COURSE ASSESSMENT REPORT

I. Background Information

1. Course assessed:
   Course Discipline Code and Number: ENG 208
   Course Title: Technical Writing II
   Division/Department Codes: HSS English/Writing

2. Semester assessment was conducted (check one):
   ☒ Fall 2006
   ☐ Winter 20__
   ☐ Spring/Summer 20__

3. Assessment tool(s) used: check all that apply.
   ☐ Portfolio
   ☐ Standardized test
   ☐ Other external certification/licensure exam (specify):
   ☐ Survey
   ☐ Prompt
   ☐ Departmental exam
   ☐ Capstone experience (specify):
   ☒ Other (specify): Project management portion of portfolio

4. Have these tools been used before?
   ☐ Yes
   ☒ No

   If yes, have the tools been altered since its last administration? If so, briefly describe changes made.

5. Indicate the number of students assessed/total number of students enrolled in the course.

   7/7

6. Describe how students were selected for the assessment.

   All students enrolled in ENG 208 at the end of the semester.

II. Results

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.

   N/A

2. State each outcome (verbatim) from the master syllabus for the course that was assessed.

   Outcome 1 of 4: Prepare a comprehensive project plan, project schedule, and wrap-up report for his/her manual.

3. Briefly describe assessment results based on data collected during the course assessment, demonstrating the extent to which students are achieving each of the learning outcomes listed above. ***Please attach a summary of the data collected.***

   The average score for this portion of the portfolio was 2.41/3.0 or 80%. Though this average score is acceptable, the assessment results show that students either performed very well or very poorly on this portion of the portfolio. Please see attached data sheets.

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4. For each outcome assessed, indicate the standard of success used, and the percentage of students who achieved that level of success. *Please attach the rubric/scoring guide used for the assessment.*

Seventy percent of students must receive a score of 2 (average) on the portfolio segment being assessed.

5. Describe the areas of strength and weakness in students' achievement of the learning outcomes shown in assessment results.

Strengths: The overall score for this portion of the portfolio was 2.41/3 or 80%. Students scored best when defining the purpose of their projects, developing a research strategy, analyzing their audience, defining the document type, and preparing a document outline. (Please see data sheet 2.)

Weaknesses: Though the average score was 2.41/3.0, when breaking the score down by student, only 57% of students scored 2.0 or above. (Please see data sheet 1). Students struggled with determining the project scope, projecting the hours required to complete the project, preparing a detailed milestone schedule, and preparing a thorough wrap-up report. (Please see data sheet 2.)

III. Changes influenced by assessment results

1. If weaknesses were found (see above) or students did not meet expectations, describe the action that will be taken to address these weaknesses.

One reason students scored better in the areas of project management specified in the "Strengths" section above might be because they had prior exposure to those concepts/documents, and they used that prior knowledge when planning their project.

The weaknesses found might be linked to little prior exposure to defining project scope, estimating hours, preparing detailed schedules and writing wrap-up reports. Two ways to improve student performance in this area are
   1) to require students to write more detailed project plans in ENG 107, the pre-requisite course.

   2) to provide students with more practice in preparing the aforementioned documents before they create detailed plans for their own projects. This practice might be achieved through modification of existing documents, review and analysis of model documents, and exploration of case studies.

2. Identify intended changes that will be instituted based on results of this assessment activity (check all that apply). Please describe changes and give rationale for change.
   a. ☐ Outcomes/Assessments on the Master Syllabus
      Change/rationale:

   b. ☐ Objectives/Evaluation on the Master Syllabus
      Change/rationale:

   c. ☐ Course pre-requisites on the Master Syllabus
      Change/rationale:

   d. ☐ 1st Day Handouts
      Change/rationale:

   e. ☒ Course assignments
      Change/rationale: (Please see comments above.)

   f. ☒ Course materials (check all that apply)
      ☐ Textbook
      ☒ Handouts
      ☒ Other: Case studies and model documents

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    g. ☐ Instructional methods
        Change/rationale:

    h. ☒ Individual lessons & activities
        Change/rationale: Break down concepts; provide more practice activities.

3.   What is the timeline for implementing these actions? By Fall 2007.

IV. Future plans
1.   Describe the extent to which the assessment tools used were effective in measuring student achievement of learning outcomes for this course.

    The assessment tool (evaluating a portion of a portfolio), worked very well, but the scoring criteria need to be clearly defined for each document type. Using Above Average, Average, and Below Average proved to be ineffective.

2.   If the assessment tools were not effective, describe the changes that will be made for future assessments.

    The scoring criteria will be clearly defined.

3.   Which outcomes from the master syllabus have been addressed in this report?
       All _____   Selected: Outcome 1 of 4
    If "All", provide the report date for the next full review: _____.

    If "Selected", provide the report date for remaining outcomes: Outcome 2 will be assessed in Fall 2007; Outcomes 3 and 4 will be assessed in Fall 2008..

Submitted by:

Name: _Lisa Veasey_ /s/ _____   Date: _1·31·07_
      Print/Signature

Department Chair: _Carrie Krantz Fischer_ /s/ _____   Date: _2/1/07_
      Print/Signature

Dean: _____ /s/ _____   Date: FEB 1 3 2007
      Print/Signature