Course-Embedded Assessment Guidelines

Since course-embedded assessment is intended to help evaluate the effectiveness of instruction, instructors must assess all courses regardless of delivery method at least once per academic year. All faculty members—full-time, part-time, and adjunct—are responsible for collecting, analyzing and submitting assessment data. There will be no exceptions.*

SSC requires the submission of fall semester Course-Embedded Assessment Reports by all faculty members—full-time, part-time, and adjunct. Faculty members are required to submit properly completed assessment data to the Coordinator of Assessment on or before the date final grades are due. The Coordinator will return a data comparison report to instructors before the beginning of the subsequent semester. Instructors will evaluate data in the comparison report and then send the report to the appropriate Division Chair. For courses with more than one section, the comparison report will include data from all sections. The Course-Embedded Assessment Reports are due to the appropriate Division Chair no later than one month after the beginning of the subsequent semester and will include responses to questions approved by the Assessment of Student Learning Committee. The assessment form is available on the SSC Assessment webpage. The following guidelines apply to Course-Embedded Assessment:

1. Faculty must assess all courses taught during the fall semester. Faculty must submit assessment data for the Course-Embedded Assessment Report to the Coordinator of Assessment for each course section taught at the conclusion of the semester. Course-Embedded Assessment Forms must be completed and sent to the Division Chair no later than one month after the beginning of the subsequent semester.
2. Courses only taught during the spring semester are to be assessed as described above during the spring semester.
3. Courses only taught during the summer semester are to be assessed as described above during the summer semester.
4. Courses only taught under special time considerations—eight-week courses, intersession courses, Saturday courses, etc.—are to be assessed as described above during those courses.
5. At the discretion of the Division Chair, instructors may be required to submit assessment data for any or all courses taught during the spring, summer, and/or those taught under special time considerations. The chair will be responsible for notifying instructors of this requirement and will collect the assessment data.
6. Since employment of adjunct instructors is on a semester basis, all adjunct instructors will submit assessment reports to the appropriate Division Chair within one week of the conclusion of the semester in which a course is taught. Failure to do so may affect consideration for future employment.
7. When requested by the Vice President for Academic Affairs, the Coordinator of Assessment, or the instructor’s Division Chair, faculty members will provide pre- and post-assessment data for specific courses.
8. Timely submission of properly completed Course-Embedded Assessment Reports by instructors is critical to the learning environment. Any full-time, part-time, or adjunct faculty member who does not submit a report by the deadline may be subject to disciplinary action in accordance with established policies and procedures. Following the required academic assessment processes is a condition of employment at Seminole State College.
9. SSC recommends that the discussion of assessment results, formulation of an individualized or group plan of improvement, and evaluation of the assessment methods themselves take place at least once per year under the leadership of the appropriate Division Chair. All organizational aspects of such meetings/gatherings are at the discretion of the Division Chairs or her/his designee.

*The Nursing and Health Sciences Division satisfies these requirements by completing in-depth annual assessments mandated by the nursing and medical laboratory technology accrediting bodies.