



Review Process

This section deals with the systematic process that CCA undergoes when reviewing and deliberating on assessment plans or assessment reports. It also contains a flowchart used by the committee when tracking the progress of assessment authors in fulfilling submittal of assessment requirements. This process builds on the [previous CCA flowchart](#) that was based on hard copy documents. Since the implementation of TracDat, GCC's assessment data management software, in Fall 2004, the assessment review flow process has been adjusted to reflect the transition of the college's assessment initiative from hard copy to the online environment.

The new [CCA flowchart](#) (revised October 2010) illustrates the steps taken by the CCA to deliberate on the merits of assessment plans and assessment reports inputted into TracDat, GCC's assessment database. The AIER Office creates review teams within CCA and advises the review team when the program/units have inputted their plan and/or report into TracDat. Review team members log on to TracDat, select the program/unit name, select the type of report they wish to view (e.g. Assessment Plan, Unit Assessment Report-Four Column, Curriculum Map, Document List, Unit Course Assessment Report-Four Column, Course Assessment Plan, and Course List by Unit). Other reports such as Course List by Unit, Custom Fields List, Custom Labels by Unit Type, Institution Hierarchy, List Values, User and Personnel List by Unit, Unit List by Unit Type, and Report Settings – Hidden is available when selecting Guam Community College as the program/unit name.

The reports produced by TracDat is reflective of the 5-column model (Nichols, 2000) most familiar to GCC assessment authors. The specific report which the CCA review team needs to review before CCA deliberation is the unit/program or course Unit Assessment Report-Four Column, Unit Course Assessment Report-Four Column and/or Assessment Plan. Each CCA member is also encouraged to review the Unit report document in TracDat in order to have a meaningful deliberation when the review team reports on their findings and recommendations for approval and/or resubmission. CCA deliberates on the recommendations from the review teams and as a body, rates the plan or report as either "A=APPROVED", or "RS=RESUBMIT." It should be noted that plans/reports are generally APPROVED after the first round of submission. Resubmissions are common.

The Consolidated Feedback Sheet (CFS) now called CCA-CFS Checklist Template is required for each of the completed reviews. Careful attention is given to Column 1 (SLOs or Administrative Outcomes-AUOs or Student Service Unit Outcomes-SSUOs) and Column 2 (Means of Assessment and Criteria) for assessment plans and Column 3 (Data Collection Status/Summary of Results) and Column 4 (Use of Summary Results and Implementation Status) for reports. The CCA-CFS Checklist must state specific suggestions for improvements that would be helpful for the authors. If the program/units plan/reports are to be resubmitted, the new deadline for resubmission is dependent upon the review teams' oral feedback to the author followed by the CCA-CFS Checklist. Ideally, CCA-CFS Checklist is due to the author directly after CCA deliberation.

A copy of the CCA-CFS must also be forwarded to AIER for filing in each respective assessment file. The CCA-CFS checklist template can be downloaded from the AIER website under "Committee Work" "CCA Checklists."

[Click here](#) to read text of previous process (22KB PDF)

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