

**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](mailto:jking84@valenciacollege.edu) ) by Tues., May 15<sup>th</sup>.*

**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					STUDENT SUCCESS
Planning Team Leader(s) <sup>1</sup>	Campus	E-mail Address	Phone Extension	Mail Code	
Planning Team Members <sup>2</sup>	Campus	E-mail Address	Phone Extension	Mail Code	

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

<sup>2</sup> 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.

ase 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?

Prior to grading the student artifacts (Learning Reflections) for the Study Skills section of the Course Portfolio, the faculty made copies of each of the student artifacts (Learning Reflections) and removed the student names. All faculty members teaching during the spring semester collected copies of all student artifacts (Learning Reflections). These were then collected by each of the SLS campus mentors and submitted to the Student Success Department. From these collected artifacts (Learning Reflections), a random sample was selected for review by the full time faculty.

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

The artifacts were collected during the spring semester of the 2011-2012 academic year. In particular, the artifacts (Learning Reflections) were collected by the end of March, 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.)

The results indicated that students achieved approximately 42% of the learning objectives from section one of the assessment rubric. Additionally, the results indicated that students achieved approximately 35% of the learning objectives for section two. An excel spreadsheet of the assessment results are included with this summary. Combined, students achieved approximately 40% of the learning objectives for the assessed student artifacts (Learning Reflections).

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.)

The results of the assessment suggests that further analysis is necessary in order to facilitate changes to the following areas as related to the SLS 1122 Portfolio Learning Reflection:

- faculty development geared at teaching strategies for the SLS 1122 Learning Portfolio
- updated materials for new and returning faculty members,
- minor changes to the Learning Reflection rubric provided to faculty and students, and
- other relatable improvement initiatives.

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

The results of the assessment do not affect the course outline, catalog, etc.

## 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.

The full-time SLS faculty will be in discussion with the new Deans of Learning Support and the Director of Student Success during the upcoming months to determine Assessment Plans for the upcoming year. Tentative plans include a reassessment of the same section of the Learning Portfolio in order to assess whether changes to faculty development, instructor resources, and teaching strategies, when implemented, will increase the effectiveness of the Learning Reflection assignment in promoting student learning.

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

Chip Turner, Student Life Skills Department

## 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

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