Assessment Quick Guide
for the
THECB-approved Certificates, AAS degrees, and the AAT degrees

What is it? As defined by the American Association for Higher Education, assessment is an ongoing process aimed at understanding and improving performance. It involves:

- Making expectations explicit,
- Setting appropriate criteria and high standards for quality,
- Systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards, and
- Using the resulting information to document, explain, and improve performance.

Who does it?
- All faculty teaching courses that can be applied to an award (certificate or degree) conduct program-level assessment.
- All faculty teaching developmental and core curriculum courses assess Critical Thinking in support of the college’s QEP (Quality Enhancement Plan).

Why do it? Assessment helps to determine

- where the learners are in their learning,
- where they need to go, and
- how to best get them there.

How to do it? A step-by-step approach to developing and implementing a useful and feasible plan includes:

- Review the mission and goals for your program.
- Identify student learning outcomes of the program (program-level learning outcomes).
- Identify where in the curriculum students have the opportunity to achieve and demonstrate the learning outcomes (complete or revise curriculum maps).
- Design relevant, valid, and reliable assessments of the learning outcomes.
- Align assessments in Blackboard Outcomes with appropriate rubrics.
- Participate in calibration and scoring sessions.
- Review results.
- Identify changes to be made in order to improve student learning.
- Complete assessment reports.

When to do it? In order for assessment to effectively lead to improvement, it must be

- continuous,
- on-going,
- whenever the course is taught.

Assessment occurs regardless of modality, session length, or instructor status.

Where to do it? Direct assessment methods are classified by two categories:

- Course-Embedded (via Blackboard Outcomes)
- Course-Embedded (manually collected, scored, and evaluated)
- Licensing/Certification Exams
Program Level Assessment Process for the THECB-approved Certificates, AAS degrees, and the AAT degrees

1. Review Program Mission and Goals
2. Identify Program Level Learning Outcomes (PLOs)
   - Do your PLOs reflect your current Curriculum Map?
   - Do course syllabi support PLOs (e.g., student learning outcomes stated, assessments identified, etc.)?
3. Complete or Revise Curriculum Map
4. Design or Review Assessments
5. Review and Communicate Results
6. Align in Blackboard Outcomes
7. Identify Improvement to be Made
8. Support Calibration and Scoring
9. Submit Report to Assessment Office