CENTRAL OREGON COMMUNITY COLLEGE

CTE/GEG Program Assessment Project Report-PLAN

Directions: Complete each section of the form according to the following schedule; submit to the Director of Curriculum and Assessment (copy department chair).

PLAN: Due November 1 of AY 1
ANALYZE: Due November 1 of AY 2
CLOSING THE LOOP: Due June 15 of AY 2

Identify CTE Program OR General Education Group	☐ CTE (Identify program:) ☐ GEG *Please use drop down list (Click here for drop-down list.) List GE course(s) to be assessed: ☐ ABS (Identify program:)		
Project Timeline	**PLAN year** (Click here for drop-down list.)		
Identify terms, CRNs, and instructors for which student evidence <u>will be</u> collected	Term(s)	CRNs	Instructor(s) of each CRN
	☐ Fall ☐ Winter ☐ Spring ☐ Summer ☐ Post completion (e.g., licensing exam results)		
Submitted by	Contact Person:		
Date Submitted			

Identify Student Learning Outcome(s) to assess
Does this project assess: ☐ One outcome ☐ More than one outcome but not all ☐ All outcomes for the program or GE group
List Specific Outcome(s) being assessed: (For GEG assessment, you may cut and paste the outcome language directly from the COCC General Education Outcomes Website; this link to the intranet takes time to load.)
Project Summary
Briefly describe your project for a reader outside your discipline. (Link to example)

Measurement: Evidence, Collection, and Evaluation
What type of student work will provide evidence of achievement of the outcome? (Link to more information and examples of these options.) ☐ Shared embedded assignment, evaluated with a common tool (rubric, checklist, etc.) ☐ Varying embedded assignments, evaluated with a common tool ☐ Course exam question(s) mapped to the outcome(s) ☐ National or industry-produced exam ☐ Licenses and certifications ☐ Portfolio, evaluated with a common tool ☐ Summative or capstone project, evaluated with a common tool ☐ Other, such as survey, interview, (describe):
How will you incorporate this into the course or program so that students are motivated to submit meaningful results? (i.e. graded work? optional work?)
How will you score or measure student performance (i.e. your measurement tool)? ☐ Analysis of licensing/certification exam results (pass rate, domain scores) ☐ Rubric or scoring guide ☐ Checklist ☐ Exam question analysis ☐ Other (describe): *Please attach a copy or explain your plan for developing the tool, excluding licensing and certification exams.*
Briefly describe how this tool will collect evidence in order to measure how students achieve the outcome(s). (Link to example)

Student Sample Size/Scope/Population (*Link to help with sample size*)

Who will be included in your project?

☐ 1. The complete population of students in your target course(s).

OR

☐ 2. A sample of students who will represent the population.

(For assistance determining your sample size, see a sample size calculator such as this one; we recommend using at least 90% confidence and no more than 10% margin of error.)

a. *What is the estimated number of students in the complete population?* _____
b. *What is the estimated number of students in your sample?* _____
c. *Describe how you will select the sample:*

**Please ensure that you submit your data without any student or instructor identifying information*

(Optional) Identify a benchmark

A benchmark is the target or desired level of achievement for students to have met the achievement.

Plan for Analyzing the Collected Data

Describe your plan for analyzing the data you collect (ex: how will you tabulate measurements? how will you evaluate and analyze results? what is the process for an inclusive group to come together to analyze the results and discuss improvement? what is your timeline for analysis?) (Link to example)