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

**& CONSOLIDATED FEEDBACK SHEET (CFS)**

**Assessment Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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; 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; Pilar Williams 735-0205; Danilo Bilong 735-5554 |

**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 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 assessment plan reflect the department’s mission and vision? | 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. |  |  |
| 1. 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 |  |  |
| 1. For **course-level** assessment plans, is a copy of the course 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. | Yes  No  N/A | Course-level Assmt Plan tab. Select the specific course to be assessed from 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. |  |  |
| 1. Are the outcomes linked to: 2. 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 |  |  |
| 1. 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 |  |  |
| 1. 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 |  |  |
| 1. 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 |  |  |
| 1. 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 |  |  |
| 1. 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. |  |  |
| 1. 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 |  |  |
| 1. 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 Math/Science, English Department, etc. | Yes  No  N/A | Program/Unit Assmt Plan tab and Related Courses, Related Activities, or Related Group, sub-tabs |  |  |
| 1. Are the program/unit AUO/SSUO tasks identified and described? | Yes  No  N/A | Program/Unit Assmt Plan tab and Tasks sub tab. |  |  |
| 1. 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. |  |  |
| 1. 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. |  |  |
| 1. Does the program/unit/course level (AUO/SSUO/SLO) plan reflect information from any of these sources; the GCC Fact Book, ISMP, Self Study Report, ACCJC Standards or other relevant information to develop or enhance the plan? | Yes  No  N/A | Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab.  Course-Level Assmt Plan tab and Course SLO sub-tab. |  |  |
| 1. If yes to 11 above, does the Historical Assessment Perspective field/box address and clearly describe how the selected source will enhance the plan? | Yes  No  N/A |  |  |  |
| 1. 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 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 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”.