



MY INSTRUCTOR SUMMARY CARD

AUTHORITY: Instructor, Academic Dean, Division Manager

POLICY:

1. Faculty (both modular/linear, FT/PT) will analyze personal statistical data for courses taught to identify areas of improvement to classroom teaching and learning strategies.
 2. Faculty are to use their findings (observation and analysis) to identify classroom teaching and learning strategies to improve student learning.
 3. Faculty are to use their findings to prepare for participation in program and campus discussions about increasing student learning.
 4. Faculty are to use their findings to prepare for participation in the Program Review processes.
 5. Faculty are to report discrepancies in the displayed data to their supervisor.
 6. Percentage of Common Mastery Assessments used: Standard: 100%
 7. Percentage of students achieving target on Common Mastery Assessments: Standard 70%
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STANDARD:

1. Regular analysis of course outcome student learning data allows for implementation of course-level improvements to increase student learning, and prepares instructors for an active role in campus-level analysis of learning and the Program Review and Curriculum Conference processes.
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REPORT STRUCTURE:

1. Each course selected in the parameters can be drilled down by module to the student level.
 2. A direct link to a specific eCourse is provided on the report.
 3. Report refreshes every morning at 6 a.m., however, the Course Results portion updates **WEEK 5, DAY 5** of the modular calendar; linear courses refresh on the start/end dates that occur closest to modular **WEEK 5, DAY 5**.
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PROCEDURE:

1. **QUARTERLY:** Faculty are to communicate with supervisor to report findings and identify an action plan. Documentation of one-on-one data analysis with an instructor is to be completed using the **Student Learning Dialogue Form** and used as part of the instructor's evaluation process.

COURSE OUTCOME RESULTS REPORT PROCEDURES

2. By **WEEK 1, DAY 5**: Faculty are to complete **Instructor Data Collection Verification Survey** using the link on the first page of the Instructor Summary Card.
3. Instructor runs report on **WEEK 1, DAY 2**.
4. Locate report: **IZ>Departments > Report Center > Academic Affairs > My Instructor Summary Card**
5. **Parameters:**
 - a. Select **Instructor (Campus Management)**
 - b. Select **Start Date**: Select module(s)/term(s) of interest
 - c. Select **Viewing Options**
 - d. Select **Apply**
6. **Report Display:**
 - a. Link to Instructor Data Collection Verification Survey
 - b. Course Outcome Results(for further information on Course Outcome Result report please refer to the Course Outcome Result report Procedure Sheet)

Course Code	Course Start Date	Student Name/Session	Common Assessment Title	# of Common Assessments Available	Assessments Delivered	Achievement Target	Individual Achievement	Achievement	CLO Mastery
CMA161									
☐ CLO-BUSN260-1		Complete a certification exam preparation plan for the concentration-specific certification exam(s)				G	Deleted gradebook item		N/A
									F
	☐ 1/30/2017				A	B	C	D	E
		☐ Krebs, Patrick	CMA161		277262				N/A
		☐ Flay, Sue			G	Deleted gradebook item			N/A
		Gradebook Activity Numeric:	CLO 1	1	0	70	0	N/A	
		☐ Gun, Tommy				Deleted gradebook item			N/A
		☐ Key, Don				Deleted gradebook item			N/A
		☐ Pepper, Salt				Deleted gradebook item			N/A
☐ CLO-CMA161-2		Summarize key events in the history of pharmacology and drug development							50% 1 of 2
	☐ 1/30/2017								50% 1 of 2
		☐ Krebs, Patrick	CMA161		277262				50% 1 of 2
		☐ Flay, Sue				H	No submission		N/A
		Gradebook Activity Numeric:	CLO 2	1	0	70	0	N/A	
		☐ Gun, Tommy							No
		Gradebook Activity Numeric:	CLO 2	1	1	70	47	No	
		☐ Key, Don							Yes
		Gradebook Activity Numeric:	CLO 2	1	1	70	97	Yes	
		☐ Pepper, Salt				No submission			N/A
☐ CLO-CMA161-3		Apply the basic concepts of pharmacology, medication administration, and injection techniques							0% 0 of 3

COURSE OUTCOME RESULTS REPORT PROCEDURES

A. # of Common Mastery Assessments Available: The number of Common Mastery Assessment questions or rubric rows linked to this specific outcome in the Curriculum Repository

B. Assessments Delivered: The number of Common Mastery Assessment questions or rubric rows administered to each student through eCourses

C. Achievement Target: The percentage needed based on the calculated average of grade items in the course determined by each program

D. Individual Achievement: The percentage a student achieved based on the calculated average of his/her grade items in the course

E. Assessment Type Achievement: Individual Achievement \geq Achievement Target (YES/NO)

F. CLO Mastery:

- A) CLO level: $\text{Assessment Achievement \% Total} / \text{Number of Students Assessed} = \text{CLO Mastery \%}$
- B) Student level: $\text{Student Achievement} \geq 70\% = \text{Yes}$

G. Deleted Gradebook Item: If a gradebook item aligned to a Mastery Assessment is removed from the course, this notification will show and the outcome achievement will not populate until corrected (the course gradebook will show an error under the learning outcome grade item for all students, see example below)

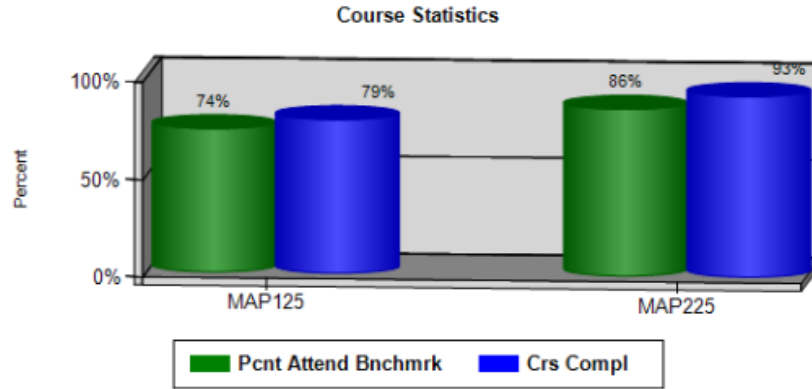
H. No Submission: If a student does not complete any of the assessments, then there is no demonstration of mastery and the student is excluded from the report, (the course gradebook will show an error under the learning outcome grade item for these students, see example below)

CLO 1 ▾	CLO 2 ▾	CLO 3 ▾	Last Name ▲, First Name
Error ?	Error ?	- / 100, -	Flay, Sue
Error ?	46.67 / 100, F	66.67 / 100, D	Gun, Tommy
Error ?	96.67 / 100, A	- / 100, -	Key, Don
Error ?	Error ?	Error ?	Pepper, Salt

c. Course Statistics (report and chart)

Course Statistics					
Term	Course	Session	% Attending > 85%	Student Count	Course Completion %
1/21/2014	MAP125	1/21/2014	74%	19	79%
1/21/2014	MAP225	1/21/2014	86%	14	93%
Average (**Sum):			79%	33	85%

COURSE OUTCOME RESULTS REPORT PROCEDURES



d. Faculty Survey Feedback

Faculty Survey Feedback

Applies the classroom rules/policies consistently with all students.	Strongly Agree	59% (13/22)
	Agree	32% (7/22)
	Disagree	9% (2/22)
Communicates clearly and effectively. (e.g. with the course subject matter, course expectations, etc.)	Strongly Agree	55% (12/22)
	Agree	27% (6/22)
	Disagree	18% (4/22)
Course assignments and activities are helping me achieve the Student Learning Outcomes (SLOs).	Strongly Agree	50% (11/22)
	Agree	50% (11/22)
Course content is relevant to my lifelong learning or to my career.	Strongly Agree	55% (12/22)
	Agree	36% (8/22)
	Disagree	9% (2/22)
Course policies and expectations are outlined on the syllabus.	Strongly Agree	45% (10/22)
	Agree	50% (11/22)

e. Faculty Trainings Attended

Faculty Trainings Attended

Data As Of 02/28/2014

Training	Date Attended
FT: Program Review	1/24/2014
1	