Quick Guide
AY 2021-22
Learning Assessment Validation Committee

These are instructions for faculty who have been selected for the LAVC review process, through the DAVC review process. Please refer back to the attachment found in the email sent to you titled "LAVC Selected Faculty AY 2021-22" to find your selected core course section.

**Please note: The links in this PP are available if viewing in Slideshow mode or the links can be copied and pasted into your browser.

LEARNING ASSESSMENT VALIDATION COMMITTEE

CHARTER DOCUMENT

San Antonio College
Learning Assessment Validation Committee Charter
(Effective AY 2021-22)

Purpose
The purpose of the Learning Assessment Validation Committee shall be to validate the Discipline Assessment Validation Committee (DAVC) processes by examining the connections between the assessment instruments and the Course Student Learning Outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs)/Marketable Skills (MS). Further, the Committee will make any recommendations and identify best practices by April 15 of every year.

Organization
The Learning Assessment Validation Committee shall be comprised of a minimum of 11 total members to include representation from Arts & Sciences and Career and Technical Education. The co-chairs shall be appointed by the Dean of Performance Excellence.

Committee Membership
Membership in the committee shall be representatives of San Antonio College faculty with representation from Arts & Sciences and Career and Technical Education.

Summary of Committee Members by Role:

- PTE Faculty
- Arts & Sciences Faculty

Total: A minimum of 11 members to include 2 Co-Chairs –Members from Arts & Sciences and Career and Technical Education.

Meeting Schedule
The Learning Assessment Validation Committee will have regular meetings necessary to carry out its responsibilities. Members of the committee will be notified of the meeting venue. Co-Chairs will set the agenda for and preside at meetings of the committee.

- Check the mapping of CSLOs to focus areas of PSLOs (Marketable Skills).
- Validate that instructor assessments align with CSLOs and PSLOs (Marketable Skills).
- Validate that instructor scoring of student performance of SLOs is correct.

Duties & Responsibilities for LAVC
- Validate DAVC processes from the 10% of core courses identified by the IPPE office (10% of core courses will be randomly selected from the Fall term).
- Review documentation and provide recommendations to the DAVCs, Program Coordinators, and Department Chairs by April 15.
- At the end of the validation process, make recommendations to IPPE, VPAS, and Director of Teaching and Learning.
- Report on identified best practices to IPPE, VPAS, and Director of Teaching and Learning.
- Submit the final report to College Council.

Our Expected Outcomes
- A review of the processes of validation by the Discipline Assessment Validation Committees is maintained at San Antonio College.
- Improvements in the assessment process are addressed at San Antonio College.
- Improvement of student performance on CSLOs and PSLOs (Marketable Skills) at San Antonio College.
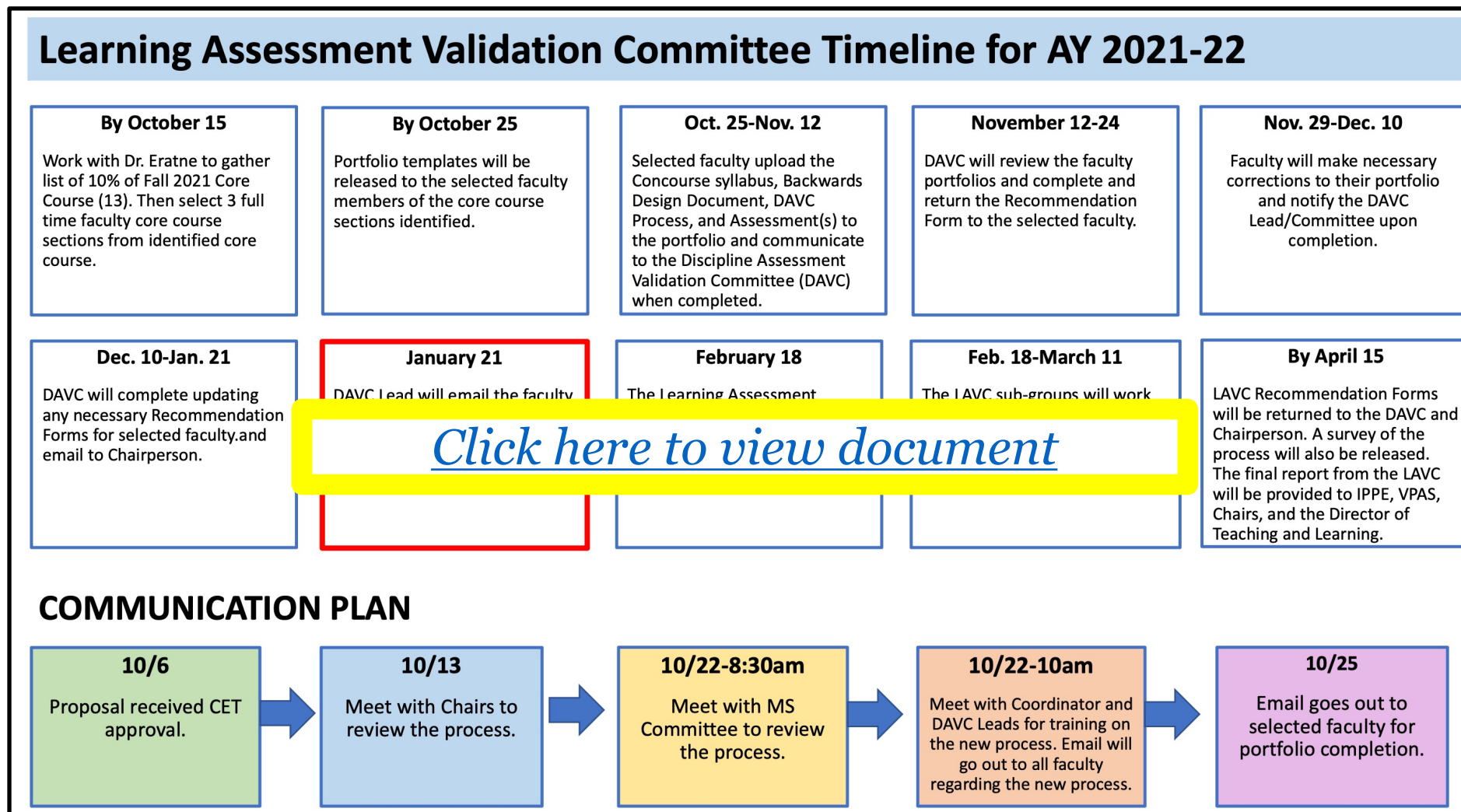
Authority of the Committee
The Committee shall have direct access to, and complete and open communication with, college administration and may obtain advice and assistance from internal legal, accounting, and other advisors. The committee also has the ability to contact discipline experts to gather more information.

Appointment of Members
The Dean of Performance Excellence will appoint members to the committee with recommendations from the Director of Learning Assessment.

[Click here to view document](#)

LEARNING ASSESSMENT VALIDATION COMMITTEE TIMELINE

TIMELINE

Learning Assessment Validation Committee Timeline for AY 2021-22

By October 15	By October 25	Oct. 25-Nov. 12	November 12-24	Nov. 29-Dec. 10
Work with Dr. Eratne to gather list of 10% of Fall 2021 Core Course (13). Then select 3 full time faculty core course sections from identified core course.	Portfolio templates will be released to the selected faculty members of the core course sections identified.	Selected faculty upload the Concourse syllabus, Backwards Design Document, DAVC Process, and Assessment(s) to the portfolio and communicate to the Discipline Assessment Validation Committee (DAVC) when completed.	DAVC will review the faculty portfolios and complete and return the Recommendation Form to the selected faculty.	Faculty will make necessary corrections to their portfolio and notify the DAVC Lead/Committee upon completion.

Dec. 10-Jan. 21	January 21	February 18	Feb. 18-March 11	By April 15
DAVC will complete updating any necessary Recommendation Forms for selected faculty.and email to Chairperson.	DAVC Lead will email the faculty	The Learning Assessment	The LAVC sub-groups will work	LAVC Recommendation Forms will be returned to the DAVC and Chairperson. A survey of the process will also be released. The final report from the LAVC will be provided to IPPE, VPAS, Chairs, and the Director of Teaching and Learning.

Click here to view document

COMMUNICATION PLAN

10/6	10/13	10/22-8:30am	10/22-10am	10/25
Proposal received CET approval.	Meet with Chairs to review the process.	Meet with MS Committee to review the process.	Meet with Coordinator and DAVC Leads for training on the new process. Email will go out to all faculty regarding the new process.	Email goes out to selected faculty for portfolio completion.

REQUESTED ITEMS FOR SUBMISSION

Selected Faculty will need to input requested documents into their eLumen portfolio for the identified course section.

A portfolio template has been created for you. The name of the portfolio is: **"DAVC/LAVC Faculty Portfolio-AY2021-22"** in eLumen. These are the items which will be need to be uploaded into your portfolio for the course section selected:

- Official Concourse Syllabus
- Completed Backward Design Excel Document (use link provided in instructions)
- Assessments used for measuring Student Learning Outcomes
- Discipline Assessment Validation Committee (DAVC) Process document(s)

NEXT SLIDE BEGINS THE INSTRUCTIONS ON HOW TO UPLOAD INTO THE ELUMEN PORTFOLIO.

Go to the web address (Chrome or Firefox as the internet browser): https://alamo.elumenapp.com/elumen/

Log in to eLumen using your aces ID as the Username and the password you have set for the system.
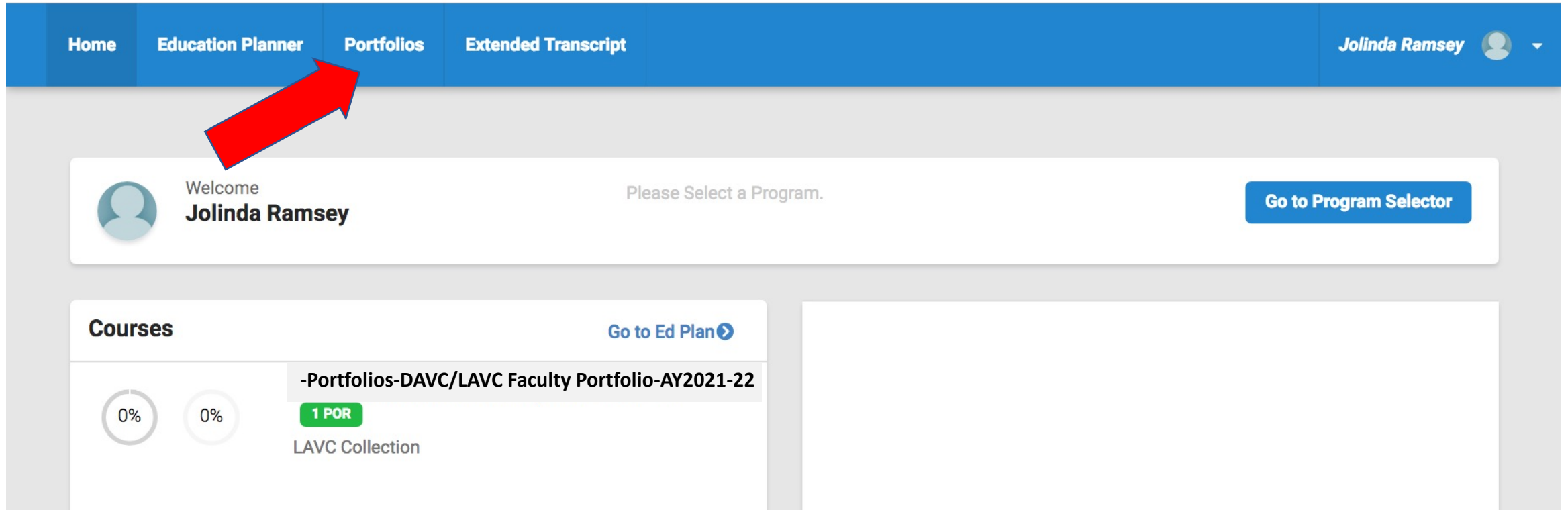
If you have forgotten your password, click "Forgot Password"

5

It will take you to the below screen. It will default to "eLumen User," but you must click on "Student" instead and then click "Continue".
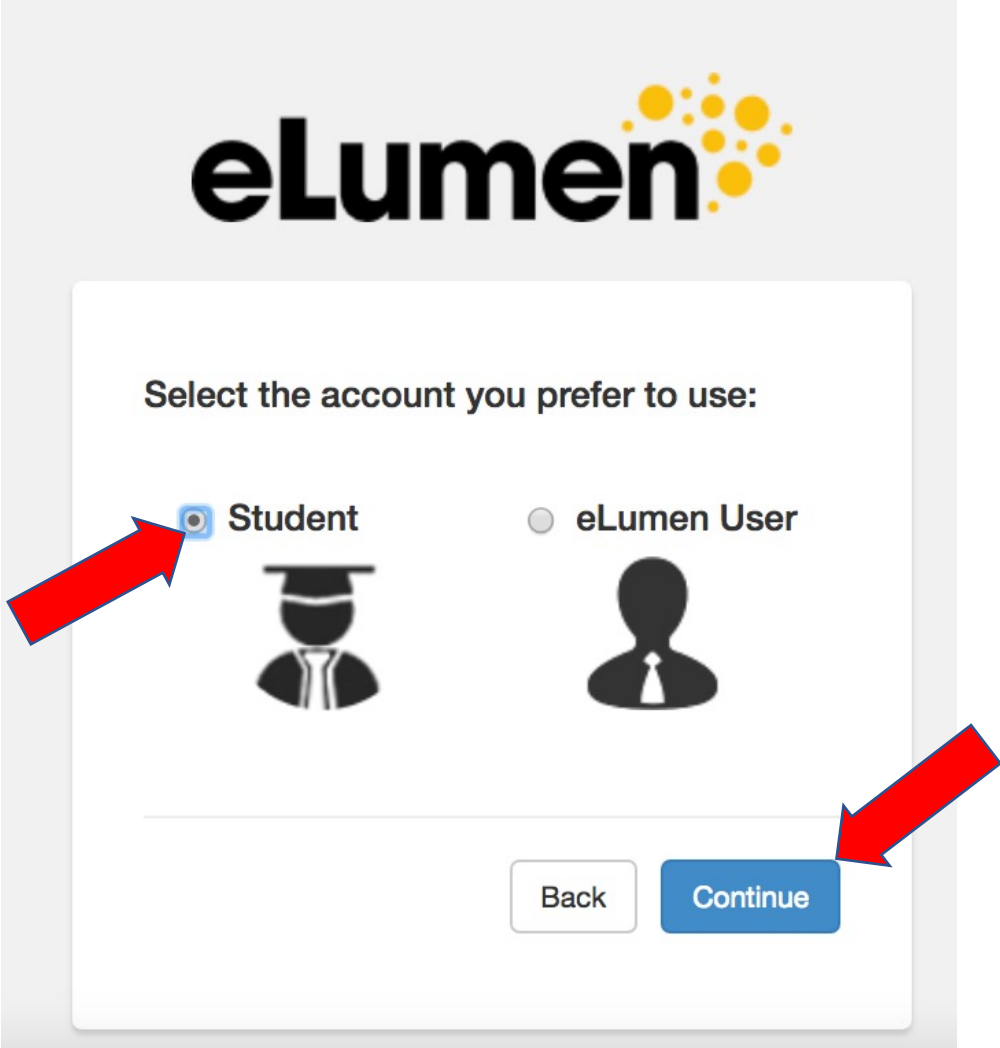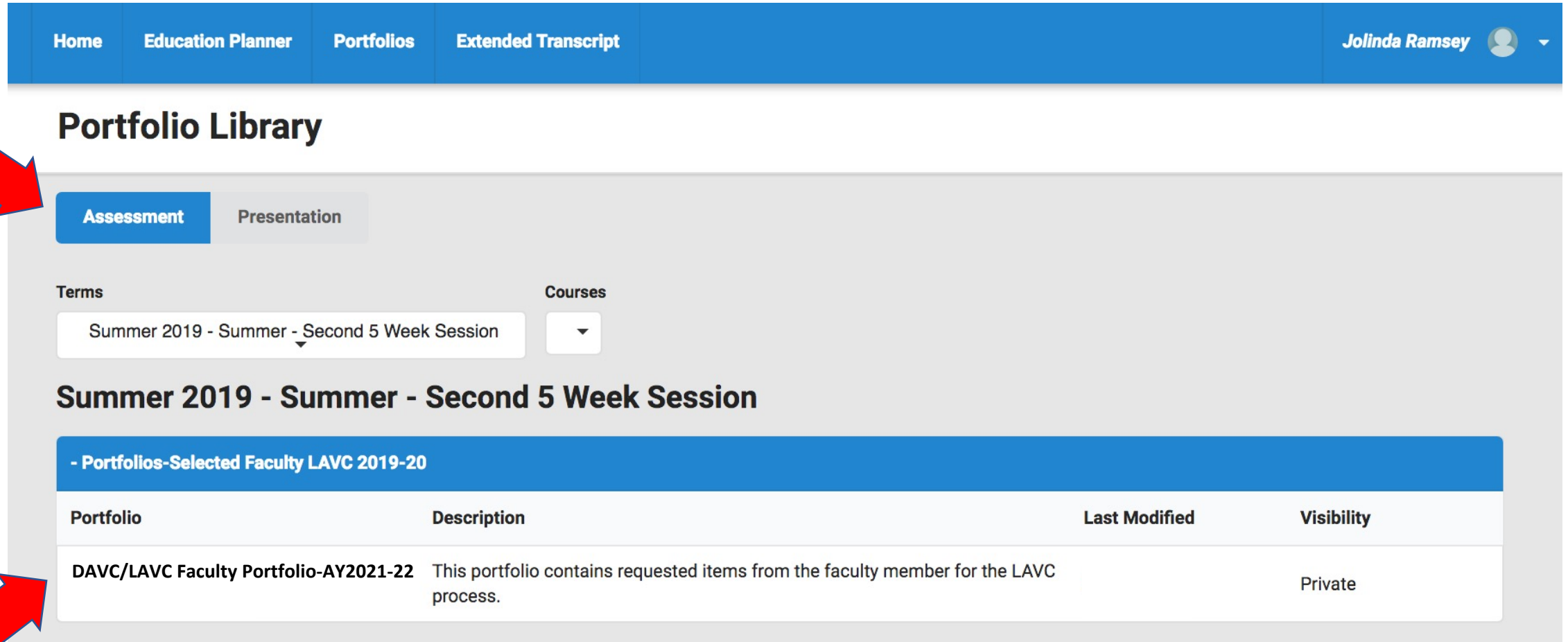
It will take you to this homepage. Click on the "Portfolios" tab.

Make sure the "Assessment" tab is showing in blue. Then click below on "DAVC/LAVC Faculty Portfolio-AY2021-22".

To begin, on the "Getting Started" page, please type in the Your Name, Course Rubric, Course Number, and CRN of the designated course section. Click on Save. (Example: Jolinda Ramsey, SPCH 1318, CRN: 12345) Continue to the "Upload Course Syllabus" page to begin the process.

Next, download your Concourse Syllabus, for the designated course section, to your desktop to get it ready to upload into the portfolio.

Supplemental guide on downloading the Concourse Syllabus

Click here to enter Concourse Syllabus or type this URL into your web browser: https://www.alamo.edu/sac/academics/academic-resources/course-syllabi/
Search for your selected Fall 2020 course.

In the upper left corner:
1. Click "Syllabus"
2. Click "Download"
The syllabus will appear
in your downloads file.
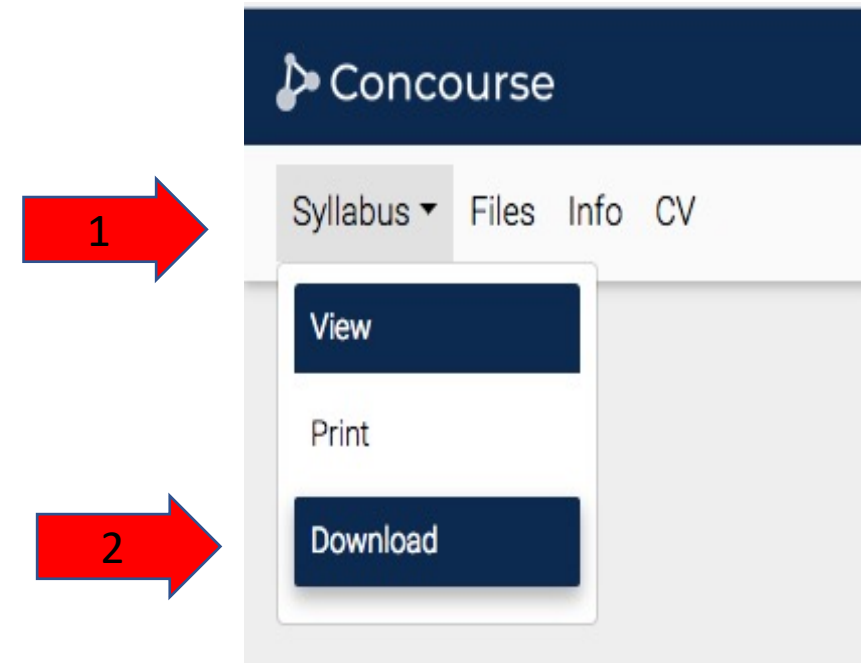
Click on the **"Upload Concourse Syllabus for Designated Course Section"** to upload your syllabus that you just saved on your desktop.

Begin to upload your syllabus by clicking on **"Upload Concourse Syllabus for Designated Course Section"** page. Then click on "Upload File" to create a card. This is the screen that will appear.

Getting Started

Upload Concourse Syllabus for Designated Course Section

Upload Backward Design Excel Document using the Link

Upload ALL Assessments for this Course Section's SLOs

Upload the Discipline Assessment Validation Committee Document(s)
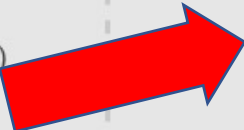
+ Add Page

Upload Concourse Syllabus for Designated Course Section

Upload the Concourse Syllabus for your designated course section. DIRECTIONS: • Download your concourse syllabus for the selected course section to your computer. • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • Upload the document in appropriate area by clicking in box or dragging document into box. • Click add card.
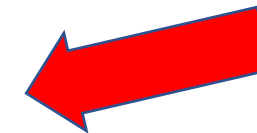
Upload File

Add Video Link
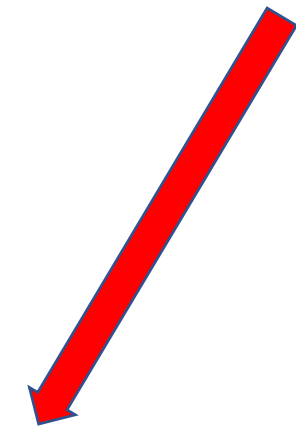
Title

New Card 0

Description

B I U x₂ x² Iₓ   Size ▾

Brief explanation on this work or insight on what this work means for your career...

▾ Upload from device

Drag a file here or **click** to select from your computer.

On this screen you will complete the following:

1. Title Box: type in Course Rubric and Number for the assigned course (ex: SPCH 1318).
2. Description Box: type in the CRN for the assigned course (ex: 12456).

Upload the document in appropriate area by clicking in box or dragging document into box. There is also an option to upload from Google Drive.

Once you upload, click on "Add Card".

This is how the page will look when you have successfully uploaded the syllabus from Concourse.

Second item to upload is the **Backward Design Excel Document**. There are instructions and a completed sample found when you open the document. You will need to complete the document and then upload into your portfolio.

To begin, click on this link to download the document to your computer:

Backward Design Document

**Once you click on the link (allow it to be downloaded if prompted), check your "Downloads" folder for the document.

Or type this URL into your web browser to download the document to your computer:
https://www.alamo.edu/link/e86408c228f2470e8502be5a0ff6171e.aspx

When you first open the document you will need to do one of the following actions:
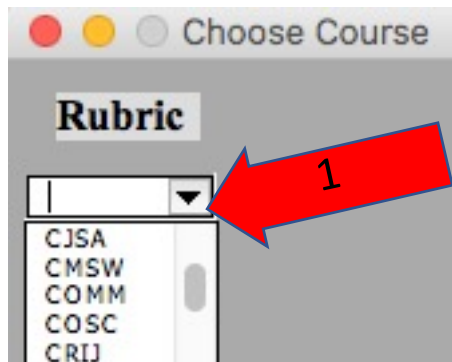
Mac Users: click "Enable Marcos"
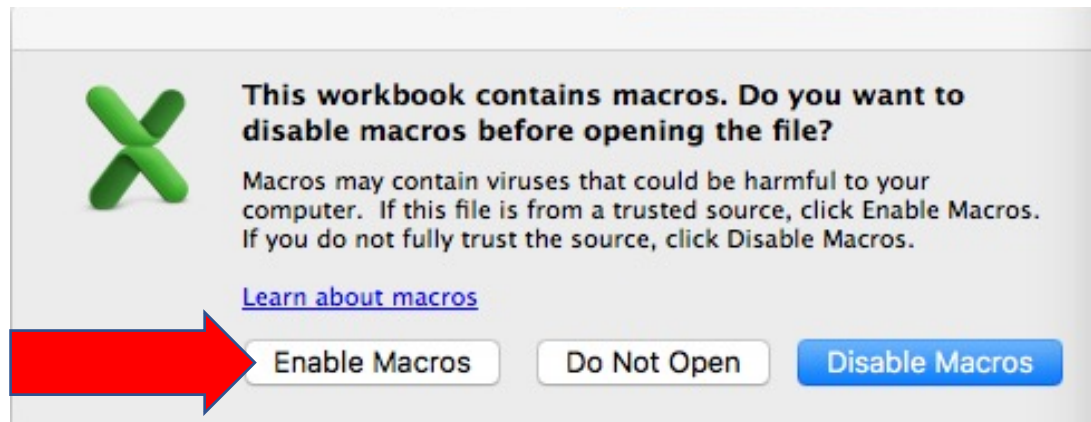
PC Users: click "Enable Content"
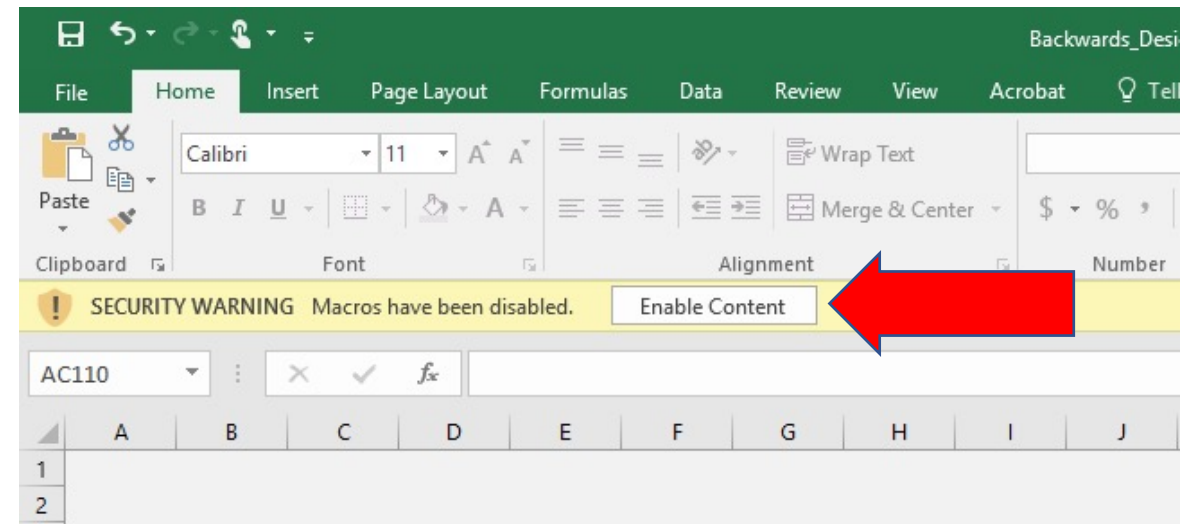
You may need to wait several seconds for the next prompt.
Click "Yes" when prompted for *Save data when closing this file?*

Save data when closing this file?

| No | Yes |
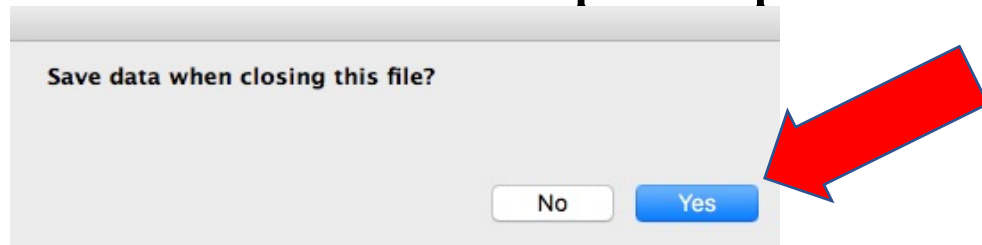
You may have to wait several seconds for the next screen as it loads the data.

1. Select the desired rubric from the drop down list.
2. Select the desired course number from the drop down list.
3. Click "Select"

Choose Course

Rubric

| |
CJSA
CMSW
COMM
COSC
CRIJ

1

Choose Course

Rubric   **Course**

HIST

1301
1302
2301
2311
2312

2

Choose Course

Rubric   **Course**

HIST   2301

Select

3
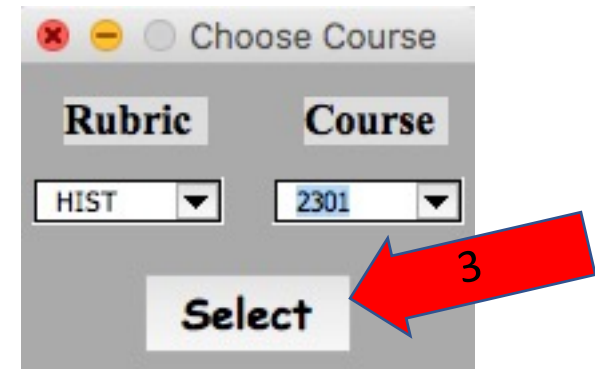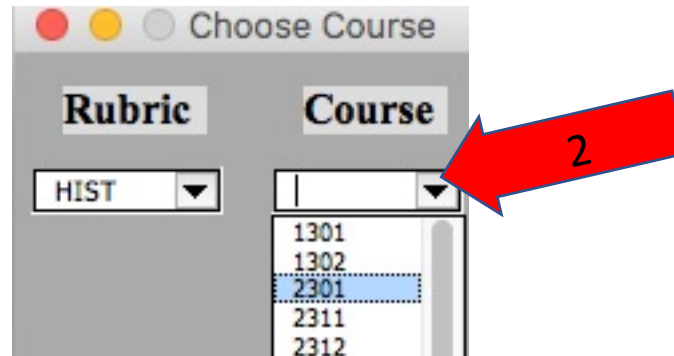
At this point, the document has saved to your downloads. You should save it to your desktop with a new name. The Instruction Page on how to complete this document will appear.

On the bottom you will see the SLO tabs. Click on each tab and fill out the "What Assessment(s) will you give the student (including the standards)" and "How will the student learn it in the course" columns. Once complete, click "Save". Now you are ready to upload the Backward Design Document to your portfolio.

Click on **"Upload Backward Design Excel Document using the Link"** page. Then click on "Upload File" to create a card. This is the screen that will appear.

On this screen you will complete the following:
1. Title Box: type in Course Rubric and Number for the assigned course (ex: SPCH 1318).
2. Description Box: type in the CRN for the assigned course (ex: 12456).

Title

SPCH 1318

1

Description

B I U X₂ X² | Iₓ | ≣ ≣ | ⊖ ⊗ | ↰ ↱ | Ω | Size ▾ | ≔ ≔ | ⤢

12456

2

22

Upload the document in appropriate area by clicking in box or dragging document into box. There is also an option to upload from Google Drive.

Once you upload,
click on "Add Card".

This is how the page
will look when you
have successfully
uploaded the
Backward Design
Excel Document.

Upload your assessments that cover your student learning outcomes by clicking on the **"Upload ALL Assessments for this Course Section's SLOs"** page. Then click on "Upload File" to create a card. This is the screen that will appear.

Getting Started

Upload Concourse Syllabus for Designated Course Section

Upload Backward Design Excel Document using the Link

Upload ALL Assessments for this Course Section's SLOs

Upload the Discipline Assessment Validation Committee Document(s)

\+ Add Page

Upload ALL Assessments for this Course Section's SLOs

Upload the Assessments for your designated course section. DIRECTIONS: • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • Upload the assessment in appropriate area by clicking in box or dragging document into box. • Click add card. • Repeat this process until you have uploaded all assessments that measure all the student learning outcomes in your selected course section.

Upload File

Add Video Link

Title

New Card 0

Description

B I U x₂ x² Iₓ | ☰ ☰ | 🔗 ⛓ | ↩ ↪ | Ω | Size ▾ | ⬌ ⬌ | ⛶

Brief explanation on this work or insight on what this work means for your career...

▾ **Upload from device**

Drag a file here or **click** to select from your computer.

25

On this screen you will complete the following:

1. Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318).

2. Description Box, type in the CRN for the assigned course (ex: 12456).

Upload the document in appropriate area by clicking in box or dragging document into box. There is also an option to upload from Google Drive.
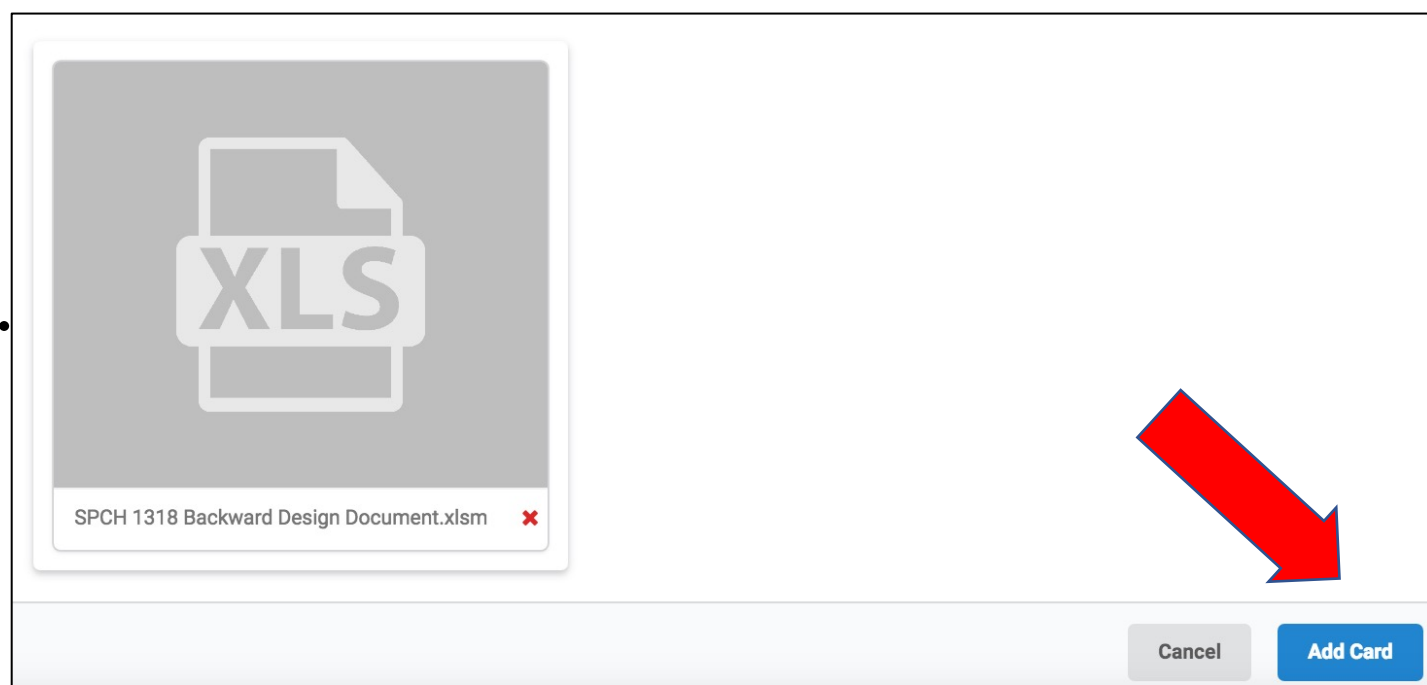
▼ Upload from device

Drag a file here or **click** to select from your computer.

▸ Upload from Google Drive

Once you upload,
click on "Add Card".

Common Assessment-Speech 1318 CULTURE... ✖

Cancel   **Add Card**

This is how the page will look when you have successfully uploaded an assessment.

Getting Started

Upload Concourse Syllabus for Designated Course Section

Upload Backward Design Excel Document using the Link

Upload ALL Assessments for this Course Section's SLOs

Upload the Discipline Assessment Validation Committee Document(s)

+ Add Page

Upload ALL Assessments for this Course Section's SLOs

Upload the Assessments for your designated course section. DIRECTIONS: • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • Upload the assessment in appropriate area by clicking in box or dragging document into box. • Click add card. • Repeat this process until you have uploaded all assessments that measure all the student learning outcomes in your selected course section.

Common Assessment-Speech 1318 CU LTURE DISCUSSION.docx   (14.0 KB)

🖼 Upload File

▶ Add Video Link

SPCH 1318   💬 0 ⋮

12356

Since you will probably have multiple assessments used in your course, continue to use the same process from Slides 25-28 until all assessments have been loaded.

Getting Started

Upload Concourse Syllabus for Designated Course Section

Upload Backward Design Excel Document using the Link

Upload ALL Assessments for this Course Section's SLOs

Upload the Discipline Assessment Validation Committee Document(s)

+ Add Page

Upload ALL Assessments for this Course Section's SLOs

Upload the Assessments for your designated course section. DIRECTIONS: • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • Upload the assessment in appropriate area by clicking 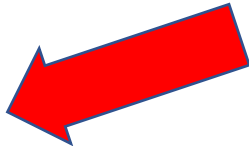in box or dragging document into box. • Click add card. • Repeat this process until you have uploaded all assessments that measure all the student learning outcomes in your selected course section.

Common Assessment-Speech 1318 CULTURE DISCUSSION.docx   (14.0 KB)

SPCH 1318   ⨀ 0 ⋮
12356

Common Assessment-Speech 1318 CONFLICT DISCUSSION.docx   (13.0 KB)

SPCH 1318   ⨀ 0 ⋮
12356

Common Assessment-Speech 1318 CULTURE DISCUSSION.docx   (14.0 KB)

SPCH 1318   ⨀ 0 ⋮
12356

Upload the DAVC process documents by clicking on the **"Upload the Discipline Assessment Validation Committee Document(s)"** page. Then click on "Upload File" to create a card. This is the screen that will appear.

Getting Started

Upload Concourse Syllabus for Designated Course Section

Upload Backward Design Excel Document using the Link

Upload ALL Assessments for this Course Section's SLOs

Upload the Discipline Assessment Validation Committee Document(s)

+ Add Page

Upload the Discipline Assessment Validation Committee Document(s)

Upload the DAVC document(s) that outline the process of validating course assessments to student learning outcomes and marketable skills. You may need to visit with your Coordinator or DAVC Lead for this information. • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SP___1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • ___d the document in appropriate area by clicking in box or dragging document into box. • ___k add card. • Repeat this process until you have uploaded all necessary documents.

Upload File

Add Video Link

Title

New Card 0

Description

B I U x₂ x² Iₓ | ≔ ≔ | 🔗 🔗 | ← → | Ω | Size ▾ | ⊣ ⊢ | ⛶

Brief explanation on this work or insight on what this work means for your career...

▾ Upload from device

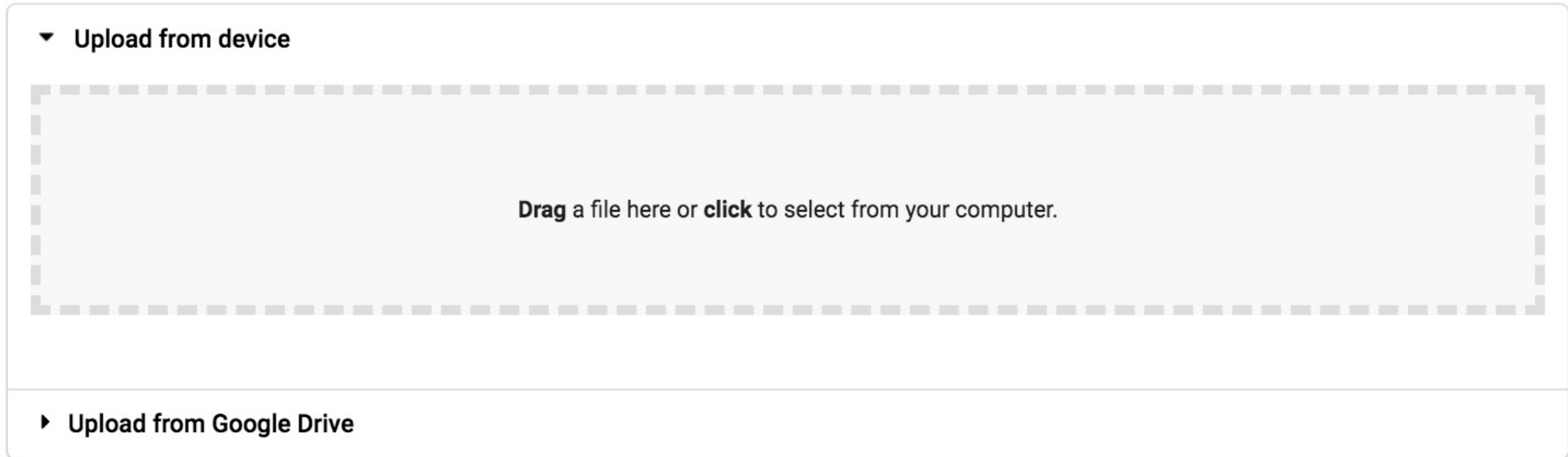Drag a file here or **click** to select from your computer.

On this screen you will complete the following:
1. Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318).
2. Description Box, type in the CRN for the assigned course (ex: 12456).

Upload the document in appropriate area by clicking in box or dragging document into box. There is also an option to upload from Google Drive.

Once you upload,
click on "Add Card".

DVAC Process-SPCH.pptx ✖

Cancel   **Add Card**

Getting Started

Upload Concourse Syllabus for
Designated Course Section

Upload Backward Design Excel
Document using the Link

Upload ALL Assessments for
this Course Section's SLOs

**Upload the Discipline
Assessment Validation
Committee Document(s)**

+ **Add Page**

Upload the Discipline Assessment Validation Committee Document(s)

Upload the DAVC document(s) that outline the process of validating course assessments to student learning outcomes and marketable skills. You may need to visit with your Coordinator or DAVC Lead for this information. • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • Upload the document in appropriate area by clicking in box or dragging document into box. • Click add card. • Repeat this process until you have uploaded all necessary documents.

DVAC Process-SPCH.pptx   (54.0 KB)

SPCH 1318   💬 0 ⋮
12345
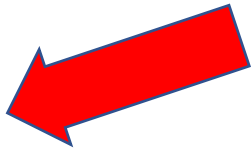
This is how the
page will look when
you have
successfully
uploaded an
assessment.

Thank you for completing the process of uploading the necessary information for your selected course section.

NEXT STEPS:

- Please email your Discipline Coordinator and/or DAVC Lead to let them know you have completed your portfolio.

- They will review the portfolio and complete a recommendation form.

- You will have a chance to make corrections based on the recommendation form.

- Your Discipline Coordinator and/or DAVC Lead will finalize the recommendation form and email it to the Learning Assessment office by January 21st.

ALAMO COLLEGES DISTRICT
San Antonio College

Discipline Assessment Validation Committee
Review and Recommendation Form
(Part of the Learning Assessment Validation Committee Process)

THIS SECTION IS TO BE COMPLETED BY DAVC LEAD.

Instructor Name: _____

Course: _____

Please note the following:

CSLO: Course Student Learning Outcome
PSLO: Program Student Learning Outcome is same as the MS: Marketable Skill
DAVC: Discipline Assessment Validation Committee
LAVC: Learning Assessment Validation Committee

DAVC Review of Instructor Portfolio	Yes	No	Don't Know

1. Are all documents present in the instructor's portfolio?   ○ ○ ○
   - Completed Backward Design Form (using the link in the portfolio)
   - Concourse Syllabus
   - Assessment(s) identified in Backward Design Form (Instructions and Grading Rubric for Assessments)
   - DAVC Forms: SAC Scores DAVC Process Form and if completed, the Process Description (longer document describing the process used for the DAVC)

2. Do the CSLOs in the Concourse syllabus match the CSLOs listed in *eLumen?*   ○ ○ ○

3. Are all SLOs measured by assessment(s) in eLumen?   ○ ○ ○

LAVC NEXT STEPS

NEXT STEPS FOR LAVC:

- The LAVC sub-groups will work to complete Recommendation Forms for the DAVCs.

- LAVC Recommendation Forms will be returned to the DAVC and Chairperson.

- A survey of the process will also be released.

- The final report from the LAVC will be provided to IPPE, VPAS, Chairs, and the Director of Teaching and Learning.

ALAMO COLLEGES DISTRICT
San Antonio College

Learning Assessment Validation Committee Recommendation Form

THIS SECTION IS TO BE COMPLETED BY LAVC.   Yes   No   Don't Know

1. Do the individual faculty submissions follow and execute the DAVC process for the discipline?   ○ ○ ○

2. What areas of improvement can be made in the DAVC process (understand the requirements)?

3. When was the last time the DAVC validated their mapping in eLumen based on the Marketable Skills Rubrics? (Focus area rubrics)

How about using a PORTFOLIO in your class?

By going through this process you have created a portfolio in eLumen. Your students have access to work on portfolios in eLumen, whether an "Assessment" portfolio created and assigned by an instructor, or a "Presentation" portfolio created on their own.

If you would like more information on how to use the eLumen portfolio with your students, please contact us at:

sac-slos@alamo.edu

We are happy to help you!
IPPE Learning Assessment Team