To: Department Heads, Academic Program Directors, Assistant Deans, Deans

From: Jan Hirt

CC:

Date: June 23, 2017

Re: Assessment Information

Assessment Lib Guide:
You may obtain all assessment information by accessing the lib guide ~ only have one place to go for everything you need!! This includes resources for APR and TK20. If you find something else that you think would be useful, don’t hesitate to let me know! The link is available to all on the Academic Affairs page in GTC4Me. In the meantime, the link is:
http://libguides.gvltec.edu/c.php?g=572019

Assessment Plans
We are nearing the end of the 2016-2017 assessment cycle. Things to do:
• Enter assessment data for program outcomes, analyze your data and develop action plans.
• Assess your assigned core competency, analyze and develop action plan.
• Persistence data will not be official and available until October of this year. If you already entered the data, you will need to delete it as we are using the college data on GTC4Me. I will let you know when it is available!! The directions for obtaining the data is below. Persistence Rates by Department may be found on GTC4Me by accessing the GTC Dashboard.

Prior Assessment Plans (2014-2015 and 2015-2016): Be sure these have been created and completed within TK20. This is crucial for our upcoming 5-year report for SACSCOC.

Tuesday, August 15, 2017
2017-2018 Assessment Plans

It is time to start planning. Things to remember:

- Don’t forget to include the core competency assigned to your program for assessment. You are only required to have one measure for this competency. The core competency rotation schedule is available in the Lib Guide.

- **Program Process Outcomes**: ALL programs must include the following outcomes:

<table>
<thead>
<tr>
<th>Program Process Outcome</th>
<th>*Minimum Achievement Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence (fall to spring)</td>
<td>Minimum of 80%</td>
</tr>
<tr>
<td>Retention (fall to fall)</td>
<td>Minimum of 60%</td>
</tr>
<tr>
<td>Graduation Rate</td>
<td>Minimum of 30%</td>
</tr>
<tr>
<td>Certification Pass Rates (if applicable)</td>
<td>95% pass rate for first time test takers</td>
</tr>
<tr>
<td>Placement Rate</td>
<td>Minimum 85%</td>
</tr>
<tr>
<td>Graduate Satisfaction</td>
<td>Minimum of 4.0 (scale 1 -5)</td>
</tr>
<tr>
<td>Employer Satisfaction</td>
<td>Minimum of 4.0 (scale 1 -5)</td>
</tr>
</tbody>
</table>

*NOTE*: these are minimums only. If an accreditation body requires higher minimum rates or if your program would like to establish higher rates, that is acceptable.

- **Program Student Learning Outcomes**:
  - REMINDER you should have a minimum of 2 direct measures for each outcome.
  - Is it time to use new measures? If you have consistently met or exceeded your achievement targets for the past 2 – 3 assessment cycles, then the answer is YES!!!!!!

- **APR Action Plans**: any action plans identified in previous APRs (the last one you complete) must be included in your annual assessment plan. This is the best way for you to track progress made. An action plan from APR may be related to one of your program student learning outcomes or program process outcomes – that’s fine. But remember, you will need to provide information on the status of action plans in your next APR.

- **Closing the Loop**: This is an important piece in assessment. If you had to implement action plans in your assessment plans, you need to assess any changes made to determine the effectiveness of those changes.

- **Core Competency**: Don’t forget to include your core competency. More to follow later in this update.

**TK20**

*Accreditation Management* within TK20 is about to be launched!!! We will be transitioning APR to TK20 soon and training will be available. This will enable everything for APR to be housed in TK20 and we will no longer use Blackboard. Each of you should now see the Accreditation Management link on the side bar in TK20. Watch for training opportunities in the near future.

Curriculum Mapping is also available. Some programs have already become available. Currently, training is be developed and will be offered soon. More to come.
We have found a glitch in the Planning 001 Report in TK20!! While reviewing the status of the 2014-2015 assessment plans, there were no assessment plans showing on the TK20 report for some programs. However in some cases, there were outcomes entered and even some plans completed. Julie Eddy is working on this glitch and I will let you know when it is corrected.

**Core Competencies**

Your assigned Core Competency MUST be included in your assessment plan in TK20. Directions for entering this into TK20 are below. If you are assigned Critical Thinking, you need to select either Critical Reasoning, Problem Solving, or Quantitative Reasoning. **Do NOT select critical thinking in TK20 if it is available!!!** If you are assigned Professionalism, you need to select Professionalism or Teamwork. For the **description**, include the outcome statement. The specific statements are as follows:

- **Written Communication**: Students will demonstrate effective written communication skills to convey information, ideas, or opinions.
- **Oral Communication**: Students will demonstrate effective oral communication skills to convey
- **Critical Reasoning**: Students will employ inquiry, analysis, and synthesis of information to formulate and/or evaluate an opinion or conclusion.
- **Problem Solving**: Students will design and formulate a strategy to answer a question or achieve a desired goal.
- **Quantitative Reasoning**: Students will analyze numerical information or observable facts resulting in informed conclusions.
- **Information Literacy**: Students will locate, evaluate, and use information effectively from diverse sources.
- **Professionalism**: Student will display professional conduct and work habits.
- **Teamwork**: Student will collaborate with others to accomplish a shared goal.

For the **measure**, you should include a measure related to the student activity that will be assessed and **MUST** include the course and semester in which it will be measured. The **target** should be written as:

*At minimum, 75% of students will meet established criteria.*

For the **analysis and action plan**, you need to consider the ratings for each of the criteria. For instance, in the sample below, the overall score is 76%. Therefore, the benchmark was met. However, the overall score for Responsible Behavior is 40% which contributed to the low overall score of 76%. Therefore, there should be an analysis and action plan for not only the overall score but for the Responsible Behavior criteria.
<table>
<thead>
<tr>
<th>PR: Professionalism Rubric 2015</th>
<th># MET</th>
<th>% MET</th>
<th># NOT MET</th>
<th>% NOT MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appearance: adheres to professional norms of appearance, hygiene, and dress for industry or learning environment.</td>
<td>5</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Responsible Behavior: abides by policies and procedures and meets assigned deadlines.</td>
<td>2</td>
<td>40%</td>
<td>3</td>
<td>60%</td>
</tr>
<tr>
<td>Attendance/Punctuality: meets attendance policy requirements.</td>
<td>4</td>
<td>80%</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>Communication: communicates respectfully using professional and appropriate language while maintaining boundaries.</td>
<td>4</td>
<td>80%</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>Honesty and Integrity: engages in ethical behavior and maintains honesty and integrity in all communications.</td>
<td>4</td>
<td>80%</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>Total/Percentage</td>
<td>19</td>
<td>76%</td>
<td>6</td>
<td>24%</td>
</tr>
</tbody>
</table>

For questions, feel free to contact any of the following:

Jan Hirt (C) 864-607-0586, (O) 250-8390  
Debra Hadaway 250-8260  
Candice Lewis 250-8288  
Amy Daniels 250-8141

**Important Dates**

- **October 1, 2017:** 2017-2018 assessment plans in TK20 to include outcomes, measures, and targets.  
- **Mid to late October:** Persistence data for 2016-2017 will be available. Stay tuned for further details.