

City Tech Assessment of General Education

How was my course selected?

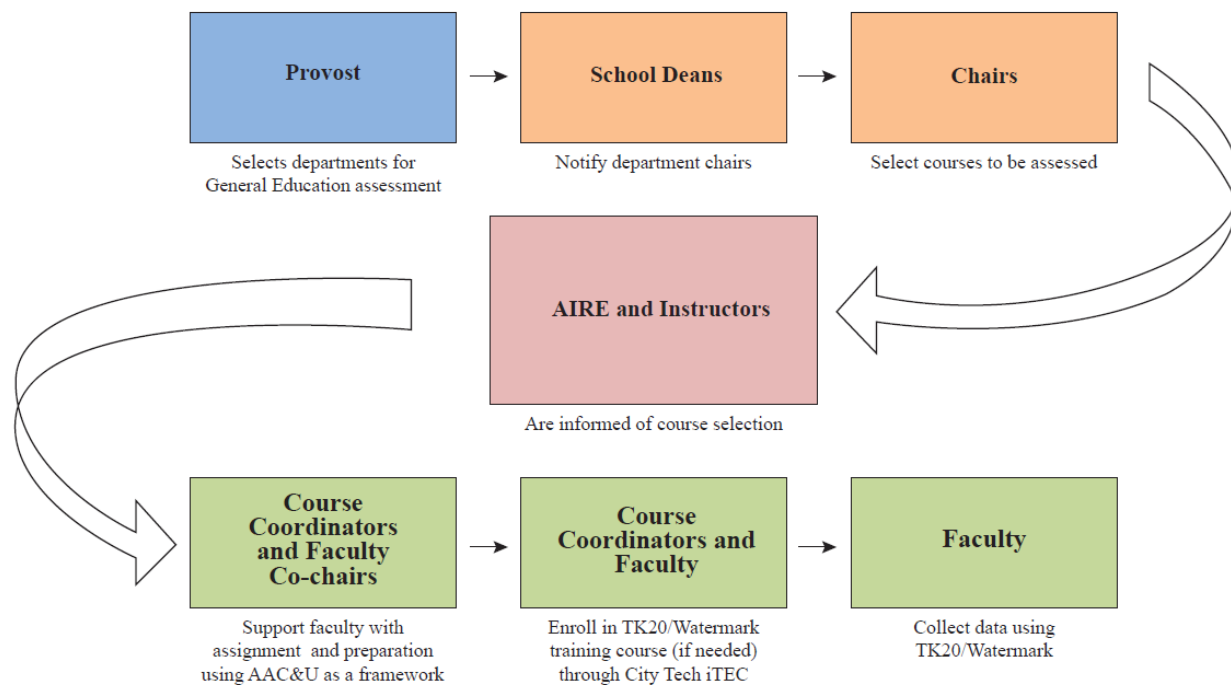
City Tech believes that a strong assessment program will result in improved student learning outcomes. City Tech uses assessment data to develop student and faculty support services.

The Provost selected your department for inclusion in the General Education assessment cycle, which includes the assessment of City Tech's fourteen Institutional/General Education. The fourteen competencies were identified to measure City Tech's General Education, as passed by the College Council (<https://facultycommons.citytech.cuny.edu/gen-ed/>).



Your Department Chair selected the course(s) for assessment and your participation is very important to obtain meaningful, representative results.

Launching the General Education Assessment Cycle



Steps in the Assessment Cycle

Step 1: Confirm the General Education Competency

A full list of Gen Ed Assessment Participating Course can be found on AIRE website at <http://air.citytech.cuny.edu/gened-data/>. The list shows all course selected and participated Gen Ed competency by semester.

Step 2: Review the General Education Assessment Workbook

Assessment tools in the workbook:

- City Tech Gen Ed Assessment Cycle
- Timeline for the applicable General Education competency
- rubrics for 14 competencies (AAC&U VALUE rubric or modified rubric)
- assignment / content validity worksheets for each competency

Step 3: Review the College Rubric that was adopted by the faculty for assessment purpose

Step 4: Get to know your department's assessment liaison

- Reach out to your department assessment liaison (committee member).
- If you are not sure who is serving in this role, the Assessment Liaisons are listed on the AIRE website (<http://air.citytech.cuny.edu/assessment/liaison/>).

Step 5: Consult with other instructors who previously participated in Gen Ed assessment for the same course

- Reach out to your department assessment liaison or AIRE Office for previous participating instructors

Step 6: Familiarize yourself with TK20/Watermark assessment software

- TK20/Watermark (<http://websupport1.citytech.cuny.edu/tk20.html>) is the college's assessment software, selected by a Faculty Task Force. Assessment scoring and report generating will be conducted in TK20/Watermark.
- The iTEC department offers tutorials/handouts, training opportunities and TK20/Watermark tech support.

→ iTEC: <http://websupport1.citytech.cuny.edu>

→ Email: itec@citytech.cuny.edu, phone: 718-254-8565

Step 7: Prepare the course assignment & related documentation

- Ask your assessment liaison if your department has a particular assignment that should be used. If yes, you should consider adopting the assignment for your class; otherwise, you need to develop an assignment for the assessment.
- Familiarize yourself with the Gen Ed Assessment rubric for your Gen Ed competency
- Complete the “**Assignment Worksheet**”. The assignment worksheet must be completed to ensure that the assignment aligns with the measurement tool (rubric).
- Ask your department assessment liaison to complete the “**Content Validity sheet**”. Validity is the degree to which an assessment measures what it purports to measure.
- Confirm that your assessment liaison has placed the Assignment, “Assignment Worksheet” and “Content Validity sheet” in the department assessment repository folders on S-drive ("S:\Assessment").

Note. Fillable PDF versions of “Assignment Worksheet” and “Content Validity sheet” can be downloaded from AIRE website (<http://air.citytech.cuny.edu/assessment/gen-ed-assessment/>)

Step 8: Score student work in TK20/Watermark

- Instructors utilize TK20/Watermark to score the student work. **All enrolled students should be assessed using the college’s General Education Scoring rubrics.**
 - A list of the rubrics that should be used for the General Education Competency has been provided by AIRE

Step 9: Upload student work samples to TK20/Watermark

- Instructors should maintain samples of student work for the college-wide assessments. You will need to upload **a minimum of 3 copies of student work to TK20/Watermark representing one “excellent,” “average,” and “below average/poor” examples.**

Step 10: Review and save course assessment reports

- After student scoring and student work samples have been uploaded to TK20/Watermark, review the automatically generated course assessment report in TK20/Watermark.
- Please download the report and send the report to your department liaison to archive on S-drive.

Other Potential Gen Ed Assessment Activity

Inter-rater reliability: *Reliability* refers to the consistency of the measurement. You may be asked to attend an inter-rater reliability meeting where faculty work together scoring student work. The AIR office computes the reliability coefficient after this meeting to provide psychometric evidence for accreditation purposes.

Available Gen Ed Assessment Resources

- AIRE website: <http://air.citytech.cuny.edu/> (“Assessment” section)
- TK20/Watermark: <http://websupport1.citytech.cuny.edu/tk20.html>
- Department Assessment repository on S drive: <S:\Assessment> (school Deans, department Chairs and assessment liaisons have access)

Resources

You have support at City Tech:

- Assessment Department liaison
- School Assessment Committee Faculty Co-Chairs
- AIRE staff
- Course coordination department liaison
- L4 on the OpenLab
- OpenLab digital pedagogy fellows
- iTEC Staff (for TK20/Watermark issues)

Still have questions?

If you still have any questions, please stop by the AIRE office at Namm 227. We are always available to assist you with your assessment responsibilities.