

# Assessment at College of the Redwoods

## A Guide for Associate Faculty

Assessment at CR is performed across the institution at all levels, including instruction. Instructional assessment includes course level assessment, program level assessment, and GE assessment. As an associate faculty, your primary responsibility to assessment is to complete course level assessments. If you ever have questions about assessment, you might try looking at the assessment homepage at <http://www.redwoods.edu/assessment/>. You can also contact the assessment coordinator for answers to assessment questions.

**Course Level Assessments:** Course level assessments are performed to determine the level of success students have in achieving the established course learning outcomes. These assessments are performed following a schedule that is established in assessment planning documents. These planning documents may be found at <http://www.redwoods.edu/assessment/planning/>. If you follow that link, you will find documents for each discipline indicating when each outcome for all courses in the discipline are scheduled to be assessed for a particular year or semester, depending on how often the course is offered. Start by looking at these documents to determine what outcome(s) need to be assessed in your course.

You might also be contacted by other instructors in your area in regards to assessment. It is highly encouraged to collaborate with others in your discipline on course assessment, particularly when there are multiple sections of the same course. Some areas may also have a coordinator assigned to the course who may coordinate assessment. If you are unsure, you should contact other instructors in your area before going ahead with your own assessment.

Your assessment should let you determine whether a student exceeded expectations, met expectations, or did not meet expectations in that outcome. An assessment could be an assignment or other kind of task that is already a part of your course, or could represent a part of an assignment, or be embedded in one.

The results of your assessment, particularly how many students exceeded expectations, met expectations, or did not meet expectations, should be ready by the time grades are due. If you are doing your own assessment, you should fill out an assessment report. This can be done by logging in at the following link <http://www.redwoods.edu/assessment/>.

edu/assessment/Submissions.asp. The log in is the same as your college email log in information. Once logged in you should select to **Create a new assessment**, which will open a blank report. From there select that you are reporting on a course, select the course, select the outcome, and fill out the form.

If you are collaborating with others in your discipline and/or have a course coordinator you likely won't have to fill out the report. Be sure to check with your colleagues, though, to find out who is filling out the report and have any data they need to them before grades are due. In particular, make sure they know how many students exceeded expectations, met expectations, or did not meet expectations.

**GE assessment:** Associate faculty are not generally required to do assessment of GE outcomes unless specifically contacted to do so. If you are asked to do GE assessment, you will be given information on how to do that by the assessment coordinator.

**Program Assessment:** Program assessment is done based on course level assessments already done. It takes the form of dialogue on the course assessments that map to program outcomes. Associate faculty are generally not required to do program assessment. If you wish to participate in program assessment you absolutely may, and it will count for flex credit. You should contact full-time faculty in your discipline if you'd like to be included in program assessment.