COURSE OUTCOME RESULTS
REPORT PROCEDURES

AUTHORITY: **Academic Dean, Program Director, Division Manager**

POLICY:

1. Campus management is to review learning outcome data upon completion of each module/term to identify areas of strength and weakness in student learning.

Instructor level:

2. Campus management is to follow up with instructors and/or programs in which findings indicate a need for improvement of student learning.

3. Documentation of data analysis by an instructor is to be completed using the **Student Learning Dialogue Form** (located in the Instructor Summary Card) and used as part of the instructor's evaluation process.

Program/campus level:

4. Campus management will meet with each program group to analyze learning outcome data every six months <u>and</u> prior to their scheduled program review. (Instructor Summary Cards are to be reviewed on a quarterly basis with the individual instructor. See associated policy.**)**

5. Documentation of campus-level data analysis is to be completed using the **Student Learning Dialogue Form** for each data analysis meeting. Forms are to be uploaded to your campus' dropbox in the **Assessment & Instruction eCourse**.

STANDARD:

1. Regular analysis of Course Outcome student learning data allows for implementation of campus-level improvements to increase student learning, and prepares campus management for an active role in the Program Review process.

2. Regular analysis of Course Outcome student learning data allows campus management to lead faculty discussions and decision-making toward areas in need of improvement.

3. The **Course Outcome Results** report displays the percentage of students who achieved the target for all Common Mastery Assessments for each Course Learning Outcome.

4. Percentage of students achieving target on Common Mastery Assessments feeds into the campus Operations Report. **Goal: 70%**

REPORT STRUCTURE:

1. Each course selected in the parameters can be drilled down by module, instructor, and to the student level.

2. A direct link to a specific eCourse is provided adjacent to each instructor on the report.

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3. Report refreshes every morning at 6 a.m.

4. Course percentages feed into the campus **Operations Report**.

5. This **Course Outcome Results** report is designed to display summative data on Common Mastery Assessments for past courses. It does not display formative data for current courses.

PROCEDURE:

1. Locate Course Outcome Results Report.

   InfoZone > Departments > Report Center > Academic Affairs > Learning Outcomes > Course Outcome Results

2. Enter parameters in the fields on the right.

3. Run report by clicking **APPLY** at the bottom of parameter section.

Parameters

Campus

Start Date

Course Code

Instructor

Course Code	Course Start Date					Assessment Percent		CLO Mastery
CMA161								
	⊟ CLO-BUSN260-1					**G** Deleted gradebook item		N/A
		Complete a certification exam preparation plan for the concentration-specific certification exam(s)						

		Course Start Date		Student Name/Session	Common Assessment Title	# of Common Assessments Available **A**	Assessments Delivered **B**	Achievement Target **C**	Individual Achievement **D**	Achievement **E**	CLO Mastery **F**
		⊟ 1/30/2017									N/A
			⊟ 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							50% 1 of 2
		Summarize key events in the history of pharmacology and drug development						

		Course Start Date		Student Name/Session	Common Assessment Title	# of Common Assessments Available	Assessments Delivered	Achievement Target	Individual Achievement	Achievement	CLO Mastery
		⊟ 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							0% 0 of 3
		Apply the basic concepts of pharmacology, medication administration, and injection techniques						

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 ≥ Achievement Target (YES/NO)

F. CLO Mastery:

    A) CLO level: Assessment Achievement % Total / Number of Students Assessed = CLO Mastery %

    B) Student level: Student Achievement >= 70% = 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