Course Coordinator Task List

1. Ensure that everyone is using a common syllabus with regards to Sections I-V.
   a. The same course description
   b. The same course outcomes
   c. The same course competencies
   d. Etc.

   *If changes to the Master Syllabus are needed then contact wornkeyj@bartonccc.edu as these have to be approved through the Learning Instruction and Curriculum Committee (LICC).

2. Develop a Common Assessment Instrument to assess some/all of the course competencies.
   a. Meet as a group (or via e-mail if necessary) with all instructors who teach the course.
   b. Examples include a common final, a common rubric for grading an essay/speech, etc.
   c. This may involve developing the exam as a content item in eCollege and passing it along to all instructors, so ask if you need help with this process.

3. Complete the Degree Level Embedded Assessment Project form (*http://tinyurl.com/DLEAPform*) identifying questions/areas where your assessment instrument also assesses the general education outcomes (listed on the DLEAP form)

*Tasks 1 - 3 need to be completed _____

4. Implement the instrument
5. Collect the data from all instructors
   a. Identify any outstanding data reports for further follow-up by Deans
   b. Complete the Degree Level Assessment (DLA) data spreadsheet
   c. Forward this spreadsheet to: *cats.eval@bartoncougars.org*

*Tasks 4 & 5 need to be completed _____

6. Close the loop
   a. Document the use of the course assessment data to improve student learning in the classroom
   b. Collect this information using following link which may be forwarded to your respective faculty: *http://tinyurl.com/CAPform*

*Task 6 needs to be completed _____

**Tasks 5 &6 will then be repeated indefinitely