

Assessment Duties and Schedule

December, 2008

1. Course Coordinator Duties (if you are not also the instructor, you must work with the course instructor or instructors):
 - a. Insert the Program Outcomes determined for your course into the Course Syllabus;
 - b. Using the Performance Criteria determine how each Program Outcome will be addressed in this course. Describe these activities in the Course Syllabus;
 - c. Assign points to each performance criterion based course activity you decided upon in (b). Put these in the grading scheme in the Course Syllabus;
 - d. Gather the results of the activities as they are completed from each student or from a random sample of ten students;
 - e. Using the Rubrics, do the assessments when required according to the Assessment Schedule;
 - f. Based on assessment results, document your decisions to change or leave unchanged the activities of this course. Submit this document to the designated Department Secretary.

2. Immediate Schedule:
 - a. Look over the Program Outcomes assigned to your course. If they do not seem reasonable, suggest changes through email to Ken Magel by December 15, 2008;
 - b. Make the syllabus modifications described in 1(a), (b) and (c) and submit the updated syllabus to the designated Department Secretary by January 11, 2009;
 - c. Do 1(d) every time the course is offered in all sections. Submit the materials to the designated Department Secretary;
 - d. Do 1(e) and (f) during the semesters given in the Assessment Schedule and submit the results to the designated Department Secretary by the end of the semester.