

# Templates and Process

## Assessment Reporting Templates and Process

Scroll down the page to see all content.

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### Templates for Assessment Reporting

#### CTE Templates

- CTE Customized Multi-Year Plan (MYP) - custom templates will be sent to CTE SAC chairs in October
- CTE Customized Summary Data Report (SDR) - this add-on to the customized MYPs will be sent to SAC chairs in January
- [CTE Annual Assessment Report](#) (also used for Reassessments)--provides details of **one** of the assessments included in the SDR
- TSA Worksheet - Visit <https://www.pcc.edu/technical-skills-assessments/> for latest template and resource documents
- Summer 2021 Peer Reviewer's Critique Form (to be available mid-year)

#### LDC-DE Templates

- [LDC-DE Assessment Plan \(and Report\) Form](#) for an initial (first round) assessment
- [LDC-DE Combined Assessment/re-Assessment Plan \(and Report\) Form](#): this form will be used in future regardless of whether your SAC is doing an assessment or reassessment. Please feel free to use it in 2020-2021 if you are doing a reassessment.
- Summer 2021 Peer Reviewer's Critique Form (to be available mid-year)

#### LDC-DE Help Guides

- [LDC-DE Assessment Plan and Report Help Document](#) (revised fall 2018)
- [LDC-DE Reassessment Plan and Report Help Document](#) (revised fall 2018)

#### DSAC Rubrics

- [PCC Arts & Letters Integrative Learning Rubric, version 2.0](#)
- [PCC Science, Computer Science & Math Rubric for Quantitative Reasoning, version 2.5](#)
- [PCC Social Science Rubric for Social Analysis and Inquiry, version 2.5](#)
- [PCC Cultural Literacy Rubric, version 2.0](#) (view only--undergoing reconstruction in 2020-2021)

## Assessment Process & Due Dates

### 2020-2021 CTE Expectations

CTE SACs will assess a portion of their degree and certificate\* outcomes every year as outlined in their customized Multi-Year Plans (MYP), and will report summary data (on SDR) for all assessments conducted, including focal outcome and outcomes partially- or fully-assessed via TSAs. Each SAC will select one of the outcomes assessed from the SDR and provide a more detailed report of their process and findings on the CTE Annual Assessment Report (form to be linked above). The assessment phase is the initial assessment from which the SAC decides on appropriate responses to the findings, followed by the reassessment phase, which measures the effectiveness of the SAC's response to the initial assessment and, ideally, 'closes the loop.'

As always, Perkins-funded programs will continue to administer TSAs (Technical Skill Attainments) and submit the results of same. The Grants Office and Academic Affairs must receive TSA results for all tests and all students (with IDs), but the aggregate results must also be included without student identifiers on the Summary Data Report for all outcomes partially- or fully-assessed via TSAs. For more information on TSAs, go to: <https://www.pcc.edu/technical-skills-assessments/>

CTE assessment coaches can give guidance on filling out the MYP, the SDR, and the LAC focal outcome reporting template.

\*The outcomes of all certificates *one-year in length or longer*, and all degrees, are to be assessed with some regularity. The exception is a department that has no full-year certificates or degrees; in that case, they need to assess the outcomes of their less-than-one-year certificate(s).

### Due Dates for CTE

**November 30, 2021, submit to [learningassessment@pcc.edu](mailto:learningassessment@pcc.edu):**

- Completed 'green' portion of the SAC's Multi-Year Plan (starting on Row 5 and filling in Column E forward)
- TSA Information Sheet, if requested by Academic Affairs (not needed from all SACs)

**June 24, 2022, submit to [learningassessment@pcc.edu](mailto:learningassessment@pcc.edu):**

- Completed 'blue' Summary Data portion of SAC's Multi-Year Plan for all outcomes assessed this year (including TSAs and focal outcome assessment)
- Completed CTE Annual Focal Outcome Assessment Report and pertinent appendices. These documents will be posted to the public side of Spaces. Please refrain from including information that could compromise future assessments or the names/IDs of students in, or the faculty teaching, the classes assessed.

**July 31, 2022, submit to [jwetzel@pcc.edu](mailto:jwetzel@pcc.edu) (Grants Office) and to [ann.cary@pcc.edu](mailto:ann.cary@pcc.edu):**

- TSA results with student G numbers

[Back to Templates](#)

## 2020-2021 LDC-DE Expectations

LDC-DE SACs conduct and report on one assessment project. SACs are free to assess or reassess outcomes of their choosing. The LAC suggests that the SACs ought to focus on either course-level or program-level outcomes, and, when possible, to focus on highly-enrolled courses. To be clear, *LDC SACs no longer have to assess the core outcomes.*

LDC-DE assessment planning and reporting happens in two phases. For first-time assessments, each SAC will complete the planning portion of the Assessment template in the fall and the end-of-year report (the latter portion of the template) in the spring. When conducting a follow-up assessment (assessing for improvement), SACs will fill out the Reassessment template--with the planning portion still due in the fall and the results portion due in the spring.

SACs are responsible for collecting student artifacts, norming the faculty evaluators, evaluating the artifacts, and, ultimately, analyzing the results of this year's assessment.

## Due Dates for LDC-DE

**November 30, 2021, submit to [learningassessment@pcc.edu](mailto:learningassessment@pcc.edu):**

- Planning section of the LAC Assessment or Reassessment template...
  - Use the LAC Assessment Report Form for an initial (first round) assessment, or
  - Use the LAC Reassessment Report Form when the SAC is reassessing an outcome after making changes to teaching or curriculum (aka "closing the loop"). If changes have been made to the assessment tools (e.g., exams, rubrics, etc.), use the LAC Assessment Report Form as this is treated as an initial assessment.

**June 24, 2022: Assessment findings to be submitted to [learningassessment@pcc.edu](mailto:learningassessment@pcc.edu).**

- Completed LAC Assessment or Reassessment template (second half of the template submitted in the fall) describing the process and results of this year's assessment. If any changes were made to your project, please correct the planning portion of the document before submitting. This may include changes in process and/or completing information that wasn't decided on or available when the planning section of the report was due.

[Back to Templates](#)

## Summer Peer Review

At the end of each academic year, all completed assessment reports are reviewed by expert faculty peer reviewers, many of which are current members of the Learning Assessment Council. Over the summer the peer reviewers look at the plans, reports, summary data (where appropriate), and other documents submitted by their assigned SACs and critique them using a standard rubric. When the feedback forms have been completed, they are saved as PDFs and made available in September to the respective SACs. This feedback is available to SAC members in a different section of PCC's **Spaces**. Questions about peer review feedback? Contact Sara Robertson, LAC Chair, [sara.robertson@pcc.edu](mailto:sara.robertson@pcc.edu).

## Assessment Resources

### Funds for Part-Time Faculty

Each SAC is entitled to up to 10 hours per academic year of paid compensation, at the College's special projects rate, for assessment work carried out by part-time faculty. The funds can be paid to a single person or divided between multiple people working to support their SAC's assessment efforts.

To secure compensation, SAC chairs must contact their SAC's administrative liaison with the G number of the faculty member(s) carrying out the work and the number of hours each is to be paid (not to exceed 10 collective hours, of course).

### Assessment Coaching

The PCC Learning Assessment Council (LAC) provides free year-round assessment coaching to all SACs.

**LDC-DE Coaches** will be available in the fall. If you would like to be connected to an assessment coach or have any questions, please contact:

- Nichole Reding-Hoffart, Academic Support Specialist, **971-722-4555**, [nichole.reding@pcc.edu](mailto:nichole.reding@pcc.edu)

**CTE Coaches** will be assigned in the fall.

**General Education and signature assignment** coaching is also available through the LAC. If you would like some support in developing your signature assignments, please contact:

- Nichole Reding-Hoffart, Academic Support Specialist, **971-722-4555**, [nichole.reding@pcc.edu](mailto:nichole.reding@pcc.edu)

## Professional Development Opportunities

## LAC Learning Outcome Assessment Class for PCC Faculty Teaching Credit Courses

Class details TBD. The LAC is currently working on a new remote and modular format Learning Assessment Tutorial. This way, those brand new to assessment, and those who have been doing this work for a long time, can pick and choose shorter pieces of training. There will be basic Assessment 101 modules, as well as some that go deeper into processes such as preparing signature assignments for GEARS. Stay tuned!

### SAC Resources Page

This Spaces page is full of links to useful documents, presentations, and videos, many of which relate to assessment. [SAC Resources Page](#)

[LAC Presentation: Assessment at PCC](#): These PP slides went along with a presentation by Magda D'Angelis Morris in Fall 2020, connecting the various places in which learning assessment is discussed and implemented throughout PCC.

### Upcoming Conferences

- American Association of Colleges and Universities (AAC&U) will hold its [annual general education, pedagogy and assessment meeting](#) February 10-12, 2022, in San Diego (pivot to hybrid possible). Note: PCC is an AAC&U member.
- [Association for Assessment of Learning in Higher Education's \(AALHE\) conference](#), June 6-9 in Providence, RI.

### Library Resources

#### Other Assessment Resources and Rubrics:

- Assessment Listserve: Subscribe to ASSESS at <http://www.coe.uky.edu/lists/helists.php>
- The VALUE rubrics developed by the Association of American Colleges & Universities (AAC&U) are a great resource. Go to the [AAC&U web page](#) for detailed information about the rubrics, and click on this link to view the rubrics in a single PDF: [VALUE Rubrics \[pdf\]](#). Please note, this PDF may not reflect the latest versions of the AAC&U rubrics.
- [The Resource page on Institutional Assessment](#), from the University of Virginia, has great instructions on how to design rubrics for institutional assessment and includes many good examples of rubrics.
- [Miami University offers a resource page](#) with many ready-made rubrics, along with instructions and free software for designing your own.
- [Comprehensive Collection of all Learning Assessment Resources](#), compiled by the North Carolina State University Planning and Analysis Department, is a resource list of articles, sites, and forums covering many elements of learning assessment.