Part III. The Academic Assessment Process at Triton College

Planning:

Each program will be responsible for creating a minimum of one assessment plan at the beginning of the Fall semester. This could be a classroom, course, or program assessment. We recommend that faculty from a specific program meet with each other to determine the learning outcome(s) to be assessed for the upcoming academic year. Faculty may choose to assess a learning outcome for the entire program, or they may choose to assess a learning outcome for a specific course within the program. Once the learning outcome has been identified, an assessment plan should be completed. To complete an assessment plan online using Survey Monkey, look under assessment forms, and click on assessment plan form. The plan should specify the learning outcome(s) to be assessed, the course/program being assessed, the general education outcome being assessed, when the assessment will occur, how the assessment will occur (activity), and the means of collecting data. All assessment plans should be completed and submitted by November 15 of each year. To access your completed assessment plans, look under archives, and select assessment plans from the specific year.

Reporting:

Once the plan has been developed, it is time to administer the assessment activity. After gathering the data, the results should be compiled and entered into an assessment report. The report should include a summary of the assessment activity and data collected as well as a conclusion drawn from the data analysis. Also included is a plan of action, which specifies what will be done based on the results from the assessment. To complete an assessment report online using Survey Monkey, look under assessment forms, and click on assessment report form. All assessment reports should be completed and submitted between May 15 and September 15. Reports not received by September 15 will be marked as incomplete. To access your completed assessment reports, look under archives, and select assessment reports from the specific year.

Implementing:

This portion of the process is critical to the completion of the assessment cycle in order to demonstrate how the information gathered during the assessment process has been implemented. The Assessment Implementation Report should include a detailed description of efforts used to improve student learning based on the previous year’s assessment report. Some suggestions include, but are not limited to, changes in course content, teaching methodologies, textbooks, course delivery methods (hybrid, online, traditional), particular assessment methods, classroom instructional materials (Smart Boards, clickers, labs, etc.), or prerequisites. To complete an assessment implementation report online using Survey Monkey, look under assessment forms, and click on assessment implementation report. All Assessment Implementation Reports should be completed and submitted by November 15 of each year. To access your completed
assessment implementation reports, look under **archives**, and select assessment implementation reports from the specific year.