

Assessment Fellow Proposal

2016-2017

What is an assessment fellow?

An assessment fellow is a faculty member who is interested in faculty professional development and assessment and is willing to commit to a project at the division, discipline, department, or program¹ level in order to facilitate further assessment work in this area.

How do you express initial interest in becoming an Assessment Fellow?

Faculty interested in applying to be a fellow would:

1. submit a letter of interest to sullivank@lanecc.edu that outlines the following:
 - a. their previous experience(s) with assessment work
 - b. their facilitation and leadership role within their division, discipline, department, or program
 - c. a brief summary of what they understand to be the purpose of assessment at Lane and in their division, discipline, department, or program, as well as the challenges they see
 - d. a brief summary of where their division, discipline, department, or program currently is in the process of assessment;
 - e. their goals for a specific assessment project at the division, discipline, department, or program level.
2. Ask their dean/chair to submit an email to the A-Team chair, Kate Sullivan, supporting their application for a fellowship

What is an assessment fellow responsible for doing?

In exchange for one course (3-4 credits) reassignment time² per academic year, assessment fellows agree to the following responsibilities:

- scheduling discipline, department, or program, planning meetings
- recording and synthesizing division, discipline, department, or program discussions around systematic assessment
- consulting with the Assessment Team about methods, progress, barriers, etc
- collaborating on developing or furthering a division, discipline, department, or program-level CLO assessment project, which will include artifact assessment
- Giving a 10-15 minute presentation of their work to the A-Team (at Spring Conference or another end-of-year venue, TBA)

What should the assessment project include?

Once assessment fellows have been chosen they will work with the Assessment Team

¹ We understand “program” to denote a sequence of courses within a discipline, a series or sequence that fulfills a certificate or degree and that may include multiple disciplines, or a subfield within a discipline or division. Assessment of a program may include the following kinds of work: aligning or refining outcomes in a particular course or sequence of courses;; aligning sequences or highly enrolled courses to one another. Attention to the role of CLOs in this alignment and refinement would, necessarily, be part of any project funded through the fellows model.

² PT faculty who are selected as fellows will receive CD funding as compensation: 100 hours.

to determine which of the following fellowship models would be most appropriate for their division, discipline, department, or program. Fellows may have a differing sets of expectations for their assessment projects based on the current needs of their division, discipline, department, or program, and what stage of assessment work they've accomplished to date.

Mapping and Tools Creation Fellow Model: map multiple course or program outcomes to Lane's CLOs and create assessment tools (e.g. a rubric) to assess the proficiency with the CLOs. Mapping at this level should include all highly enrolled courses offered in a division, discipline, department, or program, as well as mapping of program outcomes. This stage will, most likely, also involve developing signature assignments or setting parameters for artifact collection and scoring.

Artifact Scoring Fellow Model: assess a set of artifacts from your division, discipline, department, or program using the assessment tools that clearly assess CLOs. The assessment tools should be created by your discipline, department or program. This model requires consultation with IRAP to ensure reliability and validity of the assessment project. It may also require collaboration with IT depending on the artifact assessment model you plan to use.

How do you apply to become a fellow?

After sending an initial email of interest to Kate Sullivan and having your dean/chair send an email of support to Kate, email a letter (as a Word Doc attachment or Google Doc link) to sullivan@lanecc.edu and lushias@lanecc.edu. Your application letter should clearly address the following:

- Which fellowship model you are applying for;
- Information about which courses within your division, discipline, program, or department that you will be focused on in a fellowship;
- An explanation of how/why the focal courses are integral to your program/department/discipline's assessment efforts;
- An explanation of how and why you are the appropriate candidate to fulfill this leadership role.

Other Notes:

1. While the assessment fellows will be responsible for recording and synthesizing assessment progress in their discipline/department/division/program, our Coordinator of Assessment and Curriculum, Tammy Salman, will be responsible for synthesizing the work of individual disciplines/departments/divisions/programs into a campus-wide report. Tammy will also support the work of both the fellows and the Assessment Team.
2. Priority will be given to fellows focused on the assessment of high enrollment and/or core courses with a division, discipline, department, or program.
3. Priority will also be given to fellows focused on artifact collection and scoring.