

To: Thalia Anognos
From: Written Communication Core Competency Assessment Working Group
 Ann Agee (Library), BJ Grosvenor (CASA), Stacey Knapp (ENGR), Josh Mackie (BIOL/Science), Kathleen McConnell (COMM/Social Science), Ryan Skinnell (ENG/1st Year Writing Assessment Coordinator), Tom Moriarty (ENGL/H&A and Director of Writing Across the Curriculum)
Date: April 11, 2017
Re: **Long-Term Plan for Assessing Written Communication and Information Literacy**

Assessment of Written Communication and Information Literacy at San José State University will be an ongoing process, with special attention paid to “closing the loop” and using our findings to continuously improve our teaching.

Written Communication and Information Literacy will be assessed using sample papers from our 100W courses, which are discipline-specific, junior-level writing courses designed to teach students how to write in their majors. Each discipline will be assessed once every four years, using a common rubric with customized elements.

Findings from our assessments will be used to create professional development opportunities for instructors in those programs and, over time, we will be able to measure and constantly improve our teaching of writing at the upper-division level.

Yearly Assessment Activities

A typical year’s assessment activities are shown on the table below.

Semester	Item/Activity
Fall	<p>Promulgate Findings, Develop Response to Findings, Plan for Next Assessment</p> <ul style="list-style-type: none"> • Present findings and reports to Departments and Colleges. • Coordinate conversations on how to respond to findings. • Develop plan to respond to findings through WAC program. • Consult with Departments and Colleges being assessed next semester to customize assessment.
Spring	<p>Assess Two Colleges</p> <ul style="list-style-type: none"> • Coordinate scoring of 150 papers. • Hire Readers. • Student Assistance for Various Scoring-Related Duties.
June	<p>Analysis and Writing</p> <ul style="list-style-type: none"> • Produce customized assessment reports and presentations for programs involved in the year’s assessment.
Yearly	<p>Professional Development</p> <ul style="list-style-type: none"> • Offer professional development opportunities through WAC program in response to findings. • Seminars, workshops, faculty Fellows, etc.

Table 1. Assessment is an ongoing process, a part of our instructional culture, and not a one-off occurrence.

Sample Four-Year Cycle

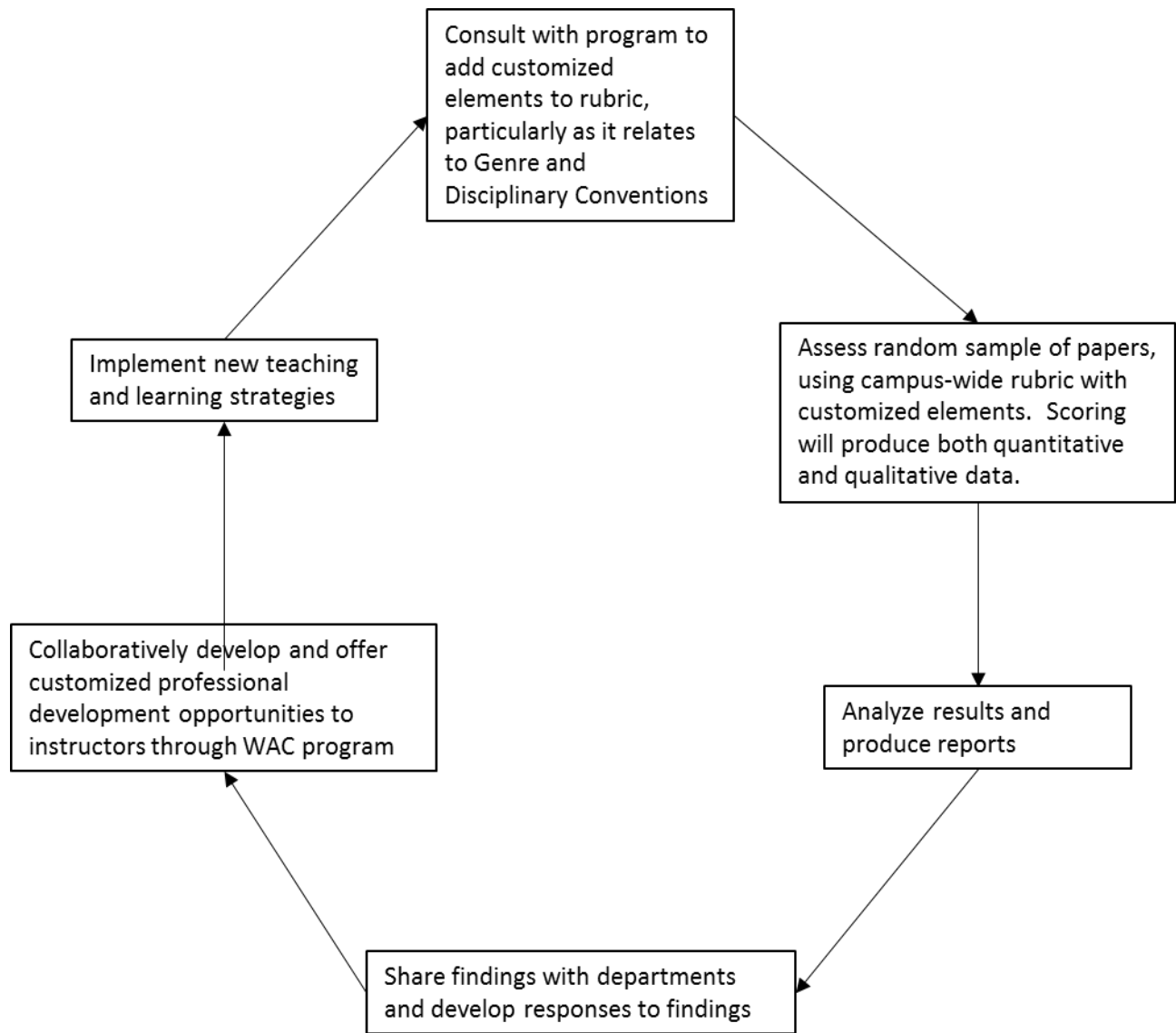
Each College will be assessed once every four years. A possible assessment cycle, broken down by years, is shown on the table below.

Year	Activity
Fall 17	Plan for Assessment of H&A and CASA 100W
Spring 18	Assess H&A and CASA 100W
Summer 18	Produce Reports for H&A and CASA
Fall 18	Promulgate Findings and Make Pro. Dev. Plans with H&A and CASA Plan for Assessment of Engineering 100W
Spring 19	Assess Engineering 100W Offer Pro. Dev. to H&A and CASA through WAC
Summer 19	Produce Reports for Engineering
Fall 19	Promulgate Findings and Make Pro. Dev. Plans with Engineering Offer Pro. Dev. to H&A and CASA through WAC Plan for Assessment of Science and Social Science 100W
Spring 20	Assess Science and Social Science 100W Offer Pro. Dev. to Engineering through WAC
Summer 20	Produce Reports for Science and Social Science
Fall 20	Promulgate Findings and Make Pro. Dev. Plans with Science and Social Science Offer Pro. Dev. to Engineering through WAC Plan for Assessment of Business 100W and 100WB
Spring 21	Assess Business 100W and 100WB Offer Pro. Dev. to Science and Social Science through WAC
Summer 21	Produce Reports for Business and 100WB
Fall 22	Promulgate Findings and Make Pro. Dev. Plans with Business and 100WB Offer Pro. Dev. to Science and Social Science through WAC Plan for Assessment of H&A and CASA 100W
Spring 22	Assess H&A and CASA 100W Offer Pro. Dev. to Business and 100W through WAC

Table 2. With this system, each 100W program is assessed once every four years. And each 100W program receives customized Professional Development opportunities once every four years.

Assessment Cycle for Written Communication and Information Literacy

The proposed assessment cycle will allow us to continuously monitor and improve our teaching, as shown in the figure below.



Note on Scoring Sessions

Papers will be scored using the SJSU rubric, customized for each College. Every couple of hours, scorers will be asked to talk about their scoring:

- What scores are you giving?
- Why? What are you seeing in the papers that are earning these scores?

Comments will be recorded and used as qualitative data to add texture and depth to quantitative data.

SJSU Rubric for Assessing Written Communication

Our rubric is a common rubric developed by our working group and includes customizable elements. The process for using the rubric is as follows:

- First, scorers will consider the discipline-specific questions on page two of the rubric.
- Then, they will use their answers to modify and add to the rubric, customizing it for use with a particular discipline/College.
- Finally, scorers will score the sample papers.

A copy of the SJSU Rubric for Written Communication is attached to this plan.

Assessment of Information Literacy

Information Literacy will be assessed using a separate rubric (AAC&U Value Rubric). Readers will score a paper for Written Communication, then flip back through it and score for Information Literacy. A copy of the AAC&U Information Literacy Value rubric is attached to this plan.

Thank You and Future Correspondence

Thank you for the opportunity to create a plan for assessing written communication at San José State. Writing is an integral part of our students' education, as well as their future careers and lives as citizens, and we appreciate your leadership in this area.

Please direct all questions and comments to Tom Moriarty (Thomas.moriarty@sjsu.edu).