

Directions: Please fill in the 6 blue shaded items below with brief sentences – required for reporting to the Learning Council.

Save and Send Your Work...

To type in this form please “save” this file to your computer. Exit your e-mail. Open this file on your computer.

Select “save as” and rename the file to add your program and last name.

For example the file “...template” would be renamed and saved as “...template Subject Area Jones.” Save your work along the way.

Due Date: *Please e-mail your completed form by attaching it to an e-mail message and sending it to Jessica King (jking84@valenciacollege.edu) by Tues., May 15th.*

We will have attached this page from your original plan, please complete this only if your leadership team has changed.

Academic Program / Discipline Area (for General Education) or Co-Curricular Program Area Education				
Planning Team Leader(s) ¹	Campus	E-mail Address	Phone Extension	Mail Code
Dr. Rhonda Atkinson	West	Ratkinson3@	1220	4-32
Planning Team Members ²	Campus	E-mail Address	Phone Extension	Mail Code
Dr. Yasmeen Qadri	East	yqadri@	2624	3-29

¹ Planning Team Leaders assume the responsibility for coordinating activities associated with the expectations for the design, approval and implementation of Assessment Plans.

² Planning Team membership, whenever possible, should reflect the ***Principles for selection of members for assessment plan work teams***. For faculty teams the principles include: College-wide representation where possible; Full-time faculty from the respective program / discipline (tenured, tenure track, and non-tenure earning 4 / 8 / 10 month faculty); Adjunct faculty when an adequate number of full-time faculty do not teach in the program / discipline; Faculty from both disciplines or programs when an outcome is assessed in two programs or a program other than the primary discipline. For plans developed in Student Affairs planning teams should include the following: College-wide representation where possible; Staff from the targeted program area; Part-time Student Affairs professionals when an adequate number of full-time staff do not work in the targeted program area; Faculty / staff from other program / discipline areas working on the same or similar outcomes; Students representation when possible.

Please fill in the blue shaded areas with brief sentences. A second page is provided for longer comments.

These six items are required for the report to the Learning Council.

Documenting the Assessment Process

1. In a sentence or two, what did you do and who was responsible for coordinating the collection of student artifacts / data?

Education Discipline Chairs from West and East met once every semester to discuss the course EDF 2005 and collected data from all campuses on field observations for at least one section of EDF 2005.

2. At what point in the academic year / semester were the student artifacts / data collected?

End of Spring 2012

Improvement Plan and Use of the Assessment Results – Next Year’s Cycle

3. What were your results? (Please e-mail the data when you submit this form if possible, for example rubric scores in an Excel sheet.)

Grades for the portfolio assignment from West, East, Osceola, and Winter Park were collected. (see attached for grading rubrics and course grades by instructor)

4. What are the changes / improvements you plan to make within the curriculum (targeted courses), co-curricular program, or student activity over the next year? (Please use the following page if you need more space for your response.)

Actual field observation assessment will be collected from all four campuses to determine:

- a) How each campus is structuring the field observation experience. Are students required to observe any level? 3 levels? (elementary, middle, and high), All 15 hours of observations can be done at one school or have to be distributed to several schools?
- b) We plan to determine how the observation grades figure into the total grade? (presently there is a major discrepancy in grades as one faculty member on one campus is assigning 15 points value to 15 hours of field observations and on another campus is 200 points.
- c) We plan to disseminate these ideas and resources to faculty teaching EDF 2005. We plan to establish broad guidelines regarding course expectations pertaining to the 15 hours of field observations so there is some form of uniformity across campuses.

5. What changes, if any, will be made to the common course outlines, the catalog, etc.

Update EDF 2005 common course outline to include a learning outcome that specifically addressed the field experience observations.
List clear objectives to meet the learning outcome.

Next Steps – Planning for Next Year’s Cycle— Academic Year 2012-2013

6. What are your next steps – acting on the results? (These steps will guide others in the next cycle... moving the process forward.) If these steps include the development and implementation of a new assessment, include that information here. If you plan to change the current assessment or the program learning outcome that you focus on, you will want to do that here.

Revise common course outline by Fall 2012 term; provide other faculty with sample rubrics and content. Provide template for online courses. Make these resources and sample portfolios available to all faculty teaching EDF 2005 (adjunct and full-time) by posting them on the Education website. Invite representatives teaching EDF 2005 from each campus to share the guidelines and course expectations and to give input. This is happening once every semester between West and East, would be beneficial to include all campuses.

Please include the name of the person completing this page and your program:

Dr. Rhonda Atkinson, West Campus BBSS and Dr. Yasmeeen Qadri, East Campus , SSPE.

Additional Space for Comments (Optional)

3) *If you have additional comments for the following question, please share them here:* What were your results?

4) *If you have additional comments for the following question, please share them here:* What are the changes / improvements you plan to make within the curriculum (targeted courses), co-curricular program, or student over the next year?

6) If you have additional comments for the following question, please share them here: What are your next steps – acting on the results? If these steps include the development and implementation of a new assessment, include that information here. If you plan to change the current assessment or the program learning outcome that you focus on, you will want to do that here.

Sign In Sheet for Assessment Day

Name	Dept.	Date	Event

Sign In Sheet for Assessment Day

Name	Dept.	Date	Event

Sign In Sheet for Assessment Day (please print this out to have participants sign-in)

Name	Dept. or Program		
Dr. Rhonda Atkinson	B.B + Social Science	<i>Rhonda Atkinson</i>	5/8/12
Dr. Yasmeen Qadri	Social Sciences	<i>Yasmeen Qadri</i>	5/8/12