

Instructions for Completing the Core Learning Outcomes Report

Office of Institutional Effectiveness and Student Success

August 2019

Annual Planning and Evaluation Report: 2018-19
[Instructional Program/Discipline]

1

Add your program/discipline name.

NOVA Mission Statement: With commitment to the values of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class in-person and online post-secondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

Program Purpose Statement: Insert Program Purpose Statement here

2

Program/Discipline Purpose Statement for the report year.

Student Learning Outcome 1: Insert SLO 1 here

Assessment Methods

Course Name/Number:

Direct Measure Used:

Provide Rubric Criteria or Question Concepts: (attach Rubric):

Other Method (if used):

Sample: (Specify N/A where not offered)

Campus/Modality	# of Total Sections Offered	# Sections Assessed	# Students Assessed
AL			
AN			
MA			
ME			
LO			
WO			
Online			
DE*			
Total			

*Off-site Dual-enrollment

Assessment Results

Semester/year data collected:

Target:¹

Results:²

Overall Average/Mean Score by In-Class, Online, Dual Enrollment: (Specify N/A where not offered):

Results by Modality	Current Results [Semester/Year]	Previous Results [Semester/Year]
In-class		
Online		
DE*		
Total Average		

*Off-site Dual-Enrollment

Results by SLO Criteria:³ (Check type of score)

Average/Mean Score per criteria or
 Percent of Students > [target] per criteria

Results by SLO Criteria/Question Concepts	Current Results [Semester/Year]	Previous Results [Semester/Year]
1.		
2.		
3.		
4.		
5.		

Use of Results

1. Changes put in place since previous SLO assessment to improve student learning:
2. Impact of changes on current results:
3. According to current results, areas needing improvement:
4. Based on the results, current actions to improve SLO:
5. Next assessment of this SLO:

3

Insert your SLO here. Follow this process for each SLO and CLO.

4

Add Course name/number and the semester/year data was collected.

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COLUMN ONE: PROVIDE INFORMATION ABOUT HOW YOU MEASURED THE SLO AND THE SAMPLE USED TO GATHER DATA

**Annual Planning and Evaluation Report: 2018-19
[Instructional Program/Discipline]**

1

Provide information on the direct measure/assessment (e.g. exam, essay, skill assessment, etc.).

2

List the topics that were assessed, and attach both the assessment and any rubrics used.

3

If you used a second method to examine the SLO, please include that information here. If not, put N/A.

4

In this table, include all sections offered at each campus, including Dual Enrollment (DE) and online classes. Then, indicate which campuses and students were assessed - **if you are not assessing all sections and students, contact the Office of Academic Assessment before collecting data to obtain a sample.** The goal is to assess all of the students in small classes and at least 1/3 of the students enrolled in courses with many sections.

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Student Learning Outcome 1: Insert SLO 1 here

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COLUMN TWO: PROVIDE YOUR RESULTS AND DATA ANALYSIS

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1

Indicate target here: e.g. “Students will score above 70% on the exam” (average score) or “75% of students will earn over 70%” (percentage of students achieving the target).

2

Results: Indicate the average score (the mean of all students in the population) for each learning modality.

3

If there are no previous assessment results, write “N/A” in this column.

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COLUMN TWO (CONT'D)

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4

Check the appropriate box indicating how you are reporting the results: average/mean score or percentage of students achieving the target.

5

Report the scores for each criteria/component of the SLO here, either by average/mean score or by the percent of students achieving the target.

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COLUMN TWO (CONT'D)

6

Indicate whether the target was met.

7

Did these current results improve over the previous results? If you do not have previous results, use "N/A".

8

Elaborate on the difference between previous results and current results.

9

Indicate the strengths and weaknesses of the current results (i.e., areas where students met the target and areas still needing improvement).

*Off-site Dual-enrollment				Results by SLO Criteria/ Question Concepts		Current Results [Semester/ Year]	Previous Results [Semester/ Year]	
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2.								
3.								
4.								
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6.								
7.								
8.								
Total								
				Target Met? [] Yes [] No [] Partially				
				Current Results improved vs. Previous Results? [] Yes [] No [] Partially [] N/A				
				Narrative comparison of current results by criterion/concept to previous year's results:				
				Strengths:				
				Weaknesses:				
Student Learning Outcome 3: Insert SLO 3 here				Assessment Results				Use of Results
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COLUMN THREE: DISCUSS THE RESULTS AND PLAN FOR THE FUTURE.

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Be specific about actions taken as a result of the assessment:

- “We re-wrote questions on the exam.” ← Not specific
- “The curriculum committee rewrote questions related to XX [based on your results]. We will use the new questions for our next assessment of this SLO in Spring 2020.” ← Specific

Discuss changes made between the last assessment of the SLO and the current assessment (e.g. “In 2015, we discovered students did not connect public speaking to success at work and in life. So faculty teaching CST xx Discipline were asked by the chair in Fall 2016 to share real life venues in class where students would use public speaking/oral communication”). If you haven’t assessed this SLO previously, write “N/A”.

Indicate how changes mentioned in number 1 influenced the current assessment results (e.g., improvement in test/project grades between previous year and current year).

1

2

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MA				DE*			
ME				Total Average			
LO				*Off-site Dual-Enrollment			
WO				Results by SLO Criteria: ³ (Check type of score)			
Online				[] Average/Mean Score per criteria or			
DE*				[] Percent of Students > [target] per criteria			
Total				Results by SLO Criteria/Question Concepts	Current Results [Semester/Year]	Previous Results [Semester/Year]	
*Off-site Dual-enrollment				1.			
				2.			
				3.			
				4.			
				5.			

Indicate how these new results point to areas needing improvement (e.g., Are some modalities scoring better than others? What does the data say about student learning? Areas needing improvement – teaching, testing, curriculum, updating, equipment, etc.?). Mention elements working well.

3

What is the plan to make learning the content/skills of this SLO more effective? Answer the who, what, when, where, and how questions with regard to your new plan. (FYI: “We are going to meet and talk about it” is NOT a plan. It is a plan to make a plan. Please have the meeting and make some decisions before writing this report so that you can include the actions here.)

4

When will the SLO be assessed next?

5

¹ Indicate the score you expect students to achieve, either as: an average/mean (student average on each SLO/CLO and sub-scores will be at or above 70%); or as a two criteria target, (80% of students will earn 70 or better on each SLO/CLO and sub-score).

² Indicate the average/mean students achieved by modality.

³ Indicate the score you expect students to achieve, either as: an average/mean (student average on each SLO/CLO and sub-scores will be at or above 70%); or as a two criteria target, (80% of students will earn 70 or better on each SLO/CLO and sub-score).

Reporting on the Assessment of Your CLOs

It is the same process as reporting on your SLOs, except for the items indicated in the following slides.

The columns are the same as the SLO reporting

Here, indicate the CLO you are assessing.

Provide the operational definition of the CLO (e.g. If you are assessing Scientific Literacy, an operational definition could be: "Assessing the student's ability to apply scientific ideas and thoughts into everyday life").

NOTE: If you used an SLO to assess the CLO, please write the SLO here.

Core Learning Outcome: Civic Engagement Written Communication

Operationalize your CLO here:⁴

Assessment Methods				Assessment Results			Use of Results																																																						
Course Name/Number: Direct Measure Used: Provide Rubric Criteria or Question Concepts: (attach Rubric): Other Method (if used): Sample: (Specify N/A where not offered)				Semester/year data collected: Target: Results: Overall Average/Mean Score by In-Class, Online, Dual Enrollment: (Specify N/A where not offered):				1. Changes put in place since previous CLO assessment to improve student learning: 2. Impact of changes on current results: 3. According to current results, areas needing improvement: 4. Based on the results, current actions to improve CLO: 5. Next assessment of this CLO:																																																					
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⁴ If you are using an SLO as a CLO, please write the complete SLO here. If not, please explain how your data relates to the CLO that you assessed.