

DMACC Assessment Policies

The following policies apply to all assessment activities at Des Moines Area Community College. These policies were passed by the Assessment Commission Tuesday, November 21, 2017, and approved by Kim Linduska, Vice President of Academic Affairs, Wednesday, November 29, 2017.

Communication

Clear and consistent communication is essential for assessment to function across the district:

- Use of DMACC email and the Assessment Blackboard Community is required.
- District/program chairs will be the point of contact for all faculty who teach in their areas.
- District/program chairs communicate assessment-related information to all participating district-wide faculty (Full-Time, Adjunct, and Concurrent Enrollment).
- The Assessment Blackboard Community will house assessment instruments and will serve as a submission point for data and results. District/program chairs will be responsible for updating assessment instruments on the Assessment Blackboard Community each semester.
- District/program chairs will notify participating faculty of scheduled assessment prior to the beginning of the semester.

Reporting

- For reporting purposes, district/program chairs will be the primary contacts between faculty and the Assessment Commission except for the submission of course-level data.
- To help ensure confidentiality, individual faculty will submit course-level data directly to the Commission.
- District/program chairs will upload a narrative report to the Assessment Blackboard Community for each course assessed following the receipt of aggregate data from the Assessment Commission.
- District/program chairs will report 5-year assessment plans.

Participation

The Assessment Commission will work with deans, provosts, and directors to encourage and support full participation in assessment-related activities.

- All faculty, including adjunct and concurrent enrollment, are expected to:
 - Follow the assessment schedule for program area
 - Use common assessment as determined by their program

-Communicate any concerns regarding the assessment in a timely manner to district/program chair

-Submit data in accordance with established timelines

-Submit all required documents, assessment instruments, and testing materials by deadlines

-Assist district/program chair in assessment narrative as requested

-Participate in artifact scoring as requested

- Individual departments will determine course assessment schedules, based upon a 5-year plan
- All sections of identified courses will be assessed, unless the district/program chair has notified faculty that student numbers are sufficient to sample sections.
- If a chair has listed a section as active for assessment, participation is expected.
- The data collection process will track participation at the individual course level (CRN) of each instructor, but student outcomes will be reported as an aggregate for all sections districtwide.

Privacy

Assessment data is intended to be used for the facilitation of student, curricular, and college development:

- Individual student data should not be identifiable by name, DMACC ID, or other means.
- Assessment results will not be used for evaluation of individual faculty.
- Aggregate assessment results will be made available to all faculty and supervisors within that department and related entities, when relevant.