

**I. GLOBAL LEARNING OUTCOMES *PLANNING DOCUMENT* FOR \_\_\_\_\_**

Course # / Department

Choose **one** of the Student Performances (A, B, C)

Note: M=Mastery, C=Competent, D=Developing, B=Beginning

<b>I. CRITICAL THINKING:</b> Students will evaluate the validity of their own and others' ideas through questioning, analyzing, and synthesizing results into the creative process.	<b>What instrument or method will you use for this assessment?</b>	<b>What criteria will you use to evaluate student work?</b> Optional: Attach grading rubrics	<b>Expected Assessment Outcomes (Goals) %</b>	<b>Data to be collected by (date).</b>
A. The student questions and evaluates information (data, ideas, or concepts) for accuracy, objectivity, and quality.			M___ C ___ D___ B ___	
B. The student analyzes information (data, ideas, or concepts) in context to draw appropriate and well-supported conclusions.			M___ C ___ D___ B ___	
C. The student synthesizes ideas from a variety of sources to produce a creative product.			M___ C ___ D___ B ___	

Please return completed form to your Department Head for forwarding via email to the Curriculum & Assessment Office ([bherndon@pjc.edu](mailto:bherndon@pjc.edu))

## Procedures:

1. Department Heads distribute Planning & Report Documents at the beginning of the term.
2. Departments decide on the due dates for submission of the Planning & Report documents to the Department Head.
3. Faculty will access Planning & Report Documents on the pjcnet website, download them to complete and email them to the Department Head by the chosen due dates.
4. The Department Head will email the completed assessment Report Documents to the Curriculum & Assessment Office ([bherndon@pjc.edu](mailto:bherndon@pjc.edu)) before the end of the term.
5. Instructors of the course(s) being assessed will meet to discuss the outcomes and suggest recommended changes to the course(s). A designated faculty member will take attendance and notes which will be emailed to the Curriculum & Assessment office ([bherndon@pjc.edu](mailto:bherndon@pjc.edu)).
6. Notes from the instructors' meeting will be given to the Department Head and the Assessment Committee for feedback and action.
7. The Assessment Committee will produce a document of recommendations for campus-wide distribution.
8. Department Heads will use Assessment Committee recommendations in developing department plans.

Documents can be downloaded from: <http://pjcnet/formslist.asp> or <http://droopy/itech2/academic/curriculum.htm>