

General Education Course Assessment Report Template

Prepared by The GBC General Education Committee

Guidelines For Use: *This document is a suggested format for General Education Course Assessment Reports. Instructors/Departments are free to use other report formats as long as information is accurate and complete.*

Course Number and Name:

Instructor/Department Contact Information: *For courses assessed individually, provide instructor information. For grouped courses assessed by a department, provide department contact information with a lead contact named.*

General Education Outcomes Assessed: *List the general education outcomes for the course as identified in the catalog.*

Prior Assessment Actions: *Detail course modifications and actions taken based on prior assessments (if any).*

Method: *Provide a brief but clear narrative of how the outcomes are being assessed. The narrative should clearly convey: 1. What student work is being assessed and how it demonstrates achievement of outcomes. 2. How the student work is being assessed by the instructor/department.*

Results: *Provide results of assessment in a concise and clear fashion. Results should, if possible, include quantitative and qualitative data (i.e. quantitative rating scores and qualitative observations of trends in student work).*

Discussion and Plan: *Detail the significance of the results, their meaning for the course curriculum and structure, and plans to make use of the data in future courses. Try to make plans specific and observable.*

Attachments: *Attach assignment sheets for assessed work, materials used in assessment (i.e. rubrics) and any other relevant materials that would provide context for the report.*