Available on the Web, you will find several documents related to the assessment of the courses in your area that are in the Core Curriculum.

2) Assessment Forms.
3) Instructions for filling out the Assessment Forms.

You may recall from the Dean’s meeting of June 17th that the Coordinating Board requires that each public supported institution have a minimum 42 hour Core Curriculum and that the Core be assessed to determine compliance with Board rules and objectives. The assessment will occur in two phases:

1) A report is due on October 1, 2004, from each college to determine compliance with Board directives regarding the Core and the institution’s plan for assessing how well the institution is doing in teaching the Core’s intellectual competencies and exemplary learning objectives.
2) A full report on assessment is due in Fall of 2009 on how well the institution has done in actually meeting those competencies and objectives and how the evaluation results are being used to improve the core curriculum at the institution.

The Department Chairs in your area that have courses in the Core Curriculum need to fill out each form as completely as possible and Email it to Roslyn Wallace, rwall@austincc.edu. They should also print out two copies of the form, one for their records and one that they sign and forward to the Dean. Deans, please review, sign and forward to me. The documents are located at http://www2.austincc.edu/oiepub/initiatives/cc_eval/index.html. All forms need to be returned to me by August 11.

Please make sure that your department chairs understand that they are in the beginning of the process rather than the end of it. The Intellectual Competencies and Exemplary Objectives Matrices will not change, but the Core Course Assessment Matrix will no doubt be modified as we determine what departments are actually doing to assess the exemplary objectives. Those precise assessments will actually be worked out over the next four years. Over the coming year, more will be communicated to the department chairs regarding the full report due in 2009. Please contact me if you have any questions and tell your department chairs that I would be happy to talk with them as well. Thanks in advance for your support and cooperation with this endeavor.