MEMORANDUM

FROM: Jim Payne

TO: Derek Berry
    Fesseha Gebremikael
    Jim Krakus
    Sue Mitchell
    Ron Shirley
    Bobby Sue Stone
    John Virkler

Cc: Nicholas Nechy

SUBJECT: ECO 231 Pre-Test and Post-Test for Fall 2010

DATE: August 18, 2010

We'll be doing the Gen Ed assessment testing again this semester. If you're new to this, this is driven by SACS requirements for ongoing assessment.

Here's what you'll need to do:

1. In the department ECO231 syllabus, see the provision for this, which reads as follows:

   B. Approximately 5% of the course grade must be based upon the Title III/General Education Outcomes Assessment. (See Title III/General Education Outcomes Assessment Guidelines.)

   You should count the post-test for approximately 5% of the course grade. Please be sure your syllabus includes this.

2. Direct your students to this URL: http://www.busccc.net On that page they will find links for the pre-test and post-test. Those links will be live only during the testing periods.

3. You students must take the pre-test during the first week of classes, specifically, between 8:00am Monday, August 23 through 11:59pm Monday night, August 30. (Actually, I won't turn off access to the test until the morning of the 31st.) Any tests not submitted by that time will not be counted. Don't coach them on it, as it's supposed to be a "cold" test of their incoming knowledge. It doesn't count toward their grade, but you should give them 5 bonus points for taking it. They won't do it otherwise, but for 5 points, we'll get a great participation rate. I'll send you a list of your students who completed the pre-test, with scores, shortly after August 30.

   The link is actually live right now, so you can view the pretest by going to the same URL.
4. At the end of the semester--specifically, 8:00am Monday, December 6 through 11:59pm Sunday, December 12--have them go to the same website and take the posttest. This will be scored and must count as about 5% of their grade. It consists of the same 15 questions as the pretest. As with any online test, it is open book, open note. I'll send you the results for your students a day or two after the posttest ends.

5. Near the end of the semester, I'll send you a scoring form for the communications skills requirement that we also test. For this, you simply choose a written assignment that your students did during the semester and rate them on a scale of 4 (excellent) through 1 (poor). Don't make up a special assignment; just use a paper, homework, essay, or presentation that you'll have them do anyway. All I need from you is a tally of the students in each rating category. If you teach more than one section of 231, I only need a single form combining all your students.

Thanks for helping with this. Please email me if you have any questions.