Dear Colleague,

The following covers **end-of-semester assessment procedures for all General Education courses** including those offered in the three Tiers and four Modes of Inquiry as well as English Composition (and ESL) and required Math courses. **If you are receiving this email, one or more of your courses is a Gen Ed course. Your attention to this matter is vital to the success of Gen Ed and helps us better support our students.** Program assessment is also **required for Middle States accreditation** so we really count on your participation.

Thank you **for your efforts and contribution to the improvement of curriculum and instruction at NJCU.**

Here is the process in brief:

- Every Gen Ed course (and Tier III Capstone project) covers two of the six University-wide learning outcomes in the context of (inter)disciplinary subject matter.
- Students complete, and submit to their instructors—for a grade *and* for program assessment purposes—end-of-semester signature assignments that demonstrate achievement of the two (2) University-wide learning outcomes covered in the course.
- Instructors assess the signature assignments using program assessment rubrics and submit scores online.
- **For the first time, there are two (2) methods to choose from for submitting scores online:**
    - 1) **download this Excel file** and enter scores on the tabs for your two outcomes, then save and upload the file to Dropbox using the provided link: https://www.dropbox.com/request/6eAtxhOe8ICqEbZ2cKor.
              —OR—
    - 2) use the familiar data entry/rubric forms (links provided below) as in previous semesters.
- **Scores are due 48 hours after the official deadline to submit final grades which is Wednesday, May 22, 2019**.

Here is the process in detail:

Note: This semester we do **not** recommend that you print score sheets for each student. Instead, **use the Excel file "Gen Ed Class Outcomes Assessment Scoresheets"** **to record student scores.** The file includes six tabs, one for each of the University-wide student learning outcomes. You can **enter scores for your entire class on one sheet per outcome, then submit the file using the Dropbox link: https://www.dropbox.com/request/6eAtxhOe8ICqEbZ2cKor. Alternatively, you can use the Excel sheet to record scores and then enter them online as in previous semesters using the familiar data entry/rubric forms (links provided below).**

STEPS:

- Confirm the Tier, Mode of Inquiry, and two (2) University-wide outcomes covered and assessed in your course by viewing <u>Gen Ed courses by Tier, Mode of Inquiry, and University-wide student learning outcomes</u>. These should be the two outcomes you have been covering in your course all semester long. Email gened@njcu.edu with any questions.

- Download and review the two (2) long-form rubrics for the outcomes covered in your course:

    - <u>Civic Engagement and Intercultural Knowledge</u> (long-form)

    - <u>Critical Thinking and Problem Solving</u> (long-form)

    - <u>Information and Technological Literacy</u> (long-form)

    - <u>Oral Communication</u> (long-form)

    - <u>Quantitative Literacy</u> (long-form)

    - <u>Written Communication</u> (long-form)

    Long-form rubrics include detailed descriptors of each dimension of the outcomes to determine appropriate score for each student's signature assignment.

- Download and open the Excel file entitled "Gen Ed Class Outcomes Assessment Scoresheets."

- As you read and grade your students' signature assignments, **record** your students' **scores for all dimensions of *both* outcomes** covered in your course.

    - Click on the **tab** that corresponds to the *first* University-wide student learning outcome covered in your course. **Enter scores** for each dimension of the outcome for each student.

    - Click on the **tab** that corresponds to the *second* outcome covered in your course. **Enter scores** for each dimension of the outcome for each student.

- After adding scores for all students on the two sheets corresponding to the two outcomes covered in your course, **save the Excel file**.

- ==**After recording scores for all dimensions of both outcomes for each student and saving the Excel file, you are ready to submit your scores. You may submit the Excel file using the Dropbox link https://www.dropbox.com/request/6eAtxhOe8ICqEbZ2cKor —OR— you may access the familiar online data entry/rubric forms (links below) and input the scores as in previous semesters.**==

- Again, **either use the Dropbox link to submit your [Excel file](#) —OR— use the links at the bottom of this email below to access the online data entry/rubric forms** for the outcomes covered in your course.

NOTES:

- Each online data entry/rubric form or Excel tab/sheet on the file "Gen Ed Class Outcomes Assessment Scoresheets" requires you to indicate your course's Tier, Mode(s) of Inquiry, and scores for each dimension of the outcome.

- If you are teaching **English Composition (or ESL) or a required Math course**, note that **these courses do not have a Mode of Inquiry.** Therefore, please indicate the appropriate course on the data entry/rubric form or at the top of the Excel sheet where indicated: "ENGL 101 and 102"; "ESL 101, 102, 115, 116"; or "MATH 114, 140, 164, and 175."

- **Remember: each student's assignment must be scored for *both* of the two covered learning outcomes. (If your course has two signature assignments, use one data entry/rubric for each assignment —OR— enter the scores on both of the appropriate Excel tabs/sheets for each assignment.)**

- As you make your way through your students' assignments, **refer to the specific descriptors for each Tier-level target score on the long-form rubrics** to determine how well students have achieved the outcomes for your course.

- **Pay special attention to the target scores for the Tier-level of your course** (highlighted in yellow on the long-form rubrics).
- Possible scores are 0-4 and NA. The Tier-level of your course determines the appropriate Target score:
    - **The target score for a Tier III course is 4.**
    - **The target score for a Tier II course is 3.**
    - **The target score for a Tier I course is 2.**
    - Scores *below* the target level should be given if students do not achieve the target for a give Tier.
    - Scores *above* the target level may be appropriate for especially strong performance but should be assigned judiciously.
    - N/A may be given if your assignment does not require students to address a given dimension of the rubric.

- **Be sure to assign scores that accurately reflect your students' achievement of the outcomes** according to the descriptors provided on the long-form rubrics. **Do not inflate scores.** Remember, data entry/rubric forms are anonymous. **No students or faculty will be penalized for low assessment scores.**

- Be sure to **submit scores for each student who has submitted a signature assignment**; do not enter scores for students who have not submitted a signature assignment.

- *The rubrics are for assessing the degree to which students have met the Tier-level target scores for the two outcomes covered in your course.* The learning outcomes should be relevant to student success on your assignment; but you are not expected to use the program rubrics to determine grades.

- Gen Ed programmatic assessment determines the percentage of students who achieve Tier-level targets for each learning outcome across the program; it informs curricular and instructional improvements to support student success. **Programmatic assessment does not evaluate department or faculty teaching performance.**

- **In Tier III Capstone courses only, Modes of Inquiry and Learning Outcomes vary by individual student final project.** Simply select the appropriate data entry/rubric forms or Excel tab/sheet for each student's final project (based on the two learning outcomes for each project); then indicate the appropriate Mode(s) of Inquiry on for each project.

DEADLINE: All scores are due 48 hours after the official deadline for entering final course grades which is Wednesday, May 22, 2019. However, if you need extra time, please email gened@njcu.edu.

Please check out this video demonstration of the process. (Note that it covers the process for using printable forms for each student and *not* the new Excel sheet.)

> **If you prefer to use last semester's procedures and print individual rubrics** for each student (as shown in the video) rather than use the Excel sheet, you may download the printable forms for the two (2) outcomes covered in your course here:
>
> - Civic Engagement and Intercultural Knowledge (printable)
> - Critical Thinking and Problem Solving (printable)
> - Information and Technological Literacy (printable)
> - Oral Communication (printable)
> - Quantitative Literacy (printable)
> - Written Communication (printable)

Please email GenEd@njcu.edu with any questions.

Thank you again.

Josh

Option 1 (new):

Excel File "Gen Ed Class Outcomes Assessment Scoresheets" Dropbox Submission Link:
https://www.dropbox.com/request/6eAtxhOe8ICqEbZ2cKor

Option 2 (familiar):

Online Data Entry/Rubric Forms for Entering Scores:

Civic Engagement and Intercultural Knowledge
https://njcu.co1.qualtrics.com/jfe/form/SV_4IxExkrjMEz2inr

Critical Thinking and Problem-Solving
https://njcu.co1.qualtrics.com/jfe/form/SV_1Bu9wFTuFzsbdt3

Information and Technological Literacy
https://njcu.co1.qualtrics.com/jfe/form/SV_8ICe6zSItlGZvjD

Oral Communication
https://njcu.co1.qualtrics.com/jfe/form/SV_3DC0NYczvZeLsS9

Quantitative Literacy
https://njcu.co1.qualtrics.com/jfe/form/SV_02sD33PwnMqcsWp

Written Communication
https://njcu.co1.qualtrics.com/jfe/form/SV_dmxDDMlXcemFE0t

NJCU
NEW JERSEY CITY UNIVERSITY

Joshua Fausty

Professor of English
Director of General Education

New Jersey City University
2039 John F. Kennedy Boulevard
Karnoutsos, Room 305
Jersey City, NJ 07305-1597

Office 201-200-3338 | **Fax** 201-200-2120

**GenEd
@NJCU**