

All instructions with rationale, explanations and examples are provided in blue.

MSU General Education
Data Submission Form for Core & Distribution Courses

Deadlines for submission: **Fall: January 20** **Spring : June 10**

Semester: Fall

The items above inform faculty of the deadlines for data submission and inform the assessment coordinator of the current semester being reported. Please fill in the semester the reported data was collected (e.g., Fall, Spring, Summer I or II)

Part I: Source

Course Prefix & Number: FYS 101 **Sections:** 101

Coordinating Faculty: Dr. Kathryn Janeway

Part I Instructions: Row 1: The "Course Prefix & No." (number) refer to the abbreviation of the course, e.g., FYS 101. Type these in the box provided. Place the numbers of each section being reported in the box to the right of the "Sections" label. Be sure to include all sections taught during the semester in one report. This should include internet, off campus and eagle scholar course sections. Row 2: Enter the name of the faculty member collating and submitting the data as the "Coordinating Faculty."

Part II: Approved Assessment Methods

SLO Assessed: 2d **Measure Title:** Consequences Rubric

Description: Briefly describe the instrument (e.g., Number and type of items, categories of performance indicators, scale used including factor(s) assessed, scale intervals and range of scores). If a rubric, attach a copy.
The consequences rubric is comprised of 8 performance indicators (PIs) within 3 dimensions: Self-awareness, Analyzes alternatives & consequences, and Decision making. Each PI is assessed on a 4-point scale of evidence articulation (none, insufficient, sufficient or overwhelming). A total score of 32 is possible.
Procedures: Briefly describe how the instrument was administered (e.g., when, how, where, who)
The rubric is to be used to assess an oral presentation. Each faculty will score the performance midway in the course and at the end of the course, close to exams. The highest score will be counted for each student.

Part II Instructions: Each Approved Assessment Method area is used to provide information about one measure. (Since only one measure is required to assess each SLO, there should be no need for more than two boxes.) For each Approved Assessment Method area, complete the following rows. Row 1: Identify the "SLO(s) Assessed". It is possible for a measure to assess more than one SLO, so include all those assessed by this measure. Next, in the box following the heading "Measure Title," give a title for the measure. This should not be a statement of the SLO. Row 2: The second row contains directions under the heading labeled "Description." This is the description of the content to be provided in Row 3. Row 3: Briefly describe the instrument (test or rubric) that will be used to measure whether the SLO is attained. Some features that may be helpful to provide include the number and type of items, categories of performance indicators (PIs), scale used including factor(s) assessed, scale intervals and range of scores are listed in the directions. If the rubric assesses more than one SLO, be sure to indicate which PIs assess which SLOs and what the total possible score is per SLO. If the measure is a rubric, remember to insert a copy at the end of the report. Row 4: This row provides directions labeled "Procedures" for completing row 5. Row 5: Describe how the instrument (measure) was administered. Some questions that may be helpful to answer such as how the instrument was administered, what it was applied to, and who administered it, are listed in the directions. This is the most appropriate place to include information about the assignment used to elicit the response being measured.

Part III: Data Summaries

Please use the following forms.

Gen Ed SLO Attainment Table											
Course Prefix & No. : FYS 101					Sections reported: 001						
Students Attaining [#] SLO											
Section #	SLO # Reported	Measurement Title*	# Students (Assessed)	# Eagle Scholars (Assessed)	# On Campus (Assessed)	# Online Students (Assessed)	# Students (Attained)	# Eagle Scholars (Attained)	# On Campus (Attained)	# Online Students (Attained)	Percent (#Students Assessed/#Students Attained)
001	1b	Pretest-Posttest	25	0	25	0	23	0	23	0	92.0%
301	1b	Pretest-Posttest	40	0	0	40	38	0	0	38	95.0%
601	1b	Pretest-Posttest	50	50	0	0	48	48	0	0	96.0%
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*Examples of Measures: Essay rubric, Exam, Quiz, Discussion rubric, Presentation rubric, Test items #Reaching the 70% criterion level of attainment

Part III Instructions: This part of the report summarizes student attainment of each SLO based on the measures applied. It is comprised of two Tables, one labeled Gen Ed SLO Attainment Table (shown above) and a second labeled Gen Ed SLO Rubric Attainment Table (next page).

The Gen Ed SLO Attainment Table includes information on course sections and SLOs assessed, measures used, the number of students assessed and the number of students attaining SLOs. Each course section should be reported on a separate line. Please complete each column and the final column will automatically calculate the percentage attained. Be sure to include all sections taught during the semester in one report. This should include off campus and eagle scholar course sections.

Part IV: Written Assignment Samples

Written Samples: **If prior samples are not on file, or if current samples show levels of student achievement meaningfully different from those already submitted**, include 3 samples of student written work that shows three levels of SLO attainment; one each of exceeds, meets, and fails to meet criteria. Be sure to omit student names throughout the sample.

Part IV Instructions: Most general education courses already have samples of written assignments on file. Once there are samples on file, new samples only need to be submitted if the quality of the samples changes appreciably. Only those levels that changed need to be resubmitted. So, if the top level improves substantially, but the other two levels do not, only a new sample of the top level needs to be submitted. When providing samples remember, do not include names anywhere on any samples submitted.