



**System General Education
Assessed Section Cover Sheet
Oral Communication Learning Outcomes**

Goal # 2: Students will understand the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world.

Please submit your course syllabus along with artifacts. One cover sheet should be completed per course section selected for assessment.

Instructor:

Department:

Institution:

Course name:
(Ex: Art Appreciation)

Semester:
(Ex: Fall 2016)

Course Code and Section:
(Ex: ARTH-100-B601)

Total number of students in section as of census date:

Assessment Office Use:

Artifact numbers associated with cover sheet:

1) **Artifact selection and submission** – You will be submitting artifacts¹ to your assessment office.

- Campuses will provide specific directions regarding the number of artifacts to be collected.
- Clearly label each outcome within the artifact document. If one item is used to cover all outcomes, please label accordingly.
- If multiple-choice items are used, each item that represents a given outcome should be labeled accordingly.
- Items used from online labs should include all student work.
- At the top of the artifact, you should write or type the course title (Ex: Comp I).

2) **Compile ratings** –Once you have selected artifact/s to represent the outcomes, all artifacts should be evaluated using the rubric. Once evaluated, scores should be compiled in the tables below.

Complete the Table below for the Natural Science General Education Outcomes. In the Table, name the artifact included to represent the outcomes (e.g.: final case study, question 1 on final exam etc.), and record the number of students from the course section that achieved a below proficient, proficient, or exemplary.

Should you have more than one item within an artifact representing an outcome, aggregate the counts of each item in a holistic manner. As an example, if items 1 – 5 on your final exam represent outcome #1, you would count the number of students from the course, who earned below/proficient/exemplary on all of those items collectively for the outcome #1².

Within the “artifact name” cell on the matrix, please note the question item numbers or description of the artifacts. Additionally, ensure that the items are labeled within the document.

¹ An artifact is defined in the [General Education Assessment Guidelines](#) as “student work selected by a faculty member to represent one or more of the approved General Education learning outcome.”

²

Artifact Name	Below Proficient Count (#)	Proficient Count (#)	Exemplary Count (#)
Final exam questions 1,3, and 6	10	20	15

This example shows a class with 45 students. In this example, the faculty member utilized questions 1,3, and 6 for learning outcome 1. There were 10 students in the entire class that achieved below proficient on all three items.

Complete the Table below. Make sure to answer the follow-up question #3 and #4.

Outcome 1: Students will communicate effectively and responsibly through listening and speaking.

Artifact Name	Below Proficient Count (#)	Proficient Count (#)	Exemplary Count (#)

Outcome 2: Students will demonstrate active listening skills in a variety of contexts.

Artifact Name	Below Proficient Count (#)	Proficient Count (#)	Exemplary Count (#)

- 3) In two or three sentences, please describe the assignments that correspond to the graded artifacts. Do these assignments occur towards the beginning, middle, or end of the class? Are they part of a summative assignment or intended to demonstrate a sole outcome? Are any additional resources included that external graders should be aware of
- 4) What approach have you used to accomplish the General Education learning outcomes into this course? (Assignments, activities, materials etc.)