
GEAC PROCEDURES FOR FORM A EVALUATION

General Education Assessment Committee

Approved 19 September 2014

BACKGROUND

The GEAC committee will review and either approve or request revisions to the assessment tools submitted on Form A before the assessment task is administered. The purpose of this review is to help ensure that the proposed assessment tools meet the criteria described below.

POLICIES AND PROCEDURES

Each Form A is initially reviewed by two GEAC members. The reviewers are randomly chosen from GEAC and, if possible, no reviewers will be a member of the department that submitted the form under review. The form is reviewed based on the following criteria:

- 1) The course-specific SLO clearly aligns with one of the six General Education SLOs.
- 2) The assessment task must
 - a) Assess the criteria of the SLO
 - b) Be clearly written and understandable
- 3) The assessment rubric must
 - a) Be aligned with the assessment task
 - b) Ensure a consistent interpretation by multiple evaluators
 - c) Demonstrate that the same criteria are assessed at every performance category
 - d) Not have gaps that make it difficult to classify some students into a performance category
 - e) Have performance categories that are well-defined or include distinct criteria
 - f) Evaluate individual student performance
- 4) Previous years' comments from GEAC reviews have been addressed if the same SLO or task is used.

Submitters are encouraged to include any explanation needed for an interdisciplinary audience to understand the course-specific SLO, assessment task, or rubric.

Each of the reviewers must either accept or request revisions to the form. If a form requires revision, the reviewers will identify those concerns that require revision. The possible outcomes of this initial review are that:

- Both reviewers request revision. In this case, GEAC requests revision to the form and notice is sent to the submitter along with reviewers' comments.
- Both reviewers accept. In this case, GEAC accepts the form and notice is sent to the submitter along with reviewers' comments.

- One reviewer accepts and one reviewer requests revision. In this case, the form is then reviewed by all other GEAC members. The majority action is determined and notice is sent to the submitter, along with reviewers' comments.

If the GEAC requests revisions for a submission, the department must address all of the concerns raised in the review and resubmit a modified Form A, which will undergo the review cycle anew. The same two reviewers will evaluate the resubmission. A department or program may alternately decide to appeal the GEAC ruling to GEC. The procedure for this is outlined in Appendix C of the Policies and Procedures for General Education Assessment available on the General Education Assessment website.

GEAC attempts to review each Form A within two weeks of submittal.

GLOSSARY OF TERMS

- **Assessment tool:** There are only two tools defined in this process: the assessment rubric and the assessment task.
- **Assessment rubric:** Well-defined criteria for a student's performance on an assessment task into one of the five standardized categories. The rubric must associate all possible outcomes with one of the five categories in such a way that multiple evaluators would produce the same classification.
- **Assessment task:** Well defined activity that demonstrates a student's level of achievement in one of the SLOs.
- **Form A:** This documents the assessment tools and SLO for each general education course.
- **GEAC:** General Education Assessment Committee
- **GEC:** General Education Committee
- **Performance category:** Each student assessed will be assigned to one performance category. There are five performance categories for the purpose of general education assessment:
 - Exemplary
 - Proficient/ More than satisfactory
 - Competent/Satisfactory
 - Underdeveloped/ Less than satisfactory
 - Unsatisfactory
- **SLO:** Student Learning Outcome