

Faculty Assessor Guideline – Critical Thinking and Empirical and Quantitative Skills
Palo Alto College
Fall 2012

Dear Faculty Assessor–

You are receiving this guideline because you have volunteered to serve as an Institutional General Education Competency assessor for either Critical Thinking or Empirical and Quantitative Skills for the Fall 2012 assessment of these competencies.

The Assessment Process --

Tk20 training – Last year, General Education Assessors physically received artifacts for assessment and scored them on a Microsoft Excel spreadsheet. We now have Tk20 assessment software. All artifacts will be loaded electronically to the Tk20 document room. You will be able to score artifacts directly into the Tk20 system to allow for more efficient data collection. You will receive training by November. Training will be more personalized and vary to suit your schedule.

Calibration Training – To reduce scoring variance when assessing artifacts, we will continue with Calibration Training for Assessors. Training will occur starting in October and there will be several sessions to provide you an opportunity to meet with your peers and engage in a dialogue about the artifact scoring process. Attendance at one session is required. Even if you have attended this training in the past, it is important that you attend Calibration Training each semester you serve as an Assessor because the purpose of the training is to collectively agree on the various scoring levels for each outcome. This collective agreement needs to be reaffirmed each semester for several reasons:

- ✓ new Assessors join the group and enrich the collective thinking of the group about the judgments,
- ✓ rubrics may be tweaked as well as assignment templates and Assessors need to be aware of the changes since the last time they assessed the competency,
- ✓ the method for collecting assessment judgments may have changed since the last time they assessed the competency, and,
- ✓ the Assessors need to be informed of the timelines for completing the assessment process.

Artifact Collection-all artifacts are due prior to faculty leaving for the Fall 2012 semester. The Tk20 faculty liaisons and myself will be loading these artifacts into the Tk20 document room. You may have artifacts to assess as early as December 1st, however, you are not expected to complete the scoring for all your assigned artifacts until 2/15/13.