Summary of CCN Outcomes Assessment Subcommittee Recommendation Report

The following provides a summary of the Recommendation Report from the CCN Outcomes Assessment Subcommittee.

Recommendation	Vote
A. The CCN Outcomes Assessment Subcommittee recommends that Faculty Groups use the following Guiding Questions/Best Practices document for CCN outcomes writing.	Yes 6 No 0 Abstain 0
B. Since the CCN Outcomes Assessment Subcommittee was not available to support faculty groups in 2021-2022, we recommend the use of the Guiding Questions/Best Practices in the next cycle of review, revision, or reaffirmation of those courses.	Yes 6 No 0 Abstain 9

Chart approved by CCN Outcomes Assessment Subcommittee Co-chairs Kristin Nagy-Catz and Randy Ware, June 1, 2023.

Status: Recommended to full HECC Commission by Transfer Council, June 15, 2023.

CCN Subcommittee Recommendation Report

Outcomes Assessment

Subcommittee Members

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Subcommittee Co-Chairs
Kristin Nagy Catz & Rand Ware
June 1, 2023

Date of last meeting

June 5, 2023

Plans for next meeting

Reconvene in Fall of 2023 to continue support for Faculty Groups, work on the CCN Handbook Assessment Language, and provide supplementary materials for guiding questions and best practices.

Overview

Over the course of our six meetings, the CCN Assessment Outcomes Committee reviewed the extant assessment language in the CCN handbook, advised Outcomes Assessment subcommittee members on their work with CCN Faculty Groups, and developed a guiding questions/best practices document.

Action Items Completed

RECOMMENDATION	STATUS (include the vote tally for each recommendation and whether the motion passed or failed)
A. The CCN Outcomes Assessment Subcommittee recommends that Faculty Groups use the following Guiding Questions/Best Practices document for CCN outcomes writing. **Rationale:** Numerous CCN faculty groups have requested guidance with writing learning outcomes. In working with faculty groups this year, these topics were the most common topics of discussion around outcomes creation.	6 out of 6 members present voted in favor of this recommendation. **PASSED**
B. Since the CCN Outcomes Assessment Subcommittee was not	6 out of 6 members present voted in favor of this recommendation.

available to support faculty groups in 2021-2022, we recommend the use of the Guiding Questions/Best Practices in the next cycle of review, revision, or reaffirmation of those courses. **Rationale:** Faculty Groups in 2022 were not provided with support from Assessment liaisons nor documentation on best practices in outcomes writing. Some courses in that cycle would likely benefit from the considerations raised by our group.	**PASSED**

Guiding Questions and Best Practices for CCN Outcomes Writing

Guiding Questions	Best Practice
1. *What is the **highest level verb** on Bloom's taxonomy that represents the knowledge and skills a learner needs to meet course expectations?*	➔ If students accomplish the highest level verb, there is no need to address lower level verbs in the outcome. ➔ Multiple verbs in one learning outcome complicate the assessment process.
2. *What is the **broadest conceptual level** to communicate what students will learn to successfully complete the course?* - *How can we capture lists of topics under umbrella terms?*	➔ Including general terms and principles in place of lists of specific content provides flexibility for instructors.
3. *Can we **avoid specific terminology** or jargon that may shift with changes in the field (e.g., proprietary computer programs, technology, or slang)?*	➔ Avoiding perishable terminology (e.g., proprietary names in a developing field) helps to prevent updates when the field or technology changes.

4. Are the course learning outcomes **measurable**?
  - *How would you measure learning in the course?*
  - *How would an instructor "see it happening" in a way that represents what students are taking away from the course?*
	➔ Address what a student knows and/or is able to do *upon completion* of a course, not what a student experiences *during* the course.
	➔ Outcomes should not address course assignments or classroom activities but rather the transferable knowledge and skills from those experiences.
	➔ Start with an active, measurable, and observable verb.
	➔ Avoid verbs like: *Know, Understand. Appreciate, Improve*, or *"Demonstrate knowledge of…"*

5. Are the learning outcomes **realistic and attainable** given the course and context (including course level, time frame, and delivery methods)?	➔ Outcomes are clearly written to the level of the student and the course context. ➔ **4-7 outcomes per course**
6. Are the outcomes **clear and concise**?	➔ One sentence. ➔ Comma lists and semicolons complicate assessment by requiring "all or none" achievement on listed concepts. ➔ Avoid acronyms.

Action Items In-progress/Pending

ACTIVITY	STATUS (include an estimate—hours/# of meetings—it will take to complete work)
Fall 2023: CCN Outcomes Assessment Subcommittee members continue to support Faculty Groups in Psychology, Business, Math, and English.	Outcomes Assessment members will continue to attend Faculty Group meetings as needed in the Fall for these and other academic areas.
CCN Outcomes Assessment Subcommittee intends to review the CCN Handbook language on Assessment in the Fall of 2023 to discuss modifying that language.	Fall of 2023
CCN Outcomes Assessment Subcommittee will create documentation that further supports	Fall 2023

our Guiding Questions/Best Practices through discussion of examples.	

Questions for Transfer Council

- What is being done to help Faculty Groups navigate the issue of how much course content to include in the CCN alignment process?

Signed by:

Name: Randy Ware   Signature: *Randy Ware*

Name: Kristin Nagy Catz   Signature: *Kristin Nagy Catz*

Date: June 1, 2023

Provide copies to:

CCN Outcomes Assessment Subcommittee	Judith Sylva Angela Vossenkul Raiza Dottin Kristin Nagy Catz	Ann Cary Justene Malosh Randy Ware Terrie Sandline
Transfer Council Co-chairs	Susan Jeffords and Tersa Rivenes	
HECC	Donna Lewelling	
	Veronica Dujon	
	Jane Denison-Furness	
	Brittany Miles	
	Dan Anderson	
	Kyle Thomas	
	Jennifer Markey	
	Katya Agatucci	

— END OF REPORT–