Fall 2020 Faculty Inservice Plan

Key:

Underlined = Presentation

Bold = Faculty activity

Bold & Blue = Need Program Break-out rooms

Bold & Lavender = Faculty & Staff Presentation

Wednesday, August 19

- Recap from Spring 2020   **15-20 min**

- **Check for Outcome Match**   **30 min**
  - Faculty will check that there course outcomes in their course outlines match the master syllabus
  - Play some music
  - Have a poll to see if everyone's outcomes matched

- Assessing Using the Rubric   **15 min**

- **Faculty Planning Time**   **40 min**
  - Break-out into programs
  - Forms needed: Assessment Plans, Download Communication Rubric
  - ***Extra activity: Communications Rubric Evaluation***

- *Break*   *10 min*

- Preparing for HLC Visit   **15 min**

- **Champion-led Program Work Time (if needed) until 12pm**
  - Answer questions
  - Work on Assessment materials
  - Review assessments from the spring

Thursday, August 20

- **Co-Curricular**   **20-25 min**
  - **For both faculty and staff**
  - What it is and our assessment plan

- Analyzing Assessment Results   **45 min**

- *Break*   *10 min*

- **Faculty Work Time--Preparing Assessment**   **40 min**

- - Work with program faculty to plan the fall assessment into their courses
    - Plan how the rubric will be used in the assessment
    - Begin the Program Level Assessment Report

- <u>Planning changes for reassessment</u>   **20 min**

- **Faculty Work Time**   **30 min**
    - Evaluate the assessment website
    - Evaluate the Assessment Plan
    - Evaluate the Communications Rubric

- ***Break***   ***10 min***

- **Reviewing Evaluations**   **20 min**
    - Go over feedback from faculty work time
    - Complete the Assessment Session Evaluation

- **Champion-led Program Work Time (if needed) until 12pm**
    - Answer questions
    - Work on Assessment materials
    - Review assessments from the spring

Champions should collect the following in the shared folder by Friday, August 21:
- Communication Rubric Evaluation
- Assessment website Evaluation
- Assessment Plan Evaluation
- Assessment Inservice Evaluation
- Inservice Checklist
- Shared folder link:
  https://drive.google.com/drive/folders/1roOtEIpr6_YKrNyv96jyOD5-naG5mYe9?usp=sharing

For the security of the faculty, please do not directly share the eval folder directly with the faculty.

For your information:

Part-time inservice   **Thursday, August 20, 5:30-7:30pm**

- Intro   **25 min**
  - What is Assessment
  - DACC Assessment Cycle
  - Assessment Plan
  - Where to find everything
  - HLC visit
- Assessment Documentation   **25 min**
  - Assessment Plan
  - Rubrics
  - Program Level Assessment Report
  - Closing the Loop
- Making Assessment Work for You   **20 min**
  - Outcomes & Assessment
    - Writing measurable outcomes
    - Using outcomes in assessment
  - Using assessment to improve student learning
  - Collaborating with other faculty
- Closing   **10-15 min**
  - Where to go from here
  - Working with full-time faculty
  - Questions