

HCTC NON- GENERAL EDUCATION COURSE ASSESSMENT INSTRUCTIONS

The course assessment is a tool used to identify educational outcomes and gather, analyze, and utilize information about student learning outcomes (SLOs) to continuously enhance the quality of learning and the service delivery of teaching. Course assessments are a critical component to monitor, assess, and improve quality service delivery to the students, an objective way to measure students' performance related to SLOs, a mechanism for educational improvement based on results, utilized by Division Chairs in Program Reviews, and evidence for the SACSCOC accreditation process.

BEGINNING OF SEMESTER:

1. Enter your name for "Faculty Name."
2. Enter the date and term.
3. Enter the division name.
4. Enter the course number and name in the "Course Assessed" column (ex: ENG 101 Writing I).
5. Enter the program and/or course specific competencies that will be assessed in the "Program or Course Specific Competencies" column. Developmental education classes will assess **at least** 3 course specific competencies. Non-developmental education classes will assess **at least** 1 program specific competency and 2 course specific competencies.
6. Enter the Student Learning Outcome in the "Student Learning Outcome" column.
7. Enter the Assignment/Assessment Criteria in the "Assignment/Assessment Criteria" column. Ensure the Assignment/Assessment Criteria are **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-Bound (SMART).
8. Submit the initial course assessment to the Assessment and Continuous Enhancement (ACE) Coordinator and the Division Chair by the deadline date.

END OF SEMESTER:

9. Fill out the "Assessments Results" column with the results achieved.
10. Fill out the "Report of Assessment Findings for Intended Outcome" section of the form to include Problems Encountered (if standards were not met), Actions Taken to address issues or problems, and Recommendations Or Further Actions To Improve Student Learning.
11. Submit completed course assessment form to the ACE Coordinator and the Division Chair by the deadline date.

HCTC NON-GENERAL EDUCATION COURSE ASSESSMENT FORM

1. FACULTY NAME:

2. DATE & TERM:

3. DIVISION:

4. COURSE ASSESSED	5. PROGRAM OR COURSE SPECIFIC COMPETENCIES (must have <u>at least 1</u> program competency and 2 course specific competencies OR developmental education classes will have 3 course specific competencies)	6. STUDENT LEARNING OUTCOME (SLO)	7. ASSIGNMENT/ ASSESSMENT CRITERIA	8. ASSESSMENT RESULTS
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.

Distance Learning course? Yes ___ No ___

REPORT OF ASSESSMENT FINDINGS FOR INTENDED OUTCOMES

9. Problems Encountered (if minimum standard was not met):

10. Actions Taken (such as a change to curriculum, faculty or other improvement):

11. Recommendations Or Further Actions To Improve Student Learning: