Office of Assessment to obtain list of all General Education courses (day and evening) being taught in the Spring semester 

Office of Assessment to randomly select day and evening courses and send an email asking for faculty members to volunteer the submission of student artifacts for assessment 

Faculty members indicate willingness to volunteer the submission of artifacts for assessment to the Office of Assessment 

Faculty members who have volunteered to submit artifacts should include the “Assessment Statement” on their course syllabus 

Office of Assessment to email reminders to volunteer faculty members of General Education assessment process 

Artifacts and supplemental materials (i.e., original assignment, rubrics, guidelines provided to students by the faculty member) from randomly selected students to be scrubbed of all identifying information by instructor-of-record 

Form, artifacts, and supplemental materials to be collected by departmental administrative assistants (electronic or hard copy submissions) in designated areas 

Office of Assessment will pick up collected hard-copy artifacts at the end of the semester. Electronic artifacts will be loaded into designated space (i.e., Blackboard or common server) by administrative assistant. 

Artifacts for each objective will be distributed by the Office of Assessment to compensated faculty members who have volunteered to assess Gen Ed artifacts in the summer. Generally, each objective will have approximately three faculty members who are working together. 

Faculty members assessing artifacts submit final numbers to the Office of Assessment. If the objective is assessed using a rubric, one number for each outcome will be reported. 

Faculty members assessing artifacts submit a final report to the Office of Assessment that describes the assessment process, findings, suggestions for improvement of the objective, and areas of improvement for the assessment process. 

Faculty members will be asked to destroy student artifacts, supplemental materials, and any identifying notes one month after the final report has been submitted to the Office of Assessment.