

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**COURSE REVIEW AND ASSESSMENT**

Date approved by cabinet: May 25, 2023

Effective date: July 1, 2023

Expiration date (5 years from effective date if not renewed): July 1, 2028

Section 1. Policy Statement

- 1.1. BridgeValley Community and Technical College (College) will review and assess all academic courses on a recurring basis concurrent with program/discipline review to ensure a systematic collection and analysis of information to improve the academic integrity and currency of its courses. Course-level review and assessment are fundamental to faculty practice. They are cyclical processes focused on maintaining the quality, relevance, and contribution of courses to support student learning and achievement.

Section 2. Procedures

- 2.1. The Chief Academic Officer or designee shall oversee the course review and assessment process. To allow for flexibility in the review and assessment process, division deans, in collaboration with program administrators and faculty, will establish a review and assessment schedule and reporting process for each academic program, discipline, or course under their supervision. At a minimum, one program of study course, general education course, or other non-major/program course is to be reviewed and assessed annually, with all courses and learning outcomes being evaluated in a cycle not to exceed five years. A schedule indicating when each course in an academic division will be reviewed and assessed according to the criteria below and a copy of the division-approved reporting documentation (e.g., template or digital form) are to be submitted to the Office of Assessment.
- 2.2. Course reviews have the following primary objectives:
 - 2.2.1. Course Quality. To ensure the curriculum design is clear, appropriate, achieves its learning outcomes, and is an engaging learning experience for students, the assessment process is clearly linked to course learning outcomes, and the assessment data is used to improve student learning.
 - 2.2.2. Course Relevance. To ensure a course is current in its content and maintains relevancy to the associated program of study and/or academic discipline.
 - 2.2.3. Course Contribution. To ensure the course contributes to student achievement of selected assessments and degree outcomes, as evidenced by an assessment data, analysis, and reporting process.

2.3. Criteria for Course Review and Assessment - The criteria by which a course is reviewed shall ensure each course:

- 2.3.1.a. complies with all applicable laws, including those for accessibility, copyright and plagiarism;
- 2.3.1.b. includes a delivery method or methods appropriate to the discipline;
- 2.3.1.c. actively engages students in learning;
- 2.3.1.d. has suitable quantity and quality of measureable student learning outcomes appropriate to the field or discipline;
- 2.3.1.e. includes activities that are varied and account for different learning styles;
- 2.3.1.f. is current/up-to-date in its content and uses relevant texts, course materials and resources;
- 2.3.1.g. uses appropriate technology to support the course design;
- 2.3.1.h. assesses student learning and uses assessment findings for course revision/redesign; and
- 2.3.1.i. is overall an effective course bringing about the intended outcomes.

2.4 The criteria by which the course learning outcomes are assessed and reported shall include and ensure:

- 2.4.1. measurable student learning outcomes are used to define expected student learning,
- 2.4.2. a minimum of one direct, outcome-focused assessment measure is used to measure student performance at the expected level of learning for each learning outcome,
- 2.4.3. a benchmark representing the minimum acceptable student performance level is identified for each outcome,
- 2.4.4. a course performance target representing the minimum acceptable number of students expected to meet the benchmark is identified for each outcome,
- 2.4.5. common assessment tools are used across all sections and modalities of a course to ensure consistency and comparability,

- 2.4.6. all course sections and modalities are assessed during the same one-year assessment period as indicated in the assessment schedule,
- 2.4.7. all course learning outcomes are assessed and evaluated ideally within an individual one-year assessment period but may not exceed three years to complete the assessment of all learning outcomes in an individual course,
- 2.4.8. data from assessment measures are collected, aggregated, and analyzed,
- 2.4.9. data for each outcome measure is reported in aggregate,
- 2.4.10. when indicated by the data, improvement plans with implementation timelines are reported,
- 2.4.11. a determination on if an outcome's standards were met or not is made and reported– benchmark and course performance target, and,
- 2.4.12. an explanation of how the assessment results will be used to improve student learning or teaching strategies in subsequent semesters is reported.

Section 3. Process Oversight

- 3.1. Faculty is responsible for selecting appropriate activities and assessment measures and facilitating an environment that results in student attainment of the student learning outcomes.
- 3.2. The division dean, in coordination with department chairs and program coordinators/directors, is responsible for ensuring:
 - 3.2.1. a copy of the division assessment schedule and established reporting documentation is submitted to or reaffirmed annually by June 1 to the Office of Assessment,
 - 3.2.2. the division faculty establish a reporting template or method that adheres to the assessment reporting criteria in this policy,
 - 3.2.3. each course is reviewed and assessed according to the established schedule,
 - 3.2.4. the division-approved reporting template or method is used for each course submission,
 - 3.2.5. the division assessment committee reviews and ensures course reporting follows the criteria described in this policy, and,
 - 3.2.6. the division assessment committee submits to the Office of Assessment an electronic copy of all reviewed courses annually by November 1 for archiving.

Section 4. Implementation

- 4.1 To allow time for the implementation of the criteria and reporting requirements established by this policy, an initial one-year academic period from fall 2023-spring 2024 will be used for the establishment of assessment schedules and development of reporting materials with formal assessments beginning in summer/fall 2024 as appropriate.

Section 5. Distance Learning

- 5.1. Distance learning includes online, dual credit, and concurrent enrollment courses, in which the primary method of instruction utilizes methods that do not include face-to-face interaction between instructors and students. All distance learning courses must comply with the assessment procedures outlined in this policy. Additional procedures and requirements for distance learning course development and review are described fully in the Distance Delivery of Instruction Policy.