General Education Annual Course Assessment Form

Course Number/Title: LLD 100W  GE Area Z

Results reported for AY ’15-'16  # of sections: 25  # of instructors: 8

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Department Chair: Swathi Vanniarajan  College: H&A

Part 1

To be completed by the course coordinator:

(1) What GELO(s) were assessed for the course during the AY?

SLO 3: Students shall be able to organize and develop essays and documents for both professional and general audiences.

(2) What were the results of the assessment of this course? What were the lessons learned from the assessment?

Out of 614 students assessed:

- 386 (63%) mastered the SLO at a high level (B+ or better)
- 178 (29%) mastered the SLO at an average level (between C and a B)
- 50 (8%) failed to master the SLO or did so at a marginal level (C- or below)

The comments below are representative outtakes from instructor reports. Full individual instructor reports available on request.

“A successful assignment toward this goal has come from the various forms/styles of writing business letters, which require the students to think critically on the readings before formulating well-organized and developed documents.

Two other successful assignments toward this goal have been the Career Research paper and Social Media project, which call for the students to appropriately cite sources using the APA format. These assignments, including outline, PowerPoint presentation, work plans, and analysis of two companies, have yielded productive class discussions and, in many cases, some exceptionally rigorous and creative research and writing.”

“Students who mastered SLO 3 at a higher level demonstrated the following abilities (based on results from the final analytical report assignment):

- Organization and ideas: organization controlled and generally effective for topic, with well-constructed paragraphs; presentation of ideas clear and coherent; reports well planned and all parts fully developed
• Topic development and quality of information: Clear to full development of content (purpose, relevance, focus, and explanations etc.); evidence of logical progression of ideas; appropriate use of business concepts to explain and support argument; adequate and relevant supporting details and/or examples from research

• Sources: sources were accurately documented; citation/reference errors very few and not distracting”

“Students who mastered GELO 3 at a higher level demonstrated the following abilities:
• organize information to be compatible with the purpose and audience
• provide relevant details to accomplish the purpose and meet the specific audience’s needs
• develop comprehensive messages for the purpose of the assignment

Students who failed to master GELO 3 or did so at a marginal level demonstrated the following abilities:
• include information, but not effectively meeting purpose or audience’s needs
• provide insufficient or irrelevant details”

(3) What modifications to the course, or its assessment activities or schedule, are planned for the upcoming year? (If no modifications are planned, the course coordinator should indicate this.)

No program-wide modifications are planned for this course. In this department, individual instructors adjust their courses in various ways on an ongoing basis.

Part 2

To be completed by the department chair (with input from course coordinator as appropriate):

(4) Are all sections of the course still aligned with the area Goals, Student Learning Objectives (GELOs), Content, Support, and Assessment? If they are not, what actions are planned?

Yes, all of the courses align well with the area goals, student learning objectives (GELOs), content and assessment. As such, no further action is necessary or required.

(5) If this course is in a GE Area with a stated enrollment limit (Areas A1, A2, A3, C2, D1, R, S, V, & Z), please indicate how oral presentations will be evaluated with larger sections (Area A1), or how practice and revisions in writing will be addressed with larger sections, particularly how students are receiving thorough feedback on the writing which accounts for the minimum word count in this GE category (Areas A2,
A3, C2, D1, R, S, V, & Z) and, for the writing intensive courses (A2, A3, and Z), documentation that the students are meeting the GE GELOs for writing.

The course has an enrollment cap of 25 and so all of the 8 instructors are able to give personal feedback to their students. Students also benefit by participating in mandatory conference meetings with the instructors.