



COG
College
Outreach
Group
CENTRAL COLLEGE

SPRING 2018

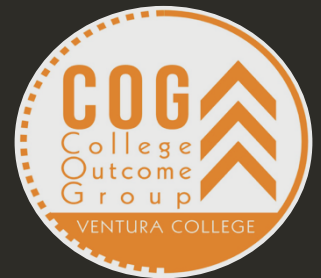
PHASE TWO

REVIEW, REFLECT, RESET

Guide
&
Instructions



PURPOSE OF ASSESSMENT



A. Instructional Programs

1. All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11) CW IIA
2. Faculty, including full time, part time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. Faculty and others responsible act to continuously improve instructional courses, programs and directly related services through systematic evaluation to assure currency, improve teaching and learning strategies, and promote student success. CW IIA1, IIA2b,d,e,f
3. The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline. CW IIA1c
4. If the institution offers pre-collegiate level¹¹ curriculum, it distinguishes that curriculum from college level¹² curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum. CW IIA2+

ACCJC

STANDARDS FOR ACADEMICS

[https://
accjc.org/wp-
content/
uploads/
Accreditation-
Standards-201
4-Cross-walk-
and-
Glossary.pdf](https://accjc.org/wp-content/uploads/Accreditation-Standards-2014-Cross-walk-and-Glossary.pdf)

C. Student Support Services

1. The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15) CW IIB1, IIB4
2. The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services. CW IIB+
3. The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method. (ER 15) CW IIB3a
4. Co-curricular programs and athletics programs are suited to the institution's mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances. CW New
5. The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies. CW IIB3c+

ACCJC

STANDARDS FOR SERVICES

[https://
accjc.org/wp-
content/
uploads/
Accreditation-
Standards-201
4-Cross-walk-
and-
Glossary.pdf](https://accjc.org/wp-content/uploads/Accreditation-Standards-2014-Cross-walk-and-Glossary.pdf)

Pages 8 - 15

SUMMATION

Assessment is about
improving the
learning, services, and resources
available to students.

NEW vs. **OLD CYCLE**

VENTURA COLLEGE



OLD FIVE-YEAR CYCLE

- SLOs were assigned each semester.
- Service Areas assesses all SUO's each semester.
- Conversations and focus was chaotic and scattered.
- A majority of the time conversations failed to occur and/or evidence was not reported out for accreditation.
- It felt like a meaningless chore being forced on us by the powers that be.



WHAT IF WE COULD MAKE THIS
MORE MEANINGFUL AND LESS CHAOTIC



NEW FIVE-YEAR CYCLE

SERVICE AREAS

- Will now assess each SUO twice during the five year cycle
 - Initial Assessment
 - Reassessment (Closing the Loop)
 - **EXCEPTIONS:** Those areas mandated to assess using a different cycle

ACADEMIC DISCIPLINES

- Will choose a small cohort of courses to assess each year.
- Faculty will assess all CSLO's for each course in the cohort.
- Courses must be assessed twice within the five-year cycle.
 - Initial Assessment
 - Reassessment (Closing the Loop)
 - **EXCEPTIONS:** Those programs mandated to assess using a different cycle

RATIONALE

- The focus becomes on improving **specific courses** and **specific aspects of services** in year.
 - Makes the process more **focused**.
 - Allows for the conversations to become more **meaningful and useful** to faculty and service providers.
 - Supports the process of assessment set forth by ACCJC – **improving the learning, services and resources**.
- This allows for a more **formalized way** of capturing the process of improvement
 - Conversations and progress will be recorded in program review process and in closing the loop.
 - VC struggles with part of assessment.

- Canvas possesses a built in feature within the grading rubrics which allows faculty to assess during the grading process.
 - This feature is active in all Canvas shells.
 - Can be adapted to function for service areas.
- Certain disciplines are going to pilot completing all assessment using the Canvas learning management system.
- COG is working with DE -
 - to identify methods of uploading learning outcomes and rubrics into course shells and
 - to create a web enhancement training that could be completed online but is less time consuming as online/ hybrid training



STREAM – LINE ASSESSMENT

Using
Canvas to
work smarter
and not
harder

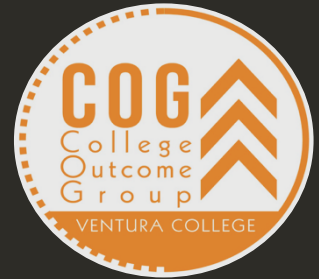
COG WORKSHOP

COMMON ASSESSMENTS

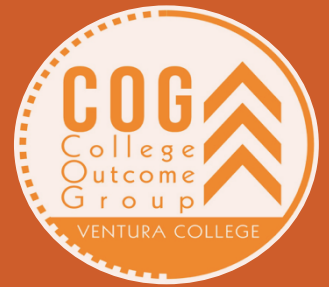
ACADEMIC FREEDOM
& ASSESSING WITH CANVAS

MARCH 21, 2018 - 3:30 to 4:45 PM

Location TBA



TIMELINES



T A S K	D A T E S
PHASE ONE: CSLO/PSLO and SUO revisions submitted to COG Team	Friday, February 23, 2018
PHASE TWO: Phase Two Cycle introduced to Deans Council and Department Chair/Coordinators Council.	Tuesday, February 28, 2018
PHASE TWO PACKETS delivered to Department Chairs, Coordinators and Providers	Monday, March 5, 2018
PHASE TWO PACKETS disseminated to faculty and providers. Assessment methods and tool identified for each outcome. Assessment Cycle identified for new five-year cycle	March 5 through April 13
PHASE TWO PACKETS due back to COG Team	Friday, April 13, 2018
PHASE TWO PACKETS reviewed by COG team and returned for revisions/updates	Friday, April 27, 2018
PHASE TWO Revisions and updated due back to COG. Assessment completed for previous five-years cycle.	Friday, May 11, 2018

SPRING
2018
TIMELINE

T A S K	D A T E S
PHASE THREE: COG team inputs new assessment methods, tools, and cycle	Summer 2018

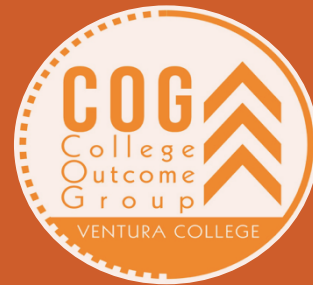
NOTE: The assessment methods and tools will be entered into TracDat and cycles will be reset during the summer. The process will be complete by the start of the Fall semester

T A S K	D A T E S
NEW FIVE-YEAR CYCLE Faculty and service providers retool rubrics for learning and service outcomes assessed this academic year. Assessment begins.	Fall 2018

NOTE: Rubrics will be created and retooled during the first three years of the five-year cycle

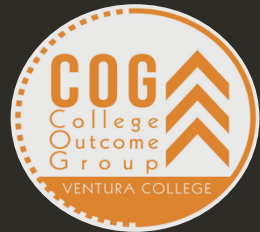
FALL &
SUMMER
2018
TIMELINE

THE PACKETS





SERVICE AREAS PACKETS

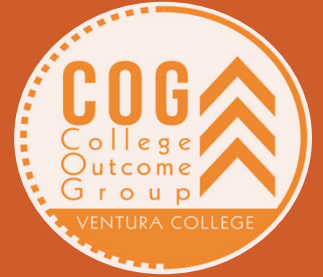


PHASE TWO

SERVICE AREA PACKET PARTS

(for students services and service areas)

- Phase Two Instructions
- Phase Two Timeline
- Phase Two SUO Form (one for each course in the program/discipline)
- Phase Two Verification Form



PHASE TWO

SERVICE

PACKET INSTRUCTIONS



2017-2018 REVIEW, REFLECT, RESET PHASE TWO: Service Area SUO Assessment Form

SERVICE AREA:

IMPORTANT: Please complete one form for the service area. In order to generate accurate and meaningful data, it is important providers within the area use the same assessment method(s) to evaluate a SUO. Also, service areas will evaluate ISUOs each year.

SUOs

INSTRUCTIONS: If you completed Phase One of the Review, Reflect, Reset Cycle, the new, existing, and revised SUOs are located below. As a unit, the service providers will determine the assessment method and specific tool for each SUO. Please select the assessment method and provide the specific tool(s) the area will use to assess.



SUOs	COMMON ASSESSMENT TYPE Please list all assessment type(s) from the list below for each SUO. <ul style="list-style-type: none"> • Exam/Quiz – In Course • Exam/Quiz – Standardized • Focus Group • Non-Standardized Among Instructors • Performance • Portfolio Review • Practicum • Presentation • Project • Supervisor Evaluation • Survey • Writing Assignment 	COMMON ASSESSMENT TOOL Please list the specific activity or tool service providers will use to assess the outcome.

EXPLANATION: PHASE TWO SUO FORM

The purpose of this form is so providers may identify common assessment tools and reset the cycle for the service area.

NOTE: The COG team will prepopulate the existing and updated SUOs for each area.

S U O F O R M

STEP ONE: DISCUSS COMMON ASSESSMENT METHOD



2017-2018 REVIEW, REFLECT, RESET
PHASE TWO: Service Area SUO Ass

SERVICE AREA:

IMPORTANT: Please complete one form for the service area. In order to generate a report, all important providers within the area use the same assessment method(s) to evaluate a SUO/ISUOs each year.

SUOs

INSTRUCTIONS: After you completed Phase One of the Review, Reflect, Reset Cycle, the next step is to determine the assessment method and tool(s) to use for each SUO located below. As a group, the service providers will determine the assessment method and select the assessment method and provide the specific tool(s) the area will use to assess.

COMMON ASSESSMENT METHODS

Please list all assessment type(s) from the list below for each SUO.

- Exam/Quiz – In Course
- Exam/Quiz – Standardized
- Focus Group
- Non-Standardized Among Instructors
- Performance
- Portfolio Review

SUOs

- The SUOs, ISLOs, and ISUOs for each area will be prepopulated in the first column of the form.
- Providers will work as a group to determine a common assessment method for each SUO in the second column.
- Record the Assessment method here.
 - Exam/Quiz – In Course
 - Exam/Quiz – Standardized
 - Focus Group
 - Non-Standardized Among Instructors
 - Performance
 - Portfolio Review
 - Practicum
 - Presentation
 - Project
 - Supervisor Evaluation
 - Survey
 - Writing Assignment

S U O F O R M

STEP TWO: IDENTIFY COMMON ASSESSMENT TOOL

Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course.

- Exam/Quiz – In Course
- Exam/Quiz – Standardized
- Focus Group
- Non-Standardized Among Instructors
- Performance
- Portfolio Review
- Practicum
- Presentation
- Project
- Supervisor Evaluation
- Survey
- Writing Assignment

COMMON ASSESSMENT TOOL

Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.



- Providers will work together to identify a common assessment tool for each SUO in the course
- Record the assessment tool(s) in the third column.



S U O F O R M

STEP FOUR: IDENTIFY ASSESSMENT METHOD & TOOL FOR ISUOs

- Follow the same instructions used for SUOs
 - ISUOs will be prepopulated for each area (first column)
 - Identify Common Assessment Method (second column)
 - Identify Common Assessment Tool (third column)

<p>COURSE ISLOs</p> 	<p>COMMON ASSESSMENT TYPE</p> <p>Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course.</p> <ul style="list-style-type: none">Exam/Quiz – In CourseExam/Quiz – StandardizedFocus GroupNon-Standardized AmongPerformancePortfolio ReviewPracticumPresentationProjectSupervisor EvaluationSurveyWriting Assignment	<p>COMMON ASSESSMENT TOOL</p> <p>Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.</p> 
ISLO-1		
ISLO-2		
ISLO-3		
ISLO-4		
ISLO-5		

S U O F O R M

STEP FIVE: IDENTIFY ASSESSMENT METHOD & TOOL FOR ISLOs (if applicable)

ISLOs

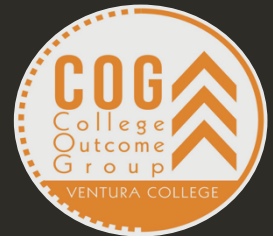
INSTRUCTIONS: If you completed Phase One of the Review, Reflect, Reset Cycle, and the providers chose to include an ISLO assessment of your area, the ISLO(s) are indicated below. As a service area, providers will determine the assessment method and specific tool for the ISLO(s) you chose to assess. Please select the assessment type and provide the common assessment tool(s) you will use to evaluate.

SERVICE AREA ISLOs	COMMON ASSESSMENT TYPE Please list all assessment type(s) from the list below for each ISLO. The assessment method(s) should be the same. <ul style="list-style-type: none">• Exit Interview – In Course• Exit Interview – Standardized• Focus Group• Non-Standardized Among Institutions• Performance• Portfolio Review• Practicum• Presentation• Project• Self-Evaluation• Survey• Writing Assignment	COMMON ASSESSMENT TOOL Please list the specific activity or tool use to assess outcome.
-1		
-2		
-3		
-4		
-5		

- Follow the same instructions used for SUOs & ISUOs
 - ISLOs will be prepopulated for each area (first column)
 - Identify Common Assessment Method (second column)
 - Identify Common Assessment Tool (third column)



ACADEMIC PACKETS

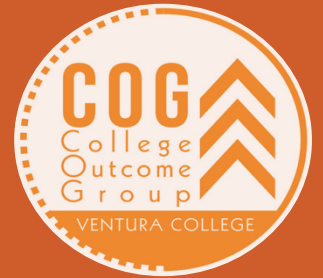


PHASE TWO

ACADEMIC PACKET PARTS

(for instructional programs and disciplines)

- Phase Two Instructions
- Phase Two Timeline
- Phase Two Course Form (one for each course in the program/discipline)
- Program Form (one for each program in the discipline)
- Phase Two Verification Form



PHASE TWO

ACADEMIC

PACKET INSTRUCTIONS



2017-2018 REVIEW, REFLECT, RESET PHASE TWO: Course SLO Assessment Form

PROGRAM/DISCIPLINE:

PREFIX, NUMBER, TITLE:

IMPORTANT: Please complete one form for each course. In order to generate accurate and meaningful data, it is important each section/instructor use the same assessment method to evaluate a CSLO and ISLO.

CSLOs

INSTRUCTIONS: If you completed Phase One of the Review, Reflect, Reset Cycle, the new, existing, and revised CSLOs are located below. As a discipline/department, faculty will determine the assessment method and specific tool for each CSLO. Please select the assessment method and provide the specific tool(s) faculty will use to assess.

COURSE CSLOs	COMMON ASSESSMENT TYPE	COMMON ASSESSMENT TOOL
	<p>Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course.</p> <ul style="list-style-type: none"> • Exam/Quiz – In Course • Exam/Quiz – Standardized • Focus Group • Non-Standardized Among Instructors • Performance • Portfolio Review • Practicum • Presentation 	<p>Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.</p>

EXPLANATION: PHASE TWO COURSE FORM

The purpose of this form is so faculty may identify common assessment tools and reset the cycle for the course.

NOTE: There is a form for each active course. The COG team will prepopulate the existing and updated CSLOs and ISLOs for each course.

COURSE FORM

STEP ONE: DISCUSS COMMON ASSESSMENT METHOD

COURSE CSLOs	COMMON ASSESSMENT TYPE Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course. <ul style="list-style-type: none">• Exam/Quiz – In Course• Exam/Quiz – Standardized• Focus Group• Non-Standardized Among Instructors• Performance• Portfolio Review• Practicum• Presentation• Project• Supervisor Evaluation• Survey• Writing Assignment
>1	
>2	
>3	
>4	
>5	
>6	
>7	

- The CSLOs and ISLOs for each course will be prepopulated the first column of the course form.
- Faculty will work as a group to determine a common assessment method for each CSLO in the second column.
- Record the Assessment method here.
 - Exam/Quiz – In Course
 - Exam/Quiz – Standardized
 - Focus Group
 - Non-Standardized Among Instructors
 - Performance
 - Portfolio Review
 - Practicum
 - Presentation
 - Project
 - Supervisor Evaluation
 - Survey
 - Writing Assignment

COURSE FORM

STEP TWO: IDENTIFY COMMON ASSESSMENT TOOL

Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course.

- Exam/Quiz – In Course
- Exam/Quiz – Standardized
- Focus Group
- Non-Standardized Among Instructors
- Performance
- Portfolio Review
- Practicum
- Presentation
- Project
- Supervisor Evaluation
- Survey
- Writing Assignment

COMMON ASSESSMENT TOOL

Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.

- Faculty will work together to identify a common assessment tool for each CSLO in the course
- Record the assessment tool (s) in the third column.



NOTE: Only mark more than one if all faculty teaching the course will use these same assessment tools to collect data.

COURSE FORM

STEP THREE: IDENTIFY ASSESSMENT SEMESTERS

- Faculty will identify the semester and year the course will initially be assessed in first column.
- Faculty will identify the semester and year the course will be reassessed in the second column.
- ALL courses must be assessed a **minimum of twice** within the five-year cycle.

NOTE: Some disciplines (specifically in career and technical) are required to assess more frequently. Also, some disciplines may determine they want to assess a course more than twice due to its significance to curriculum and/or enrollment. *There are additional columns for this to the right.*

CSLO CYCLE

INSTRUCTIONS: As a faculty, please indicate the semester and year (of the loop). Some disciplines, specifically disciplines in CTE, are required to assess more frequently. Programs in CTE should follow the guidelines set forth by the state and choose to assess more according to the importance of the course to the cycle.

The next five-year cycle for Ventura College:

- YEAR ONE – Fall 2018/Spring 2019/Summer 2019
- YEAR TWO – Fall 2019/Spring 2020/Summer 2020
- YEAR THREE – Fall 2020/Spring 2021/Summer 2021
- YEAR FOUR – Fall 2021/Spring 2022/Summer 2022
- YEAR FIVE – Fall 2022/Spring 2023/Summer 2023

INITIAL ASSESSMENT SEMESTER	REASSESSMENT ONE SEMESTER (closing the loop)	REASSESSMENT TWO SEMESTER



ISLOs

INSTRUCTIONS: If you completed Phase One of the Review, Reflect

COURSE FORM

STEP FOUR: IDENTIFY ASSESSMENT METHOD & TOOL FOR ISLOs

- Follow the same instructions used for CSLOs
 - ISLOs will be prepopulated for each course (first column)
 - Identify Common Assessment Method (second column)
 - Identify Common Assessment Tool (third column)

<p>COURSE ISLOs</p> 	<p>COMMON ASSESSMENT TYPE</p> <p>Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course.</p> <ul style="list-style-type: none">• Exam/Quiz – In Course• Exam/Quiz – Standardized• Focus Group• Non-Standardized Among• Performance• Portfolio Review• Practicum• Presentation• Project• Supervised Evaluation• Survey• Writing Assignment	<p>COMMON ASSESSMENT TOOL</p> <p>Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.</p> 
ISLO-1		
ISLO-2		
ISLO-3		
ISLO-4		
ISLO-5		



2017-2018 REVIEW, REFLECT, RESET PHASE TWO: Program SLO Assessment Form

PROGRAM/DISCIPLINE:

PREFIX, NUMBER, TITLE:

IMPORTANT: Please complete one form for each program. In order to generate accurate and meaningful data, it is important each section/instructor use the same assessment method to evaluate a PSLO within a specific course.

PSLOs

INSTRUCTIONS: If you completed Phase One of the Review, Reflect, Reset Cycle, the new, existing, and revised PSLOs are located below. As a discipline/department, faculty will determine the assessment method and specific tool for each PSLO within your courses. Please select the assessment method and provide the specific tool(s) faculty will use to assess.

PROGRAM PSLOs	<p>COMMON ASSESSMENT TYPE</p> <p>Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course.</p> <ul style="list-style-type: none"> • Exam/Quiz – In Course • Exam/Quiz – Standardized • Focus Group • Non-Standardized Among Instructors • Performance • Portfolio Review • Practicum • Presentation • Project • Supervisor Evaluation 	<p>COMMON ASSESSMENT TOOL</p> <p>Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.</p>

EXPLANATION:
PHASE TWO

PROGRAM FORM

The purpose of this form is so faculty may identify common assessment tools and reset the cycle for the program.

NOTE: The COG team will prepopulate the existing and updated PSLOs for each program.

PROGRAM FORM

THREE STEP PROCESS

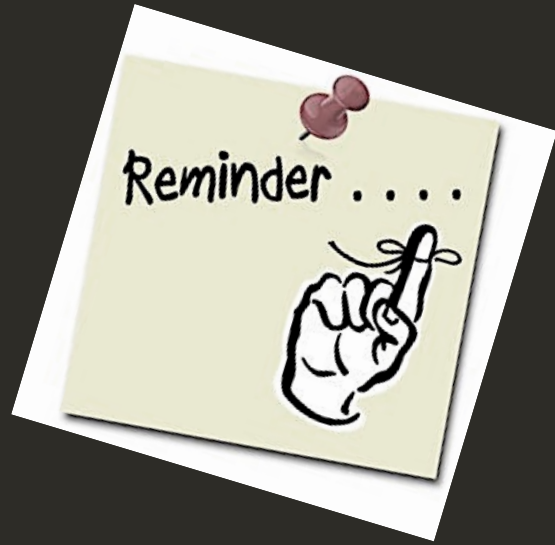
- Follow the same steps used for the Course Form and CSLOs

NOTE: PSLOs will be prepopulated for each program (first column)

- STEP ONE:** Identify Common Assessment Method (second column)
- STEP TWO:** Identify Common Assessment Tool (third column)
- STEP THREE:** Set your assessment cycle (page two). PSLOs should be assessed twice within the five-year cycle.

PROGRAM PSLOs	COMMON ASSESSMENT TYPE Please list all assessment type(s) from the list below for each CSLO. The assessment method(s) should be the same for each section/instructor of the course. <ul style="list-style-type: none"> Exam/Quiz – In Course Exam/Quiz – Standardized Focus Group Non-Standard Among Instructors Performance Portfolio Review Practicum Presentation Project Supervisor Evaluation Survey Writing Assignment 	COMMON ASSESSMENT TOOL Please list the specific activity/instrumentality will use for each section of the course.

PSLO	INITIAL ASSESSMENT SEMESTER	REASSESSMENT ONE SEMESTER (closing the loop)	REASSESSMENT TWO SEMESTER (if necessary)
PSLO-1			
PSLO-2			
PSLO-3			
PSLO-4			
PSLO-5			
PSLO-6			



REMINDERS & IMPORTANT FACTS



PHASE ONE RESULTS

PACKETS STATUS

- **11 ACADEMIC DISCIPLINES:** Missing Items or No Submission
- **15 SERVICE AREAS:** Missing Items or No Submission
- **19 ACADEMIC DISCIPLINES:** Were provided recommendations or requests and we have not received the revised packets
- **3 SERVICE AREAS:** Were provided recommendations or requests and we have not received the revised packets
- **4 to 5 ACADEMIC DISCIPLINES ARE IN ROUND ONE OR ROUND TWO OF UPDATES/REVISIONS**

THIS A TOTAL OF
35 ACADEMIC DISCIPLINES
& **21** SERVICE AREAS

Who will not receive there
Phase Two Packets until they
have been reviewed by the
COG team

IMPORTANT REMINDER

- All SLOs and SUOs not assessed in the last five-year cycle **must be assessed before the end of the academic year.**
- Both phases of Review, Reflect, Reset **must be complete before the end of the academic year.**
- Deadline is **May 18, 2017** to complete the entire cycle (**BOTH PARTS**).

