

Process for Collection, Reporting and Dissemination of Academic Assessment General Education Reports 2022 - 2023

Submission of data:

Faculty are required to submit General Education outcomes scores in Canvas prior to the end of the semester.

Exporting data:

The Director of Distance & Global Learning office exports the data following the end of the semester. The spreadsheets are placed in 'Files' in the course (entitled: WITCC-Outcomes in Canvas) dedicated as a repository.

Analyzing Data:

The Data and Assessment Analyst in the Institutional Research Office retrieves the data and analyzes it and returns the analysis to the chairperson of the General Education subcommittee of the Academic Assessment Committee and the Assessment Coordinator.

Reporting Data:

The Chairperson of the General Education subcommittee creates the report for that semester consistent with reports of prior semesters.

Included in the report:

- a. General information concerning the report.
 - a. A review of the results including progress that WITCC has made in faculty participation, events that may have influenced the results, and any other pertinent information should be noted for a clear explanation of the results for that semester.
 - b. A list of the courses for each outcome that submitted data for that semester and the previous semester.
- b. Statistical representation of the results which may include:
 - i. A table with the raw data and percentages for each scoring category for each outcome.
 - ii. A stacked bar graph for the outcome by term—for trend data purposes 5 years data is included for each outcome.
 - iii. A line graph showing trend data for 5 years to compare the number of students that mastered (scoring 3 & 4) the outcome for each term.
 - iv. A bar graph showing trend data for students over a 5-year period that did not complete the assessment—level 0 for each outcome.
 - v. A table with percentages for each of the scoring categories for the 5-year period by semester along with a 'Met' or 'Did not meet' the

designated target for each outcome as well as the number of students for whom data was submitted compared to the total number of students that could have reported data.

- c. Review of Data Results and an Analysis:
 1. Results—a review of the results, the targets that have been set, etc. for each outcome.
 2. Insights—conclusions that are drawn based on the results, events during the semester, identifying problem areas and probable corrective measures for each goal.
 3. Action items—possible changes or additions to:
 - a. Assessment instruments
 - b. Timing of assessment
 - c. Courses that are required to assess
- d. Appendix:
 - a. Link to the Academic Assessment Guidebook and its location.
 - b. The list of courses that are required to submit General Education data.
 - c. Link to WITCC College Catalog General Education information.
 - i. General Education Philosophy and its web location
 - ii. Degree requirements and their web location for
 1. Associate of General Studies degree
 2. Associate of Applied Science degree
 3. Associate of Arts degree
 4. Associate of Science degree
 - d. Committee membership

Dissemination of Report:

1. The completed report is reviewed by the General Education subcommittee, Academic Assessment committee, Departments and their faculty, Academic Council and Executive Council.
2. The completed report is provided to the faculty of the programs that are completing their 5-year program review.
 - a. The assessment coordinator obtains a list of the programs undergoing review.
 - b. The General Education Report is given to the program director for those programs undergoing review.
 - c. General education subcommittee members/faculty meet with the program director of each program undergoing with review to obtain feedback on student performance in Gen Ed courses.
 - d. Feedback from program/gen ed meetings is directed to the appropriate faculty/director/dean?