

# OPERATIONS MANUAL

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## PROCESS

The general education program is evaluated through multiple methods including but not limited to the following:

- Student performance in IDS 2110 *Connections*
- Student performance on Cluster Outcome Assessments
- Student transfer performance
  - Statewide as identified by state accountability measures
  - University of South Florida (USF) data as identified by USF research department
- Student performance on the CLAST
- Associate in Arts student success
- National tests of general education
- Student satisfaction surveys
  - Connections Satisfaction Survey
  - Community College Survey of Student Engagement (CCSSE)
- Student services feedback surveys

### A. Student Performance in IDS 2110 *Connections*

#### (1) Identification of General Education and Cluster Outcomes Linked to IDS 2110 Section

When a section of IDS 2110 *Connections* is proposed, the faculty member must identify the general education and cluster outcomes that are linked to the section in the syllabus of the section.

#### (2) Assessment of IDS 2110 *Connections*

##### a. Rubric

For each section of IDS 2110 *Connections*, the instructor completes the rubric indicating student performance (Attachment A). The rubric data are not reported as student grades; instead, these data are used in reporting student learning outcomes with regard to the general education curriculum.

Completed rubrics are sent to the Office of Associate in Arts Programs and the General Education Assessment Committee so that the data may be analyzed for action as follows:

- i. The General Education Assessment Committee distributes the results to the appropriate clusters for analysis.
- ii. The clusters report the analysis results into the minutes of the cluster meeting. This assessment includes the following:
  - a. Nature and scope of strengths and weaknesses;
  - b. Proposed remedies; and

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- c. Method(s) for assessing improvement.
- iii. Cluster minutes are provided to the General Education Assessment Committee and to the Office of Associate in Arts Programs for inclusion in the annual assessment report of general education.

b. Additional assessments

The instructor is encouraged to include additional assessment measures such as portfolios, narrative reports that share information, anecdotes, insights or suggestions with the General Education Committee and/or the Clusters regarding his/her experience with his/her section of the Connections course, or other assessment measures.

## **B. Student Performance on Cluster Outcome Assessments**

### (2) Cluster Development of Outcome Assessments

Clusters 1 through 6 provide three or more assessments (essay questions, multiple choice questions, etc.) constructed to reveal student competence on one or more cluster outcomes. Each assessment should take no longer than 30 minutes to complete.

### (3) Administration of Questions

- a. The General Education Assessment Committee assigns the assessment instruments to each section of IDS 2110 *Connections* being taught that term. The Committee ensures that the general education outcome statements are represented in the assessment instruments that are assigned to the *Connections* sections.
- b. The *Connections* section instructor administers the assessment instruments in class and returns the results to the General Education Assessment Committee via the Director of Associate in Arts.
- c. The General Education Assessment Committee distributes the results to the appropriate clusters for analysis.
- d. The clusters report the analysis results into the minutes of the cluster meeting. This assessment includes the following:
  - i. Nature and scope of strengths and weaknesses;
  - ii. Proposed remedies; and
  - iii. Method(s) for assessing improvement.
- e. Cluster minutes are provided to the General Education Assessment Committee and to the Office of Associate in Arts Programs for inclusion in the annual assessment report of general education.

## **C. Student Transfer Performance**

### (1) Statewide Accountability Outcome Measure on Transfer Performance