

#1. Undergraduate Program Assessment Plan: Student Outcomes – Gen Ed

Department: First-Year Advising

Date:10/30/17

General Education Committee has selected the following area for the 2017-2018 assessment cycle:

COMMUNICATION: to demonstrate effective communication skills for personal, academic and professional purposes.

General Education Committee: Background: What factors caused the committee to choose this particular assessment outcome? If this outcome was selected because of a perceived problem, please explain.

The committee selected this outcome based upon two criteria: 1) effective communication skills in a broad range of forms (including but not limited to written, oral, visual and technological media) is a key goal of our general education curriculum; 2) Difficulties specifically with written communication has become a concern of faculty across disciplines.

Department: *What student outcome will the department assess that addresses: “The student will be able to demonstrate effective communication skills for personal, academic and professional purposes? The student outcome assessed will be the ability for a student to communicate prior to a meeting that they will miss a scheduled meeting.*

Department: *What specific question(s) are you attempting to answer through assessing this student outcome? What are you trying to find out? There may be more than one question, but no more than three.*
Are students following through and taking responsibility to communicate courteously with first-year advisor that they will not make a meeting or are they a “no show” to advising meeting?

Methodology:

1. **OBJECT*** - *What data (i.e. artifact, exam score, detailed description of assignment) will be collected?*
Advisors will collect how many appointments are “no shows” without communication.
 - a. *How does this data address the assessment question?* Students will be assessed on their ability to communicate ahead of time with their advisor that they will be unable to make the appointment that they scheduled.
 - i. *Include/attach a description/example of assessment tool to be used.*
2. *How will data be collected?* Through our Square scheduling application and data recorded in Excel spreadsheet.

Analysis of Artifacts: PERFORMANCE CRITERIA* -

Discuss :

- 1) How the artifacts will be analyzed (attach rubrics/scoring tools if used): We will compare data with that of the 2016-2017 assessment plan and compare percentages between each advisor and their load of advisees.
- 2) How you will know if it is good (i.e. score required by % of students): Last spring semester was our first semester with the scheduling application so are hope is to have a lower percentage of students being a “no show” for their advising appointments.

Submitted by: Corrie Johnson Date: 10/30/17 Reviewed by the Assessment Committee (Date): 10/20/17

Department Chair notified approved or additional action needed: na

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