

## **Cliff Notes for Program Assessment 2012-2013 Edition**

**Plan for 2012-2013 Due October 29, 2012**

**Report for 2011-2012 Due September 28, 2012**

### **What is this?**

Every year academic programs (degrees and certificates) must assess their program student learning outcomes. The assessment typically takes place Spring semesters so Plans are created in the Fall for the upcoming assessment and Reports are created in the Fall from the previous Spring's assessment effort. Palo Alto College has a single document that serves as the Plan/Report for Program Assessment and it is completed over an academic year. Program Review (see page 13 of the current manual) requires that 5 years of trend data on student learning outcomes is required for Program Review. Unit Plans explicitly reflect related action plans from Program Review.

### **Why do this?**

Faculty are responsible for the curriculum and faculty promote learning of important competencies in students. Faculty create the assessment measures and processes and faculty create the action plans based on the findings of assessment. Our PAC Assessment Values (created by a faculty group Summer 2010) provide additional reasons for the benefits of faculty ownership of program student learning assessment.

### **Supporting files you need:**

- Program Assessment Guidelines doc
- Program Assessment Plan template
- Previously completed Program Assessment documents (including the Update document completed Summer 11 – point faculty to these on the Assessment Sharepoint site <http://pacsharepoint/SiteDirectory/Assessment/Shared%20Documents/Forms/AllItems.aspx>)
- The Curriculum Map for each course integral to a program.
- Any High Risk Action Plans documents
- If faculty need help with Test Blue Prints: [http://legacy.alamo.edu/pac/facultydev/pdf/Pats\\_files/Test\\_Blue\\_Prints.pdf](http://legacy.alamo.edu/pac/facultydev/pdf/Pats_files/Test_Blue_Prints.pdf)
- PAC Assessment Report Rubric
- If faculty need help with Rubrics: <http://legacy.alamo.edu/pac/assessment/development/AssessmentResources.aspx#rubres>

### **Suggestions for doing this-**

Dedicate part of a department meeting early in the semester (September) to introduce this task and pass out the Guidelines document and the template document. Faculty should break in to degree and certificate teams and complete the plan for the 2012-2013 academic year. Most programs will assess in the spring semester. Upload completed plans/reports to the "2012-2013 Academic Year Plans and Reports" folder on the Assessment

Sharepoint <http://pacsharepoint/SiteDirectory/Assessment/Shared%20Documents/Forms/AllItems.aspx>

Suggest that faculty use the latest Program Assessment documents (Plans/Reports/Updates completed Spring 10, Fall 10, Spring 11, Summer 11) as well as any High Risk Action plans as a starting points for creating their plan for 2012-2013.

Help faculty to understand that they will actually need to follow through on their assessment plan, compile the findings, and then complete the template begun Fall 2011 with a Report on the same document by September 28, 2012.