt Plan tab and Means of Assessment sub-tab and Assign link.		
10. Are **course** assessment SLOs means of assessment assigned?	☒	Yes No N/A	Course Assessment Plan tab and Means of Assessment sub-tab and Assign link.		
11. Does the program/unit/course level (AUO/SSUO/SLO) plan reflect information from any of these sources; the GCC Fact Book, ISMP,	☒	Yes No N/A	Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab. Course-Level Assmt Plan tab and Course SLO sub-		

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Self Study Report, ACCJC Standards or other relevant information to develop or enhance the plan?		tab.		
12. If yes to 11 above, does the note field/box address and clearly describe how the selected source will enhance the plan?	☐ Yes ☐ No ☐ N/A			
13. Does the new course level and/or program/unit plan incorporate the information from the **use 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.	☐ Yes ☐ No ☐ N/A	Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab. 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		

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		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 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.		

ADDITIONAL RESPONSE FROM THE ASSESSMENT AUTHOR:

Data Input Guidelines:

a. Outcome (SLO/AUO/SSUO) prefix must begin with FAXXXX – SPXXXX, e.g., FA2009-SP2011, SP2010-FA2012
b. Start and End dates should reflect a two year cycle when the plan begins and when the implementation status is due.
c. Quantitative criterion must be indicated in percentage format, e.g., 80%.
d. Artifacts/instrument/rubric/on-line tools must be uploaded in PDF format.
e. Include related activities/related courses/tasks information.
f. For non academic units, the outcomes must reflect assessment of services rather than processes, i.e., office functions.
g. CCA requires all AUOs/SLOs/SSUOs at the unit/program level to be assessed per cycle.
h. For course-level SLO assessment, the committee requires one hundred percent (100%) of all courses to be assessed, at least one SLO per course.