

**Course Assessment Report**  
**Washtenaw Community College**

Discipline	Course Number	Title
English	061	ENG 061 07/09/2015- Advanced ESL Grammar II
Division	Department	Faculty Preparer
Humanities, Social and Behavioral Sciences	English/Writing	Heather Zettelmaier
Date of Last Filed Assessment Report		

**I. Assessment Results per Student Learning Outcome**

Outcome 1: Create correct sentences by recognizing or producing verbs which combine various aspects, moods, modalities and voices.

- Assessment Plan
  - Assessment Tool: departmental final exam
  - Assessment Date: Fall 2015
  - Course section(s)/other population: all
  - Number students to be assessed: all
  - How the assessment will be scored: departmentally-developed rubric
  - Standard of success to be used for this assessment: 70% of students will demonstrate mastery at the 70% level or higher.
  - Who will score and analyze the data: Full-time faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2015	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
11	15

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

There were 15 students who finished this Advanced ESL Grammar course as ENG 061 students. All 15 students were used for the assessment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students from the only section of ENG 061 were included in the assessment.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

From the final exam, 17 questions that targeted this outcome were analyzed. The 17 questions were all from the verb fill-in section. Students were given three different texts: 2 dialogs and 1 essay. The verbs were left blank for the students to complete with the appropriate aspect, mood, modality, and voice.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: No

5 out of 15 students (33.33%) achieved the standard of success for this outcome. 10 students scored below 70%. It is worthy of note that only 1 of 15 students scored below 50%.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

This area was very weak; however, it is worthy of note that in the previous assessment (Fall 2011 semester), only 10% of the students achieved the standard of success. In this assessment, 33% of students achieved the standard of success.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

The marked, or rarely used, verb forms are the most challenging part of this outcome. For example, students had difficulty making passive forms, unreal conditionals, and perfect modals. Marked forms are best learned by immersion in

academic level reading and listening. Thus, more high level reading and listening exercises are recommended.

Students should continue to practice formal essay writing for this class to practice these high level grammatical forms. Some students are, in fact, using verb forms correctly in their writing. Therefore, for the next assessment of this course, the verbs in the short essay questions (generally worth 15-20 points) should also be calculated in order to assess this outcome.

Outcome 2: Recognize and correctly produce noun, adjective and adverb clauses (both full and reduced) and phrases.

- Assessment Plan
  - Assessment Tool: departmental final exam
  - Assessment Date: Fall 2015
  - Course section(s)/other population: all
  - Number students to be assessed: all
  - How the assessment will be scored: departmentally-developed rubric
  - Standard of success to be used for this assessment: 70% of students will demonstrate mastery at the 70% level or higher.
  - Who will score and analyze the data: Full-time faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2015	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
11	15

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

There were 15 students who finished this Advanced ESL Grammar course as ENG 061 students. All 15 students were used for the assessment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students from the only section of ENG 061 were included in the assessment.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

From the final exam, 19 questions that targeted this outcome were analyzed. The format of the questions varied: some combining short sentences to form long sentences, some reducing clauses, some converting quoted speech to reported speech. The answers were scored as correct or incorrect.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

11 of 15 students (73.33%) achieved the standard of success (70%) for this outcome.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Most students performed well in all areas of this outcome: noun, adjective, and adverb clauses were all areas of strength.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

The weakest area in this outcome was reported speech. This is likely due to the fact that reported speech is usually the last objective to be covered in the course and therefore gets the least attention and practice. Effort should be made to introduce reported speech earlier in the semester, to show students its usefulness and importance, and to practice it regularly (for example, in writing short summaries).

Outcome 3: Recognize and correctly produce sentences with a delayed subject (noun clause or infinitive) and with question word order in emphatic or conditional sentences.

- Assessment Plan

- Assessment Tool: departmental final exam
- Assessment Date: Fall 2015
- Course section(s)/other population: all
- Number students to be assessed: all
- How the assessment will be scored: departmentally-developed rubric
- Standard of success to be used for this assessment: 70% of students will demonstrate mastery at the 70% level or higher.
- Who will score and analyze the data: Full-time faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2015	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
11	15

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

There were 15 students who finished this Advanced ESL Grammar course as ENG 061 students. All 15 students were used for the assessment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students from the only section of ENG 061 were included in the assessment.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

From the final exam, 8 questions that targeted this outcome were analyzed. The format of the questions varied: some multiple choice, some sentence combining, some completing the sentence with creative ideas. The answers were scored as correct or incorrect.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this

learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: <u>Yes</u>
13 of 15 students (86.67%) achieved the standard of success (70%) for this outcome.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Students performed well in the areas of delayed subject and emphatic word order.
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8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

There were no areas of weakness for this outcome; however, the number of points that were analyzed was minimal (8 points). The assessment might have a more accurate picture if more questions were devoted to this outcome.
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Outcome 4: Recognize and correctly produce sentences of comparison at the advanced level.

- Assessment Plan
  - Assessment Tool: departmental final exam
  - Assessment Date: Fall 2015
  - Course section(s)/other population: all
  - Number students to be assessed: all
  - How the assessment will be scored: departmentally-developed rubric
  - Standard of success to be used for this assessment: 70% of students will demonstrate mastery at 70% level or higher.
  - Who will score and analyze the data: Full-time faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2015	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
11	15

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

There were 15 students who finished this Advanced ESL Grammar course as ENG 061 students. All 15 students were used for the assessment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students from the only section of ENG 061 were included in the assessment.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

From the midterm and final exam, 13 questions that targeted this outcome were analyzed. The format of the questions varied: some sentence combining, some writing about data from a chart, some short essay questions. The answers were scored as correct or incorrect.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

15 of 15 students (100%) achieved the standard of success (70%) for this outcome.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

The students in this course demonstrated great strength in producing sentences of comparison.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

There were no areas of weakness for this outcome. In truth, this class worked very diligently to practice this type of writing. They came into the class knowing that they needed improvement and showed determination to master this skill.

Outcome 5: Correctly use gerunds and infinitives at the advanced level.

- Assessment Plan

- Assessment Tool: departmental final exam
- Assessment Date: Fall 2015
- Course section(s)/other population: all
- Number students to be assessed: all
- How the assessment will be scored: departmentally-developed rubric
- Standard of success to be used for this assessment: 70% of students will demonstrate mastery at 70% level or higher.
- Who will score and analyze the data: Full-time faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2015	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
11	15

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

There were 15 students who finished this Advanced ESL Grammar course as ENG 061 students. All 15 students were used for the assessment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students from the only section of ENG 061 were included in the assessment.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The verb section on the final exam that targeted the use of gerunds and infinitives was used for this part of the assessment. Students' weekly gerund and infinitive verb quiz averages were also used as part of the data. These weekly quizzes are part of the final grade for ENG 061.



6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: <u>Yes</u>
15 of 15 students (100%) achieved the standard of success (70%) for this outcome.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

The students in this course demonstrated great strength in correctly using gerunds and infinitives at the advanced level.
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8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

The teaching method for gerunds and infinitives in this course is very effective. Rather than condense all of the variations of gerund and infinitive use in one short, intense burst, this outcome is spread throughout the entire semester. This method should continue to be practiced; it greatly aids the solid knowledge of this advanced grammar topic.
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## II. Course Summary and Action Plans Based on Assessment Results

1. Describe your overall impression of how this course is meeting the needs of students. Did the assessment process bring to light anything about student achievement of learning outcomes that surprised you?

This course is a rigorous study of grammar for students who need to raise their level of English for degree studies and professional purposes. In most ways, the course meets the needs of students, particularly for reading, writing, and listening at the college level. Because of the large number of objectives that need to be covered, the pace of the class is very fast. Some of the top students in this class complained about the speed at which the objectives were covered, particularly for Outcome 1. My intention is to reexamine the objectives for this course and reaffirm that each is absolutely necessary for the future success of the students in college. As has been done in the other two ESL grammar courses, ENG 024 and ENG 030/032, outcomes or objectives that include article use and agreement should be added to ENG 061 (as of Fall 2015, ESL 161).
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2. Describe when and how this information, including the action plan, was or will be shared with Departmental Faculty.

This information will be shared with Departmental Faculty during Fall 2015 in-service.

3.

Intended Change(s)

Intended Change	Description of the change	Rationale	Implementation Date
Assessment Tool	For Outcome 5, as was included for this assessment, the averages from the weekly Gerund/Infinitive Quizzes should be calculated. Also, for Outcome 1, verbs from the Short Essay questions should be included in the assessment.	Both of these changes will give the assessor more data with which to determine whether or not students are meeting the standard of success. In particular, analyzing verbs from the Short Essay questions on the final exam will show whether students are really ready to write at the college level in future courses.	2015
Objectives	The objectives of this course are stated in a way that does not match the ESL part-time faculty handbook; thus, they do not necessarily reflect what is taught in this course. The objectives of this course need revision. In addition, space/time in this course needs to be allotted to include the important area of	In 2014, ENG 024 and ENG 030/032 were revised successfully to make clear objectives that matched what is taught in those courses. Noun and article use was added to each of those courses. This process will also improve ENG 060/061 greatly. Since their creation, these grammar courses	2015

	nouns, agreement, and article usage.	have heavily emphasized the teaching of verb tenses and modality. The addition of objectives including noun and article usage will provide necessary balance for this course.	
Course Assignments	Instructors of this course will be encouraged to use as much context in the form of advanced readings and listening pieces to teach the forms targeted.	Context will increase the students' understanding of the rarely used forms of grammar and motivate students to master them.	2015

4. Is there anything that you would like to mention that was not already captured?

5.
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### III. Attached Files

[ENG 061 Assessment Data](#)

**Faculty/Preparer:** Heather Zettelmaier **Date:** 07/14/2015  
**Department Chair:** Carrie Krantz **Date:** 07/15/2015  
**Dean:** Kristin Good **Date:** 07/15/2015  
**Assessment Committee Chair:** Michelle Garey **Date:** 08/24/2015

**COURSE ASSESSMENT REPORT**

**I. Background Information**

1. Course assessed:  
 Course Discipline Code and Number: ENG 061  
 Course Title: Advanced ESL Grammar II  
 Division/Department Codes: HSBS/E-W
  
2. Semester assessment was conducted (check one):  
 Fall 2011  
 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):
  
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 and the total number of students enrolled in the course.  
 10 (Note that ENG 060 and ENG 061 meet together; 10 of the students were given a grade for ENG 061 at the end of the semester.)
  
6. If all students were not assessed, describe how students were selected for the assessment.  
 All students who took the final exam were assessed.

**II. Results**

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.  
 Based on the previous assessment, the students were to have more practice with included questions and reduced adverb clauses.
  
2. List each outcome that was assessed for this report exactly as it is stated on the course master syllabus.
  1. Students will create correct sentences by recognizing or producing verbs which combine various aspects, moods, modalities and voices.
  2. Students will recognize and correctly produce noun, adjective and adverb clauses (both full and reduced) and phrases.
  3. Students will recognize and correctly produce sentences with a delayed subject (noun clause or infinitive) and with question word order in emphatic or conditional sentences.
  4. Students will recognize and correctly produce sentences of comparison at the advanced level.
  5. Students will correctly use gerunds and infinitives at the advanced level.
  
3. For each outcome that was assessed, indicate the standard of success exactly as it is stated on the course master syllabus.  
 Outcome #1: 70% of students will demonstrate mastery at the 70% level or higher.  
 Outcome #2: 70% of students will demonstrate mastery at the 70% level or higher.  
 Outcome #3: 70% of students will demonstrate mastery at the 70% level or higher.  
 Outcome #4: 70% of students will demonstrate mastery at the 70% level or higher.  
 Outcome #5: 70% of students will demonstrate mastery at the 70% level or higher.

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**COURSE ASSESSMENT REPORT**

4. Briefly describe assessment results based on data collected during the course assessment. Indicate the extent to which students are achieving each of the learning outcomes listed above and state whether the standard of success was met for each outcome. *In a separate document, include a summary of the data collected and any rubrics or scoring guides used for the assessment.*

Outcome #1: 10% of students achieved 70% or higher. This is 60% below the desired outcome. The standard of success was **not met**.

Outcome #2: 50% of the students achieved 70% or higher. This is 20% below the desired outcome. The standard of success was **not met**.

Outcome #3: 60% of the students achieved 70% or higher. This is 10% below the desired outcome. The standard of success was **not met**.

Outcome #4: 90% of the students achieved 70% or higher. This exceeds the standard of success by 20%. The standard of success was **met**.

Outcome #5: 100% of the students achieved 70% or higher. This exceeds the standard of success by 30%. The standard of success was **met**.

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

**Strengths:** The students performed well in comparisons. They did very well producing gerunds and infinitives at the advanced level.

**Weaknesses:** The students did not perform well in the verb tense/modality section. They also did not perform well in the "noun, adjective, and adverb clause" area. Upon closer examination, the difficulty was mostly with adjective clauses and their reduction. In addition, these students did not achieve the standard for the inverted word order objective; however, they came fairly close (60%).

**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.

**Weakness 1: verb tenses and modalities.** Our objective in this course is for students to become writers who can use verb tenses correctly. We should give writing tasks that are similar to (but not identical to) what the students might expect to see on the exam. When the students have written on these topics, we should examine these verbs together. We should produce verb tense exercises using the students' own verb tense errors. We should also collect mixed verb tense exercises from students several weeks before the exam. Using their errors as target areas, we should review verb tenses and their use thoroughly before the final exam.

**Weakness 2: noun, adjective, and adverb clauses; reduced clauses.** Most of these errors happened when students were asked to produce extremely long sentences with adjective clauses. Students should be given more reading that includes these structures so that they can verify the importance of this grammar topic and gain better instincts when it comes to producing them.

**Weakness 3: inverted word order in noun and conditional clauses.** The standard of success for this objective was met with the group of students who ended the semester in ENG 060. If the two groups are combined, 80% of all students in this class achieved 70% or higher. Therefore, the small sample size shows lack of success, but this is not an area of concern due to the data from a full-group study.

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:

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d.  1<sup>st</sup> Day Handouts  
Change/rationale:

e.  Course assignments  
Change/rationale: We will ask instructors to look at particular areas of verb tenses specifically and customize the review sessions according to the class needs. Use mixed verb exercises and student writing to do this. In addition, more college level reading with the purpose of studying grammar should be added.

f.  Course materials (check all that apply)  
 Textbook  
 Handouts. Distribute mixed verb tense exercises and target problem areas. If the textbook does not provide academic reading with advanced grammar, give students specific examples of how to integrate adjective clauses in college material.  
 Other:

g.  Instructional methods  
Change/rationale:

h.  Individual lessons & activities  
Change/rationale: We will ask instructors to build time for verb tense review into the late weeks of the semester. The students' particular weaknesses should be addressed. Student-based exercises from writing should be used.

3. What is the timeline for implementing these actions? Immediately.

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.  
Overall, the tools were effective.

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

3. Which outcomes from the master syllabus have been addressed in this report?

All X Selected \_\_\_\_\_

If "All", provide the report date for the next full review: \_\_\_\_\_ 2014 \_\_\_\_\_.

If "Selected", provide the report date for remaining outcomes: \_\_\_\_\_.

Submitted by:

Print: Heather Zeffelmaier Signature: [Signature] Date: 5/1/13  
Faculty/Preparer

Print: Cecilia Krantz Signature: [Signature] Date: 5/18/13  
Department Chair

Print: Bill Abernethy Signature: [Signature] Date: 05.07.13  
Dean/Administrator

**COURSE ASSESSMENT REPORT**

**I. Background Information**

1. Course assessed:  
 Course Discipline Code and Number: ENG061  
 Course Title: Advanced ESL Grammar II  
 Division/Department Codes: HSS/E-W

2. Semester assessment was conducted (check one):  
 Fall 2008  
 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):

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.  
 N/A

5. Indicate the number of students assessed/total number of students enrolled in the course.  
 13 (Note that ENG060 and ENG61 meet together; 13 of the students were given a grade for ENG061 at the end of the semester.)
6. Describe how students were selected for the assessment.  
 All students taking the class.

**II. Results**

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.  
 N/A
2. List each outcome that was assessed for this report exactly as it is stated on the course master syllabus.
1. Student will create correct sentences by recognizing or producing verbs which combine various aspects, moods, modalities and voices.
  2. Students will understand and correctly produce noun, adjective and adverb clauses (both full and reduced) and phrases.
  3. Students will understand and correctly produce sentences with a delayed subject (noun clause or infinitive) and with questions word order in emphatic or conditional sentences.
  4. Students will correctly use gerunds and infinitives at the advanced level.
  5. Students will understand and correctly produce sentences of comparison at the advanced level.
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.  
 Students demonstrated the expected level of achievement for 4 out of 5 outcomes.
4. For each outcome assessed, indicate the standard of success used, and the percentage of students who achieved that level of success.  
 Outcome #1: 77% of students achieved a minimum of 20 out of 29 pts.  
 Outcome #2: 62% of students achieved a minimum of 12.5 out of 18 pts.

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- Outcome #3: 100% of students achieved a minimum of 5.5 out of 8 pts.
- Outcome #4: 85% of students achieved a minimum of 3 out of 5 pts.
- Outcome #5: 77% of students achieved a minimum of 5.5 out of 8 pts.

5. Describe the areas of strength and weakness in students' achievement of the learning outcomes shown in assessment results.
- Strengths: Students did well on all of the outcomes except #2. Closer examination of the data reveals that students did well with adverb clauses and ok with adjective clauses.

Weaknesses: Noun clauses and especially reduced adverb clauses were the problems. The text being used this semester treats reduced adverb clauses in a cursory manner. Obviously, we need to supplement this topic when we use the text in the future. Likewise, we will need to drill word order of included questions to ensure that students master this topic.

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.  
The problems identified above need to be addressed by giving the topics more intensive class exercises.
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.  1<sup>st</sup> Day Handouts  
Change/rationale:
  - e.  Course assignments  
Change/rationale:
  - f.  Course materials (check all that apply)
    - Textbook
    - Handouts
    - Other:
  - g.  Instructional methods  
Change/rationale:
  - h.  Individual lessons & activities  
Change/rationale: Students will need to have more practice with included questions and reduced adverb clauses.
3. What is the timeline for implementing these actions?  
These will be implemented for fall 09 as that is the next term that we use this textbook.

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 test seems to be reasonably effective in measuring student achievement.



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- 2. If the assessment tools were not effective, describe the changes that will be made for future assessments.
  
- 3. Which outcomes from the master syllabus have been addressed in this report?  
All   X   Selected           
If "All", provide the report date for the next full review:         2011        .  
If "Selected", provide the report date for remaining outcomes:   .

Submitted by:

Print: S. Glowki Signature *Susan Glowki* Date: 1/28/09  
Faculty/Preparer

Print: M. Czinski Signature *Margaret Czinski* Date: 1/28/09  
Faculty/Preparer

Print: Carrie Krantz Signature *Carrie Krantz* Date: 1/29/09  
Department Chair

Print: *[Signature]* Signature *[Signature]* Date: **FEB 02 2009**  
Dean/Administrator

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Approved by the Assessment Committee 11/08