

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				
Foreign Language				
Planning Team Leader(s) ¹	Campus	E-mail Address	Phone Extension	Mail Code
Planning Team Members ²	Campus	E-mail Address	Phone Extension	Mail Code

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?
The team used the rubric that was created to grade oral presentations. Aida Diaz was responsible for the collection of data from the group.
2. At what point in the academic year / semester were the student artifacts / data collected?
Spring 2012-February/March.

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.)
Please see attached excel sheet. In our discussion we realized that we needed to clarify what was meant by “a few errors”. Also each member of the team gave students different instructions to the assignment. This would also give different results.
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 team reviewed the rubric and made necessary changes to be more specific as to what was being assessed. We will discuss how we can improve the assignment/s in order to be more consistent.
5. What changes, if any, will be made to the common course outlines, the catalog, etc.
None

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 rubric will continue to be used in Level I. With the changes that have been made, the rubric can be used in the other levels.

Please include the name of the person completing this page and your program: Aida E. Diaz- Foreign Language

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
Samira Chater	Communications/Humanities	May 4, 2012	Assessment Day
Lester Sandres	Humanities/Foreign Language	May 4, 2012	Assessment Day
Ana J. Caldero	Humanities/Foreign Language	May 4, 2012	Assessment Day
Joe Menig	Humanities/Foreign Language	May 4, 2012	Assessment Day
Aida E. Diaz	Humanities/Foreign Language	May 4, 2012	Assessment Day