

A black and white photograph of a woman with a shocked expression, her mouth wide open and hands raised. She is positioned in the center of the frame. The background is a hypnotic pattern of concentric red and white circles. The text is overlaid on the image.

PHASE TWO:  
**THE FORMS, CANVAS,  
& COMMON  
ASSESSMENTS**

DEMYSTIFYING  
PHASE TWO  
&  
ASSESSMENT  
CYCLES



# NEW FIVE-YEAR CYCLE

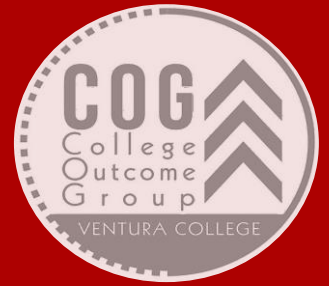
## SERVICE AREAS

- 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

# THE PACKETS



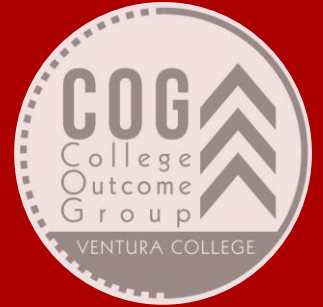


## PHASE TWO

# 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, all service area providers within the area use the same assessment method(s) to evaluate a SUO. Also, service areas will be reassessed each year.

## SUOs

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

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

## EXPLANATION: PHASE TWO SUO FORM

The purpose of this form is so that service 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

**COG**  
College of  
Business

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 located below. As a unit, 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.

SUOs	COMMON ASSESSMENT METHOD
	Please list all assessment type(s) from the list below for each SUO. <ul style="list-style-type: none"><li>• Exam/Quiz – In Course</li><li>• Exam/Quiz – Standardized</li><li>• Focus Group</li><li>• Non-Standardized Among Instructors</li><li>• Performance</li><li>• Portfolio Review</li></ul>

- 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 (Second Column).
  - 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 THREE: IDENTIFY ASSESSMENT SEMESTERS

- Providers will identify the semester and year each SUO will initially be assessed (first column).
- Providers will identify the semester and year the SUO will be reassessed (second column).
- ALL SUOs must be assessed a **minimum of twice** within the five-year cycle.

**NOTE:** Some areas are required to assess more frequently. An additional column appears to the right for this purpose.

**S U O C Y C L E**

please indicate the semester and year you will initially assess and the semester and year you will reassess more than twice in a five-year cycle and should follow the following cycle for all institutions.

Ventura College:

● 2018/Spring 2019/Summer 2019  
● 2019/Spring 2020/Summer 2020  
● Fall 2020/Spring 2021/Summer 2021  
● Fall 2021/Spring 2022/Summer 2022  
● Fall 2022/Spring 2023/Summer 2023

ASSESSMENT SEMESTER	REASSESSMENT SEMESTER (closing the loop)	

# 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)

COURSE ISLOs	COMMON ASSESSMENT TYPE	COMMON ASSESSMENT TOOL
ISLO-1	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"><li>• Exam/Quiz – In Course</li><li>• Exam/Quiz – Standardized</li><li>• Focus Group</li><li>• Non-Standardized Among</li><li>• Performance</li><li>• Portfolio Review</li><li>• Practicum</li><li>• Presentation</li><li>• Project</li><li>• Supervised Evaluation</li><li>• Survey</li><li>• Writing Assignment</li></ul>	Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.
ISLO-2		
ISLO-3		
ISLO-4		
ISLO-5		

# S U O F O R M

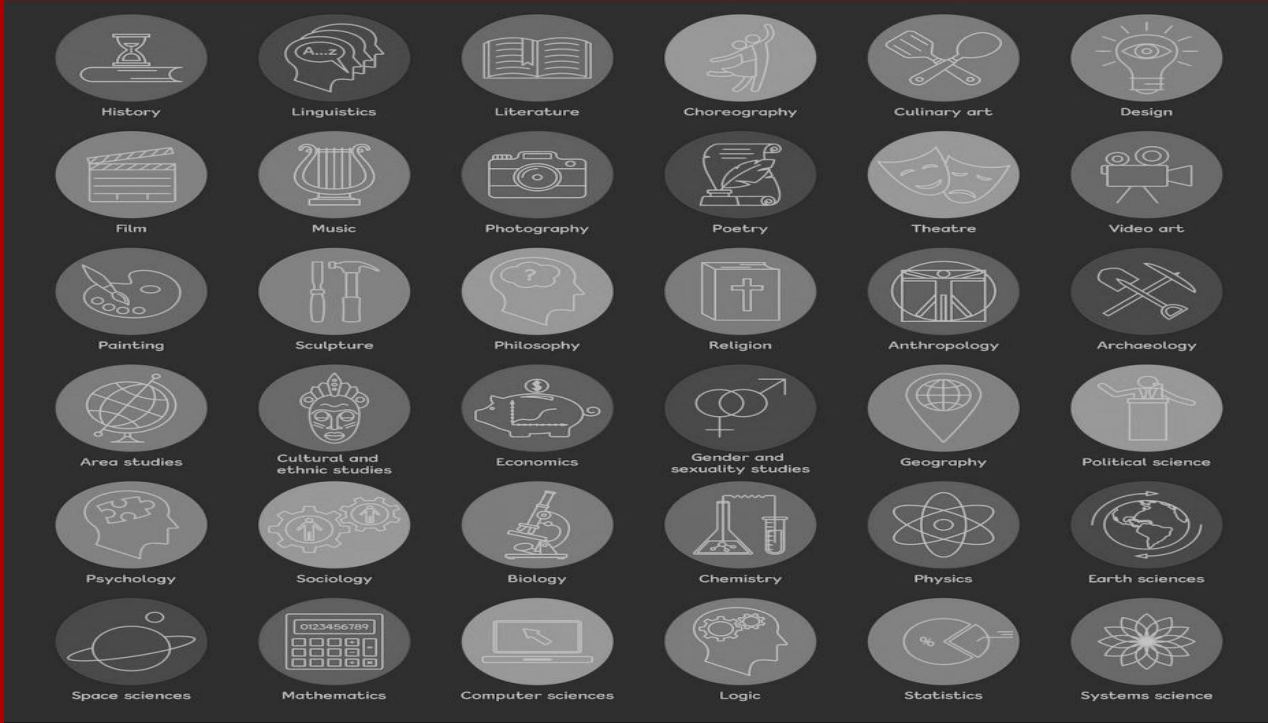
## STEP FIVE: IDENTIFY ASSESSMENT METHOD & TOOL FOR ISLOs (if applicable)

### ISLOs

After you completed Phase One of the Review, Reflect, Reset Cycle, and the providers choose your area, the ISLO(s) are indicated below. As a service area, providers will determine the tool for the ISLO(s) you chose to assess. Please select the assessment type and tool 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"><li>• Exam/Quiz – In Course</li><li>• Exam/Quiz – Standardized</li><li>• Focus Group</li><li>• Non-Standardized Among Instructors</li><li>• Performance</li><li>• Portfolio Review</li><li>• Practicum</li><li>• Presentation</li><li>• Project</li><li>• Supervisory Evaluation</li><li>• Survey</li><li>• Writing Assessment</li></ul>	COMMON ASSESSMENT TOOL Please list service provider outcome.

- 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 that 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 listed below. As a discipline/department, faculty will determine the assessment method and specific tool for each CSLO. Faculty will 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"> <li>• Exam/Quiz – In Course</li> <li>• Exam/Quiz – Standardized</li> <li>• Focus Group</li> <li>• Non-Standardized Among Instructors</li> <li>• Performance</li> <li>• Portfolio Review</li> <li>• Practicum</li> <li>• Presentation</li> <li>• Project</li> <li>• Supervisor Evaluation</li> <li>• Survey</li> </ul>	<p>Please list the specific assignment/activity faculty will use to assess each 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
>1	
>2	
>3	
>4	
>5	
>6	
>7	

### 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.

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

- 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.*

**CSLC**

**INSTRUCTIONS:** As a faculty, please indicate the semester and year (closing the loop). Some disciplines, specifically disciplines in CTE programs in CTE should follow the guidelines set forth by the college to assess more according to the importance of the course.

For 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)




**IS**

**INSTRUCTIONS:** If you completed Phase One of the Review

# 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"><li>• Exam/Quiz – In Course</li><li>• Exam/Quiz – Standardized</li><li>• Focus Group</li><li>• Non-Standardized Among</li><li>• Performance</li><li>• Portfolio Review</li><li>• Practicum</li><li>• Presentation</li><li>• Project</li><li>• Supervised Evaluation</li><li>• Survey</li><li>• Writing Assignment</li></ul> 	<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><b>COMMON ASSESSMENT TYPE</b></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"> <li>• Exam/Quiz – In Course</li> <li>• Exam/Quiz – Standardized</li> <li>• Focus Group</li> <li>• Non-Standardized Among Instructors</li> <li>• Performance</li> <li>• Portfolio Review</li> <li>• Practicum</li> <li>• Presentation</li> <li>• Project</li> <li>• Supervisor Evaluation</li> <li>• Survey</li> <li>• Writing Assignment</li> </ul>	<p><b>COMMON ASSESSMENT TOOL</b></p> <p>Please list the specific assignment or activity faculty will use to assess the CSLO in each section of the course.</p>
CSLO-1		

## 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"><li>Exam/Quiz – In Course</li><li>Exam/Quiz – Standardized</li><li>Focus Group</li><li>Non-Standard Instructors</li><li>Performance</li><li>Portfolio Review</li><li>Practicum</li><li>Presentation</li><li>Project</li><li>Supervisor Evaluation</li><li>Survey</li><li>Writing Assignment</li></ul>	COMMON ASSESSMENT TOOL Please list the specific activity for each CSLO. Each section of the course will use the same activity.

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

CANVAS

- 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 and service areas will be asked 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
  - 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

# COMMON ASSESSMENTS

DEFINED

# PURPOSE OF ASSESSMENT

“The true purpose of assessment must be, first and foremost, to inform instructional decision making. Otherwise, assessment results are not being used to their maximum potential....”

--*Common Formative Assessment*, Ainsworth and Viegut, 2006, pp. 21-2



# WHAT ARE COMMON ASSESSMENTS?

A common assessment is any means of measuring student performance that meets these criteria for:

- “The items or tasks measure a set of skills that were taught or will be taught (*if you use a common pre-assessment*).”
- “Has at a majority of the items which are exactly the “same” so performance on these items can be compared between teachers.”
  - Additional items may be added to individualize the assessment, BUT a score must be derived for the SAME items for each student by ALL teachers.
  - Keeping it the items simple makes it easier to maintain academic freedom amongst instructors
- “Common assessment developed collaboratively provides each instructor of a course the understanding of what the expected learning outcomes means for their students and the nature of the curriculum”

# WHY COMMON ASSESSMENTS?

- Common assessments created by more than one instructor/individual are **more efficient**.
  - It makes sense that instructors teaching the same course that are responsible for students attaining the same skill collaborate on the best way to assess said skills
  - Allows for more input
  - Allows you to divide responsibilities amongst a group of teachers
  - “Teachers working in isolation replicate and duplicate effort. They work hard, but they do not work smart.”

# WHY COMMON ASSESSMENTS?

- Common assessments created by more than one instructor/individual are **more equitable**.
  - *“Increases the likelihood that students will have access to the same curriculum”*
  - *“Increases the likelihood that students acquire the same essential knowledge and skills”*
  - *“Increases the likelihood that students have their work judged according to the same criteria.”*

# WHY COMMON ASSESSMENTS?

- Common assessments created by more than one instructor are **more effective in monitoring and improving** student learning.
  - Researchers shows working in cohorts provides more insight and perspectives to creative improvements
- Common assessment creates the opportunity to improve at higher levels across disciplines and/or service area rather than being isolated to an individual

- TOO LONG
- Unnecessarily complicated
- Difficult to analyze
  
- **REMEMBER:** Purpose is to determine if the student has acquired the skill and sometimes at what level

THINGS  
TO  
AVOID

# ASSESSMENT TYPES

EXPLAINED

# ASSESSMENT TYPES - MOST USED

- Exam/Quiz – In Course
- Focus Group
- Performance
- Portfolio Review
- Presentation
- Project
- Survey
- Writing Assignment

# ASSESSMENT TYPES - ALTERNATIVE

- Practicum: “Supervised practical application of previously studied theory”(Performing and Visual Arts, Athletics, CT, etc.)
- Supervisor Evaluation: (Internships/Clinics/Student Service Areas)
- Exam/Quiz Standardized: Something standardized by a department, state, or accrediting entity (CT courses, etc.)
- Non-Standardized Among Instructors: Something that does not fit into any other category (open to faculty interpretation)



## ■ Examples of Assessment Types

[http://www.venturacollege.edu/sites/default/files/imported/assets/pdf/president\\_office/types\\_of\\_measurements.pdf](http://www.venturacollege.edu/sites/default/files/imported/assets/pdf/president_office/types_of_measurements.pdf)

FACULTY  
RESOURCES  
ON VENTURA  
COLLEGE  
WEBSITE

LINK:

<http://www.venturacollege.edu/college-information/student-learning-outcomes/faculty-resources>

# OTHER SOURCES

- [www.dictionary.com](http://www.dictionary.com)
- <http://www.justaskpublications.com/just-ask-resource-center/e-newsletters/just-for-the-asking/common-assessments-uncommon-results/>
- [http://standardstoolkit.k12.hi.us/wp-content/uploads/2013/04/commonformativeassessments\\_pdmaterials\\_183.pdf](http://standardstoolkit.k12.hi.us/wp-content/uploads/2013/04/commonformativeassessments_pdmaterials_183.pdf)