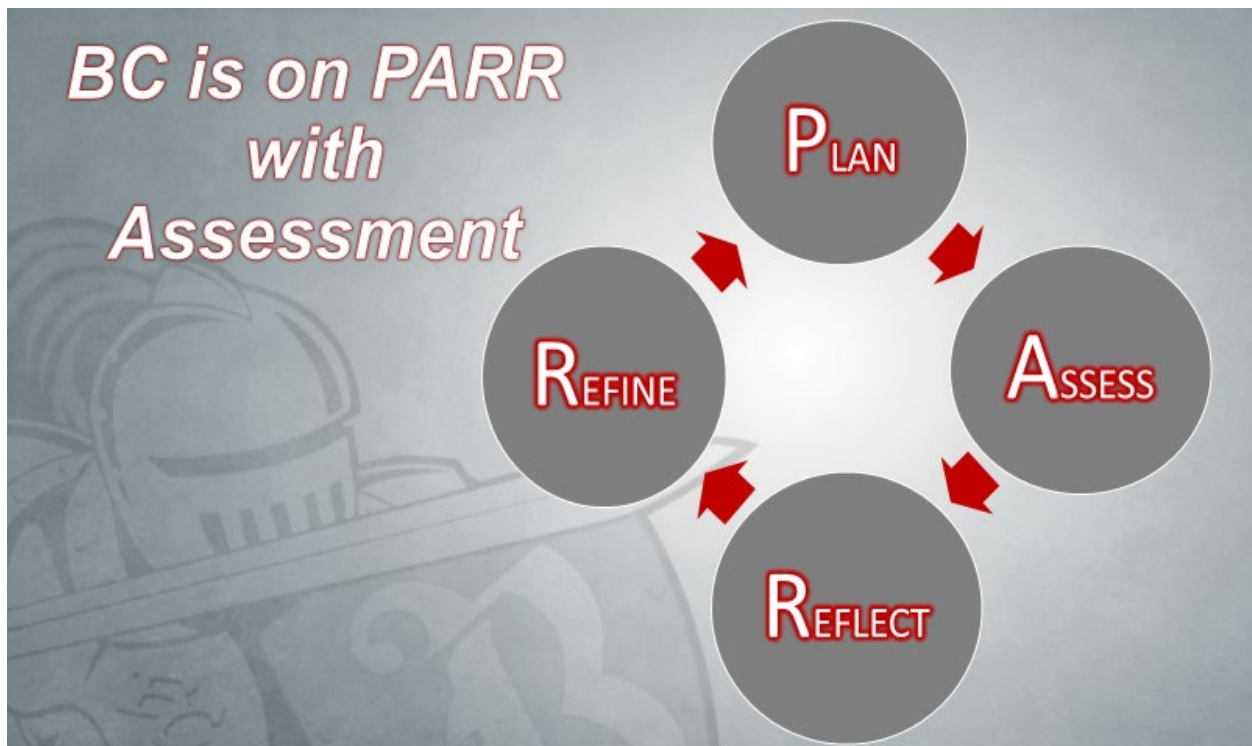


Program Review – Assessment Report Instructions



Instructions:

1. In eLumen, the department chair (utilizing the Report Creator role), or the Assessment Committee representative, over the program needs to generate the report titled "SLO Performance - By Department, Course, CSLO". The report should be generated for each required course and elective listed in the program (e.g., if a math course is part of the psychology program, then the above report should be pulled for both mathematics and psychology courses). When running the report be sure to include fall, spring, and summer terms for the prior academic year. See handout "eLumen Training for Department Chairs" on the Academic Technology webpage for more detailed instructions: www.bakersfieldcollege.edu/academic-technology/elumen-assessment
2. Assessment Table - Column 1: list each required course and elective for the program.
3. Assessment Table - Columns 2 – 6: At the end of each course in the above report, there is a table titled "Totals for CSLOs" that contains the data necessary to complete the Assessment Table. Be sure that all rows that contain data total to 100% for Column 6.
4. Complete one Assessment Report per program and return the completed form(s) to the Program Review Committee. Write your responses in the textbox, the textbox will expand as needed.

Program Review – Assessment Report

Name of Program:

Administrative Office Assistant

Plan – Describe the process used to assess the courses for this program.

Full and part time faculty sit down together and decide what tool will be used for the assessment and then the data is collected. With e-lumen each faculty is required to enter his or her individual information per section. The tool to be used will vary depending on what is going to be measured.

Assess – Fill in the table using the data from the report SLO Performance - By Department, Course, CSLO

Courses	% Students Exceed	% Students Meets	% Students Doesn't Meet	% Students N/A	Total
BSAD B252a	92.05	5.68	2.27	0	100
BSAD B252b	80.68	17.67	0	1.7	100
BSAD B252c	85.29	14.71	0	0	100
BSAD B253a	85.71	14.29	0	0	100
BSAD B253b	78.75	20	1.25	0	100
BSAD B253c	91.11	6.67	2.22	0	100
BSAD B264	73.19	23.81	0	0	100
BSAD B285	73.33	24.44	2.22	0	100
BSAD B287	88.71	8.06	3.23	0	100
BSAD B88	76.67	11.67	5	6.67	100
BSAD B5	62.82	18.18	20	0	100
BSAD B53a	77.7	8.78	4.05	9.46	100
BSAD B280	100	0	0	0	100
BSAD B65	25	85	0	0	100
BSAD B20	64.29	27.07	7.52	1.13	100

Reflect – Based on the SLO performance data listed in the table, describe both the strengths and weaknesses of the program.

With only 2 exceptions, more than 90% of the student meet or exceed the requirement for the course. The two course that have more BSAD B53a/BSAD B88 are adjunct taught courses.

Refine – Summarize the changes that discipline faculty plan to implement based on the program's strengths and weaknesses listed above.

Full-time faculty should work more closely with adjunct to help prepare materials and students for the assessments.

Dialogue – Explain when, or how often, discipline faculty meet to discuss the assessment process (e.g., planning, data collection, and results) for this program (e.g., department meeting).

Faculty meet on an as need basis. Most of the skills classes in Office Tech are taught in the lab environment and all faculty discuss student performance and objectives on an almost daily basis.