

Methodology for the Assessment of Student Learning Outcomes

Our objective is to collect, analyze and share institutional data through a coordinated effort among faculty, department chairs, the Assessment and Institutional Research Office and the Administration. This effort will provide continuous communication between the different assessment levels, as well as providing a mechanism for timely actions needed to sustain and improve classroom and department expected student learning outcomes.

The assessment responsibilities are divided in four levels: faculty, department chairs, the Assessment and Institutional Research Office (AIRO) and the administration. Each level is responsible for collecting, analyzing and sharing information with and within the four levels. A report with the actions taken to sustain and/or improve the student learning outcomes is expected from each level, thus providing timely and updated information to support the processes used to achieve the goals set in each level. The reports are designed to be simple and short-time consuming, with achievable goals.

Assessment of Student Learning

Faculty	Chair/Coordinator	AIRO	Academic Dean
↓	↓	↓	↓
Classroom EO	Department EO	Institutional EO	Decision-making

Expected Outcomes: EO
Formative / Summative

Assessment Tools

Faculty	Chair/Coordinator	AIRO	Academic Dean
↓	↓	↓	↓
<ul style="list-style-type: none"> • Pre / Post Test • Final Test • Multi-section test • Others 	<ul style="list-style-type: none"> • Rubric • Matrix • Others • Sharing of information 	Data <ul style="list-style-type: none"> • Collecting • Analyzing • Sharing of information 	Data <ul style="list-style-type: none"> • Sharing of information • Assessment support • Decision-making

Faculty Expected Outcomes (in accordance with the department expected outcomes or expected Ideal Alumni)

- Faculty establishes the expected outcomes to be measured in lecture. Faculty selects the expected outcomes to be measured from the lecture main syllabus or course outline
- In multi-sections lectures, the faculty of the department establishes the expected outcomes.
- In all cases, benchmarks or cutoff point must be established.
- A report is to be submitted to the Chair/Coordinator during the final/assessment week (16th week of class).

Example Step 1: Test

- Expected outcome: Pass (cut-off point) is defined as 70% and above
- Pre-test: 60% of the class above the expected average of 70%
- Post-test: 80% of the class above the expected average of 70%

Example Step2: Discussion (closing the loop)

- The 33% increase in the pass rate was due to?
- The increase was seen in questions related to which topics?
- Complying with the expected outcomes (70%) was seen in questions related to topics?
 - Steps taken to sustain the expected outcome
- Improvement strategies (do not comply) are need in the topics related to questions?
 - Steps taken to improve student learning outcomes

Chair/Coordinator Expected Outcomes (Courses are aligned with the department Ideal Alumni)

- Selects the courses to be assessed according to the expected student outcomes at the end of his undergraduate education (Ideal Alumni)
- Supports faculty undertaking assessment and collect results
- Submits a report to the Faculty, Chair and AIRO during the first week of the next semester

AIRO

- Verifies that the department's outcomes are in accordance with institutional policies established by the Academic Senate (institutional Matrix)
- Coordinates assessment activities to disseminate institutional outcomes, including faculty and department best practices
- Collects, analyses and provides accurate results to the institutional policy makers
- Provides supports for a simple and short-time consuming process of collecting institutional information.
- Provides the tools to accomplish achievable goals
- Reports the institutional assessment results to the Dean of Academic Affairs

Dean of Academic Affairs

- Provides support to assessments initiatives
- Reports the assessment results to the faculty, Chairs, the Chancellor and to the share government structures
- Coordinates faculty seminars. The Dean, Chairs and Faculty share the best assessment practices

Timetable

Week 1

Faculty hand-outs the lecture syllabus that includes students 'expected learning outcomes
Pre-test or other assessment tools or measurements

Weeks 2-14

Faculty monitors students' progress using summative or formative assessment tools.

Week 15

Post-test or other assessment measurements are fulfilled.

Week 16: Exams week (Finals)

Faculty reports sustain or improve actions to achieve the expected students learning outcomes

Faculty reports grades to the institution (Indirect assessment tool)

Week 18

Coordinator reports assessment results to the department Chair and to the AIRO

Inter semesters

The AIRO collects institutional data and provides a report to the Dean of Academic Affairs

Semester

The Dean of Academic Affairs communicates to the community the results of the semester assessment process.