

1**Determine Outcome**

Every semester, one Ferris Learning Outcome is systematically evaluated for each of our Core Competencies. This occurs on a rolling two-year cycle.

<https://ferris.edu/HTMLS/academics/general-education/evidence/schedule.htm>

2**Select Measure**

Each instructor selects one measure to evaluate student learning for the semester. There are 14 different pre-defined choices - see the attached list for details.

<https://ferris.edu/HTMLS/academics/general-education/evidence/measures.htm>

3**Register to Report**

Once the competency, outcome, and standard measure are determined, faculty can register online to report General Education data for the semester.

<https://ferris.edu/HTMLS/academics/general-education/evidence/register.htm>

4**Download Workbook**

Four different data workbooks are available to collect and standardize the evaluations of student work - see the attached list for the appropriate choices.

<https://ferris.edu/HTMLS/academics/general-education/procedures/forms/workbooks/index.htm>

5**Add Course Information and Rosters**

The first tab of the data workbook contains a few fields of meta-data to be completed. In addition, the names and ID's for each student need to be entered.

<https://ferris.edu/HTMLS/academics/general-education/procedures/training/index.htm>

6**Evaluate Student Work**

Using holistic 0-4 point rubrics, instructors will evaluate the work of student relative to that of a competent college graduate.

<https://ferris.edu/HTMLS/academics/general-education/evidence/rubrics.htm>

7**Complete TracDat Assignment**

TracDat assignments will be emailed to each registered instructor. Completed data workbooks will be used to complete these and then be attached to the form as well.

<https://ferris.edu/HTMLS/academics/general-education/procedures/training/index.htm>

Standard measure	Description	Workbook
01) Selected response exams	Questions, or a specific subset of questions, from a selected response quiz or exam are selected to measure student competence in the course materials. Question formats may include true/false, multiple-choice, matching, or multiple, multiple-choice.	SCORE
02) Constructed response exams	Questions, or a specific subset of questions, from a constructed response quiz or exam are selected to measure student competence in the course materials. Question formats may include fill in the blank, diagramming, or short answer essay.	SCORE
03) Pre- and post-tests	An assessment instrument based upon the primary course materials is given to all students near the beginning and end of instruction.	PRE-POST
04) Standardized tests	Student performances on standardized exams (e.g. ETS Field Exams or ACS exams) are evaluated against the national norms and recorded as percentile scores.	NORM
05) Short written reports	Students write a paper that responds to a specific prompt related to a course topic. A short paper is around one to two pages in length and typically consists of fewer than 750 words. Citations are often not required for these works.	RUBRIC
06) Medium written reports	Students write a paper that responds to a specific prompt related to a course topic. A medium paper is around three to nine pages in length and typically consists of between 750 and 2,000 words. These include the typical five-paragraph essays. Citations are often required for these works.	RUBRIC
07) Long written reports	Students write a paper that responds to a specific prompt related to a course topic. A long paper is ten or more pages in length and typically consists of over 2,000 words. These essays include student research papers. Citations are nearly always required for these works.	RUBRIC
08) Student projects	Students conduct activities that result in the creation of a tangible product. These student artifacts may take on a variety of forms (e.g. games, 3-D printing, business plans, technical drawings, etc.).	RUBRIC
09) Laboratory reports	Students create written or oral reports pertaining to observations and analyses made during a field or laboratory experience.	RUBRIC
10) Student portfolios	Students assemble a printed or electronic portfolio of works over time.	RUBRIC
11) Capstone projects	As part of a programmatic capstone experience, students produce a culminating work. These student artifacts may take on a variety of forms to fit the context of the program involved.	RUBRIC
12) Oral presentations	Students make an oral presentation on a selected topic. These talks may be based upon an assigned topic or one of the students' choosing.	RUBRIC
13) Student performances	Students prepare and execute a creative work. Examples of performances include demonstration of laboratory skills, oral recitations, dances, and acting.	RUBRIC
14) Oral interviews	Students are either interviewed or carry out an oral interview. These activities may be based upon specific coursework or the pursuit of independent research.	RUBRIC