Instructions for Submitting Core Course Assessment Reports

Course Assessment Report Timeline:
Core Competency, Shared Core and Thematic Core Course Assessment Report deadline: **Spring 2024 Reports due June 16, 2024**

Accessing Your Assessment Report Form:
Follow the link provided to you via email. This link is personalized and can only be used for reporting on your particular courses, so please don't forward this to other faculty. Note: because of limitations in the Qualtrics system, you cannot go back to previous questions in the survey. For assistance accessing Qualtrics, contact Linda Bretz at linda.bretz@wheaton.edu.

Compiling the Data and Filling out the Form
The Core Course Assessment Report collects the same information as the Christ at the Core course proposal's assessment chart. You may include the assessment information contained in your final, approved Christ at the Core proposal while completing the assessment report form. If you have updated or changed the assignment used to measure student achievement of a learning outcome, then provide that updated information in the report. Additional instructions about the information that you will need to include in the report are provided within the assessment report. The method to determine the number of students in a course meets a particular learning outcome is left up to the instructor's discretion. For example: you may determine that students scoring higher than 75/100 for an assignment connected to that particular learning outcome have succeeded in meeting that outcome; or, that students able to show a certain skill or competency at the end of a course measured in the relevant assignment have met that outcome; or, you may use a rubric that assesses students on various levels of mastery (e.g.., below/meet/exceed) for the relevant assignment for a particular outcome and then report the numbers that correspond to meet and exceed on the rubric. In any case, the number of students that meet a certain learning outcome should be indicative of actual mastery of that outcome. While it would be ideal for all of the students to achieve an outcome, the reality is that those numbers will generally be lower. In order to collect data that is easily analyzed we ask that you do not merge multiple learning outcomes in one response, but separate them out and report for each learning outcome. Things to note about the current reporting procedure: 1. Instead of reporting the *percentage* of students who met the outcome, we ask you to report the *total number* of students who met the outcome. 2. An additional question about the types of revisions that you plan to make in the next iteration of the course is added at the very end. 3. As the reporting is done online, there is nothing that you have to submit through email. After the reporting window is closed, you will receive an email with your responses to the various questions. Please retain this email for your own records and use it when you revise your course.