

# Course Assessment Worksheet

(Focus on: Think – Do – Act)

## **Step 1: Develop/Identify Objectives**

List the course's 5 - 8 most important objectives and assign each to the following categories:

C = Cognitive/Content S = Skill/Performance A = Affective/Attitude (Circle as many as apply)

C S A 1.

C S A 2.

C S A 3.

C S A 4.

C S A 5.

C S A 6.

C S A 7.

C S A 8.

## **Step 2: Write measurable Student Learning Outcomes (SLOs) using action verbs.**

1.

2.

3.

4.

5.

6.

7.

8.

**Step 3: List Current Assessment Methods/Measurement Tools**

List each assessment tool/instrument/activity you are currently using.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Step 4: Match Assessment Activities to Student Learning Outcomes**

For each assessment tool listed in Step 4, indicate which SLO it addresses (step 2).

Assessment measure 1 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 2 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 3 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 4 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 5 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 6 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 7 addresses SLO number(s) \_\_\_\_\_.

Assessment measure 8 addresses SLO number(s) \_\_\_\_\_.

Are you using any measures that are not related to the SLOs listed in step 2? Are these measures/methods providing any information that useful for decision making? If not, consider if the instrument/activity could be modified to be more useful, or if its use should be discontinued.

**Step 5: Consider Additional Assessment Methods**

Consider the SLO(s) that you are not currently assessing and list possible methods of assessing these SLOs. What are some of the advantages and disadvantages to each of the methods you have listed? Which method seems to best meet the needs of the course?

**Step 6: Develop Measurement Criteria (Standards of Comparison/Target Level)**

How well should students as a whole taking the class be able to do on the assessment? Develop criteria for determining how you will differentiate between students who have exceeded the expectations for goal achievement, those that have met your expectations, and those whose performance, test scores, etc. are below expectations. Developing rubrics may be useful.

SLO 1:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards.

SLO 2:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

SLO 3:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

SLO 4:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

SLO 5:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

SLO 6:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

SLO 7:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

SLO 8:

Indicator student learning has exceeded standards.

Indicator student learning has met standards.

Indicator student learning is below standards

**Step 7: Develop Sampling Procedures/ Timeline for Evaluation**

How many sections of the course will be involved in the assessment process?

When will you conduct each measurement tool (when during the semester)?

Who will administer, score, and report results of the assessment?

What will you tell students about the importance of the assessment activity?

What will you tell students about how you will use the results of assessment?

**Step 8: Complete the Course Assessment Documentation Sheet (CADS)**

On the CADS you should include the information that you have just generated for SLOs.

Following implementation of the measurement tool interpret the results and develop an action plan for continued quality enhancement.