Directions for Integrated Assessment Process

The goal of the new integrated assessment system is to collect authentic classroom data to improve student learning. This system is flexible and provides variety for faculty members.

In this new integrated system, you can choose to do your own individual assessment in any of your courses OR you can join with other faculty members in your department to do a common assignment across multiple sections of the same course. For example, all faculty teaching BIO 110 can give the same assessment in their courses; however, each faculty member would submit data from students in their own course.

**Step 1:** Obtain a coversheet. Use the coversheet to record the information about your selections and include it with your submission.

**Step 2:** Choose your General Education Rubric. Review the General Education Goals and choose the rubric to use in your assessment.
**Step 3:** Check to see if your course is mapped to a General Education Goal by navigating to the General Education to Course tab in the Curriculum Map Application. If not aligned, choose a different goal.

*If you do not see checkmarks in your curriculum map, then your department needs to update these documents. Contact awg@ccac.edu for assistance.*

**Step 4:** What course learning outcome are you using to assess this goal?

Refer to the Master Course Syllabus for specific language of the learning outcome.
Step 5. Pick one of the categories for Direct Measures of Assessment. You will need the code number from the Ferris State document.

You may choose an assessment you are already planning to use in the course OR you may build a new measure of assessment for this task. Ideally, your chosen measure of assessment should occur after the midpoint of the course. Chosen assignments may be formative or summative, but should be direct rather than indirect.

If you are choosing an assessment you are already planning to use in the course, then compare your assessment to the rubric. Could you use the rubric to complete the General Education assessment? Could you easily modify an existing assessment to fit the criteria on the rubric?

If you are building a new measure of assessment for this task, consider using one of the following categories from the Ferris State document: 05 short written reports, 08 student projects, 12 oral presentations, 13 student performances.

Step 6. Each student will complete the chosen assignment for the assessment.

You will print a rubric for each student to score each of the students based on the criteria provided. For each student, circle the level of competency (4-Advanced, 3-Competent, 2-Developing, 1-Beginning) for each criterion of the rubric. We need to collect individual student data from the rubric.

Step 7: Submit the following documents by interoffice mail to Assessment, Office of College Services OR scan and email to awg@ccac.edu

- one completed coversheet
- a rubric for each student in the course (include student ID# on the rubric)

Deadline for submission is the same day as final grades are due.