

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE <small>ARIZONA WESTERN COLLEGE</small>		PROCEDURE 615.2	
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		Last Revision Date:	09-06-2018
Effective Date:		09-06-2018	
Section:	Instruction	Subject:	Assessment

PURPOSE

To provide documentation regarding the College procedure for conducting assessment of academic courses, certificates, programs, and all other institutional departments and processes.

PROCEDURE

1. Assessment of academic courses, certificates, and programs

1.1 Departmental courses, certificates, and programs

- 1.1.1 Full-time faculty conduct and document assessment of student learning
- 1.1.2 Annual assessment plans are entered and completed in the institution's assessment application
- 1.1.3 Assessment data is used to improve teaching and learning
- 1.1.4 Completed assessment plans are included in the annual assessment report by the Director of Assessment, Program Review, Curriculum and Articulation

1.2 General Education curriculum

- 1.2.1 Faculty committee oversees the General Education assessment process
 - 1.2.1.1 Committee selects focus to be assessed each year
 - 1.2.1.2 Committee requests random 20% sample of student identifications from the Institutional Effectiveness, Research, and Grants office to collect artifacts for assessment from relevant courses
 - 1.2.1.3 Committee establishes scoring rubric and assesses artifacts
- 1.2.2 Assessment results are provided to all faculty to improve teaching and learning
- 1.2.3 Assessment results are included in the annual assessment report by the Director of Assessment, Program Review, Curriculum and Articulation

1.3 Writing Intensive curriculum

- 1.3.1 Faculty committee oversees the assessment process
 - 1.3.1.1 Committee requests random 20% sample of student identifications from the Institutional Effectiveness, Research, and Grants office to collect artifacts for assessment from relevant Writing Intensive courses
 - 1.3.1.2 Committee establishes scoring rubric and assesses artifacts

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1.3.2 Assessment results are provided to all faculty to improve teaching and learning

Assessment results are included in the annual assessment report by the Director of Assessment, Program Review, Curriculum and Articulation

2. Assessment of Prior Learning (PLA) (challenging courses, certifications, portfolio development)
 - 2.1.1 Faculty from the appropriate discipline conduct assessment of prior learning
 - 2.1.2 After faculty approval, faculty submit Prior Learning Assessment evaluation form to appropriate Division Chair/Dean for final approval
 - 2.1.3 Administrator submits Prior Learning Assessment evaluation form with approval to the Transfer Services Office for posting to student transcript
3. Assessment of Co-Curricular Learning
 - 3.1.1 Faculty and or administrators conduct and document assessment of co-curricular learning
 - 3.1.2 Annual assessment plans are entered and completed in the institution's assessment application
 - 3.1.3 Assessment data is used to improve services and processes
 - 3.1.4 Completed assessment plans are included in the annual assessment report by the Director of Assessment, Program Review, Curriculum and Articulation
4. Assessment of Institutional Departments
 - 4.1.1 Staff and or administrators assess departmental processes, services, and or goals
 - 4.1.2 Annual assessment plans are entered and completed in the institution's assessment application
 - 4.1.3 Assessment data is used to improve services and processes
 - 4.1.4 Completed assessment plans are included in the annual assessment report by the Director of Assessment, Program Review, Curriculum and Articulation