Best Practices for Departments Performing GE Assessment

1. The department chair should take an active role supporting the efforts of GE assessment within the department. GE assessment is a useful tool for course improvement.
2. Designate one person to be the Assessment Coordinator for the department. This person can be the Director of Undergraduate Studies or another faculty member appointed by the Director of Undergraduate Studies and the Chair. It is important that this person takes the lead role in GE assessment to make sure that all requested reports are being fulfilled and data is being collected in a meaningful way. Once an assessment report is submitted, this person should be responsible for sharing concrete suggestions on course improvement with the faculty.
3. Develop clear assessment plans for every GE course that any instructor can follow, especially if the course has multiple section offerings and/or multiple instructors who will teach the course. The Assessment Coordinator should work with the faculty who teach the course to develop the assessment plan. Develop rubrics for each GE category that can be used department-wide. This will help evaluation of reports remain consistent.
4. The data collection method must be measurable in a way that is unrelated to course grades and SEIs. We are not evaluating the teachers, students’ grades, or the value of the course content. We are evaluating whether the course meets the Expected Learning Outcomes of the GE category. It is possible for a course to address quality material, have effective instructors, and have students learn valuable content and still not adequately address the GE Expected Learning Outcomes.