

Assessment Guide

Program/Discipline: Core Abilities: Communicate effectively Division: General Education

Faculty preparing plan: _____

Part I: Determine Expectations (CONTENT to be assessed)

Process	Program or discipline response
State expected learning outcomes	<p>Core Ability Outcomes Statements Students completing general education will</p> <p>1. Communicate effectively:</p> <ul style="list-style-type: none"> • demonstrate understanding and use of effective and respectful listening, interpersonal, small group/collaborative, and public communication skills among diverse populations • demonstrate effective writing skills through principles of clear thinking; awareness of audience; appropriate conventions of format, structure, and language; and clear thesis development • be able to read critically for information; develop new ways of seeing and understanding the world; understand points of view and multiple perspectives • demonstrate general information literacy: critically analyze, synthesize, and evaluate various forms of information including written texts and other media • develop understanding of another culture through language study
Identify where expected outcomes are addressed in the curriculum	
Determine methods and criteria to assess outcomes	
State level of expected performance	
Identify and collect baseline information	

Part II: Determine Timing, Cohort(s), Assign Responsibility (PEOPLE assignments)

Process	Program or discipline response
Determine whom you will assess	
Establish a schedule for assessment	
Determine who will interpret results	

**Part III: Interpreting and Sharing Results to Enhance Institutional Effectiveness
(COMMUNICATION)**

Process	Program or discipline response
Interpret how results will inform teaching/ learning and decision making	
Determine how and with whom you will share interpretations	
Decide how your program or discipline will follow-up on implemented changes	