**A**ssessment **P**roficiency **P**rogram

Description and Outcomes

Lincoln Land Community College

Fall 2017-Spring 2018

***Program Mission Statement:***

The mission of the Assessment Proficiency Program at LLCC is to increase participants’ understanding of assessment practices and to promote a culture of assessment by engaging participants in a variety of assessment-related activities.

***Program Description:***

The Assessment Proficiency Project (APP) at LLCC is designed to increase understanding of assessment practices and to promote a culture of assessment through participation in identified assessment activities. To a limited number of full-time faculty participants and program directors, and all new full-time faculty, this project will offer an opportunity to complete assessment activities during the 2017-18 academic year. Upon completion of the project, full-time faculty participants who have met the project requirements will receive additional professional development funds equivalent to the annual amount in the current contract.

***Program Outcomes:***

Upon completion of the APP participants will be able to:

1. Define basic assessment concepts.
2. Complete assessment activities at the course level.
3. Identify an increase in their assessment knowledge.
4. Identify ways assessment improves teaching and learning.

***Program Activities:***

To fulfill the requirements of the APP, participants must complete the following items:

**Fall 2017**

1. Session 1: Introduction to the APP (F2F Meeting September 8th 3pm)
2. Online Module: Assessment Concepts Presentation and Quiz (Online – Due by September 29th)
3. Complete four approved assessment readings and submit reflection worksheet for each reading completed (Upload reflection worksheets to Blackboard by October 20th)
4. Online Module: How to Conduct Course-Level Assessment Part 1 (Online – complete by November 3rd)
5. Session 2: Course-Level Assessment Questions/Discussion Part 1 (F2F Meeting November 10th 3pm)

**Spring 2018**

1. Online Module: How to Conduct Course-Level Assessment Part 2 (Online – Complete by January 26th)
2. Session 3: Course-Level Assessment Questions/Discussion Part 2 (F2F Meeting February 9th 3pm)
3. Complete Course-Level Assessment Report (Submit to Office of Academic Effectiveness by March 2nd)
4. Session 4: Course-Level Assessment Feedback Discussion (F2F Meeting April 13th 3pm)
5. Complete APP Exit Survey (Online – Complete by May 4th)

Additionally, participants must complete **four** of the following:

1. Attend an Academic Assessment Team meeting.
2. Participate in any of the college-wide assessment projects (such as GEAR, pilot projects, and others as indicated by the college).
3. Make an assessment presentation at an LLCC workshop, Department/Discipline meeting or other workshop/conference outside of the college; participate in a panel discussion.
4. Attend three pre-approved assessment workshops and submit reflection worksheet for each workshop attended. (Upload reflection worksheets to Blackboard by May 4th)
5. Complete a full curriculum map for their program.
6. Review an already completed curriculum map for their program and suggest revisions.
7. Complete an assessment plan for their program.
8. Design a pamphlet, video or PowerPoint to be used for future assessment trainings.
9. Contact a faculty member at another community college and identify how they conduct assessment activities within their course/program. Share this information with the Academic Assessment Team.