

Core Course Assessment Guidance

Academic Year '16-17

Teaching and Learning Assessment Committee

Tracy J. Terry, Chair

- **One report should be submitted to the Teaching and Learning Assessment Committee (TLAC) for each core course offered during Summer '16, Fall '16, and Spring '17 semesters at UNM-Valencia.**
 - See the Core Course List where core courses are listed by Academic Area.
 - For courses that have **multiple sections** taught during the '16-'17 academic year, all sections of each core course offered at UNM-Valencia should submit data to the author of the report covering the same Student Learning Objective(s).
 - For courses with only one instructor on record, that instructor should author the report.
 - For courses with more than one instructor on record, the Division Chairs or Subject Coordinators should identify who will author the report.
 - Sections of **dual credit** and online courses should submit data for analysis. If multiple sections are offered, only one report for the course should be written. Data for dual credit and online sections may be analyzed separately in the report or combined with data from other sections as desired by the instructors and/or report authors.
- **All Student Learning Objectives (SLOs) for a course should be analyzed on a 1-3 year rotation for each course.**
 - Student Learning Objectives for each core course may be found on the Teaching and Learning Assessment website where they are posted by Academic Area.
 - If multiple sections for a course are being assessed, all sections should assess the same SLO(s). It is *recommended* that data be collected on a shared assignment or a shared set of questions on an exam, but that is not *required* for the report.
 - Most courses will need to assess more than one SLO per year in order to complete the cycle of assessment in 3 years.
- **Final versions of Core Course Assessment Reports are due by May 19th to the Teaching and Learning Assessment Committee. Reports may be submitted earlier in the semester.**
 - Graded rubrics and comments on the report are due to The TLAC Chair by June 1st.
 - Multiple summary reports by the TLAC Chair and UNM-V Representative to the Provosts Committee on Assessment are due throughout the summer beginning June 15th.
- **The report should follow the format in the Core Course Assessment Report Template.**
 - The report should only contain the information requested in the report template.
 - If you have questions on how to use the report template, contact the TLAC Chair.
- **All supporting information should be combined into one appendix file. Supporting information includes the following:**
 - Documentation of improvements/revisions made in the course's curriculum (changes to syllabus, new activities, etc.) as a result of last year's assessment
 - Blank copy of the assessment instrument(s)
 - Aggregated assessment data/results
 - Documentation of improvements/revisions to be made in the course's curriculum (changes to syllabus, new activities, etc.) as a result of this assessment