MEMORANDUM

TO: Fall ECO 231 faculty  
FROM: Jim Payne  
RE: General Education Outcomes Assessment for Fall 2010  
DATE: December 2, 2010

It’s about time to wrap up the semester, which means it’s also time for the Gen. Ed. Outcomes Post-Test Evaluation. This is mandated by the College to assist in our upcoming SACS accreditation. You’ll recall that your students took an online pre-test at the beginning of the term. I sent the results for your sections to you shortly afterward. (If you didn’t receive this, or lost it, please let me know and I’ll resend.) Now we need to follow up with the online post-test and one other measurement, which you’ll make based on your students’ regular work.

Here’s what we need to do:

1. Tell your students they need to go online and take the post-test. Have them go to this link: http://www.busccc.net and click on “ECO 231 Pre-Test & Post-Test,” which will take them to an instruction page with a link to the post-test itself. The test will be available online Monday, December 6 through Monday, December 13. They must take it once—and once only—sometime during this period. (If they take it more than once, only the first score will be counted. Please make sure they understand this.)

Remind them that they will need to know their 7-DIGIT CALHOUN STUDENT ID NUMBER (not their Social Security Number, not their Blackboard login ID) as well as their ECO 231 section number.

To provide an incentive, be sure to let them know that, if they don’t get this right, their score won’t get reported back to you, and they’ll get a zero for the whole exercise.

2. I’ll report the scores for your section(s) back to you by Tuesday, December 14. Remember that this score must count as 5% of the student’s course grade, as per the department syllabus.

The post-test consists of the same 15 multiple choice questions that made up the pre-test. You can view these questions at this link: http://webnt.calhoun.edu/distance/internet/Business/eco231/downloads/x3-j8w-q.pdf
Please keep the questions confidential.

3. There is one part of the evaluation—the Communication Skills outcome—that we have to score by hand. (The other parts are taken care of by the online post-test.) Select a written or oral assignment which your students have already done, or will be doing, and evaluate each student on it according to the 4 point scale shown on the attached evaluation form. You could choose to evaluate an essay question on an exam, a report, or an in-class presentation. For my sections, I’m using an essay on their upcoming exam.

On the next page is a form for you to report these results. Simply indicate the total number of students in all your sections who scored 4, 3, 2, or 1 on each of the two outcomes. Please return this to me by campus mail by December 20. I will report the overall results to the College, and to each of you, after the end of the term. Remember, only overall, all-section results will be reported. **Results for individual sections or instructors will NOT be reported.**

Thanks for your help with this. Please email me at jmp@calhoun.edu if you have any questions.
Calhoun Community College  ECO 231 General Education
Outcomes Evaluation Form—Communication Skills

Semester

Instructor

Sections

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(excellent)</td>
<td>4</td>
</tr>
<tr>
<td>(good)</td>
<td>3</td>
</tr>
<tr>
<td>(fair)</td>
<td>2</td>
</tr>
<tr>
<td>(poor)</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL

________________________
Signature