
Steps in the Assessment Cycle for Participating Faculty

Step 1: Get to know your assessment coordinator.

Step 2: Confirm the Pathways Competency being assessed this semester

- Contact your department chair and/or assessment coordinator to confirm your section's participation in this semester's Pathways administration. A full list of selected Pathways sections is available on the Brooklyn College Assessment webpage. This list is updated regularly and shows all selected sections by Pathways competency by semester.

Step 3: Assessment Coordinators, Course Coordinators, and Faculty attend General Education/Pathways Orientations.

- Orientations are held early in the semester.
- Orientations are led by the General Education Coordinator.
- Orientations cover the assessment process, the development, adaptation, or selection of assessment tools and assignments, and assessment due dates and deliverables.

Step 4: Consult with your department chair or assessment coordinator regarding the SLOs and VSLOs (for Flexible Common Core Competencies) to be assessed for your assigned Pathways Competency.

Step 5: Submit your section syllabus to your assessment coordinator and the General Education Coordinator.

Step 6: Consult with your Assessment Coordinator and Course Coordinator (if applicable) regarding:

- Development, adaptation, or affirmation of an assignment that will be used to assess your students for the assigned Pathways competency.
 - Assignment development coordination depends on departmental assessment structure, so assignments may be department-wide or section-specific.
 - An Assignment Worksheet is provided to help you get started in thinking about assignment development.
 - An *Assignment Alignment Worksheet* is provided in this workbook to help you review your assignment to ensure that it is assessing the appropriate General Education/Pathways outcomes.
- Development, adaptation, or affirmation of a rubric or a test blueprint with a locally developed exam to be used for assessing your students for the assigned Pathways competency.
 - Rubrics for assessing performance and exams/quizzes are the most common direct measures of student learning. A list of examples of student learning is provided in this Workbook. For General Education Assessment, the focus is on direct measures of student learning.

- Rubric development depends on departmental assessment structure, so rubrics may be department-wide or section-specific.
- You are welcome to use the Sample Rubrics in this workbook for guidance in competency-specific rubric development.
- You are welcome to use the example test blueprints for guidance in test or quiz item and test blueprint development for your assigned General Education/Pathways Competency.
 - Your department chair and/or assessment coordinator may request that you complete a *Test Blueprint Form* if you plan to assess using test or quiz items developed at the section level.

Step 7: Submit the rubric and assignment with a completed *Assignment Alignment Worksheet* or exam/quiz with a test blueprint and/or test blueprint form to the department chair and/or assessment coordinator and to the General Education Coordinator for archival.

- The rubric and assignment may be department-wide or section specific. This depends on departmental assessment processes and structures (see Step 6).
- It is a sound practice to complete and submit an *Assignment Alignment Worksheet* to provide a form of evidence of validity of their assignment.
 - Faculty should use the provided competency-specific *Assignment Alignment Worksheets* in this workbook to complete their validity exercise for their assigned General Education/Pathways Competency.
- If you are assessing your students using a locally developed exam (LDE) or quiz items, please submit a copy of the exam or quiz items along with your test blueprint and/or *Test Blueprint Form*.

Step 8: Score Student Work

Step 9: Submit your data to your assessment coordinator before grades are due.

Still have questions?

If you still have any questions, please contact your General Education Coordinator, Professor Caroline E. Arnold, at CArnold@brooklyn.cuny.edu or email the Office of Educational Research and Assessment at IE@brooklyn.cuny.edu. We are always available to assist you with your Pathways assessment needs.