

1-Instructions

Department Chairs,

Here are instructions for submitting documents for direct assessment of the core curriculum.

1. Please identify 1-3 course sections from your department that are typically used by students to fulfill one or more core requirements. For the purposes of this assessment, choose courses that included an essay or paper assignment that focused on the core learning goals. These courses could be from the Fall 2014 or Spring 2015 semesters, provided the assignments are still available.
2. Please give the attached checklist sheet to the instructors of those courses. They should check the appropriate boxes and collect the assignments. Preferably the assignments will be electronic, but paper can be used if needed.
3. Ask the instructors to do the following: Submit a complete "2-Checklist" sheet, the assignment instructions, and all completed student papers for the assignment.

There are two options for submission.

- 1) For electronic papers: Put a copy of each student's essay onto the Core Curriculum Assessment share file. Open the folder located at S:\Share\Assessment Resources\Core Curriculum Assessment. Make a new folder with the course number and title of your course. Note that people with different sections for this course can use the same folder. Ask your administrative assistant for help if needed. Copy the "2-Checklist" sheet, instructions for the assignment, and all completed student papers into this new folder.
 - 2) For paper copies: Send the "2-Checklist" sheet, instructions for the assignment, and all paper copies of assignments through interoffice mail to Academic Affairs.
4. Please feel free to share this instruction sheet with the instructors, if that's helpful.
 5. If you're having trouble identifying 1-3 courses, or have questions about whether the courses you have in mind are appropriate, please ask someone from the Outcomes Assessment Committee.

Outcomes Assessment Committee:

Talia Argondezzi, Chair, Director of the Center for Writing and Speaking

Juan-Ramon de Arana, Associate Professor, Modern Languages

Andrew Economopoulos, Professor, Business and Economics

Kathryn Goddard, Associate Professor, Biology

Thomas Mack, Staff Therapist, Wellness Center

Jay Miller, Associate Dean of the College and Professor, Media & Communications Studies

Carla Rinde, Director, Career & Professional Development

Jordan Hodess, Student

James Hartop, Student

Hunter Cole, Student

Assessment Contacts

Rebecca Kohn, Associate Dean of the College and Professor, Biology

Annemarie Bartlett, Director, Institutional Research and Effectiveness