

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.

[*Click here to view document*](#)

- 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

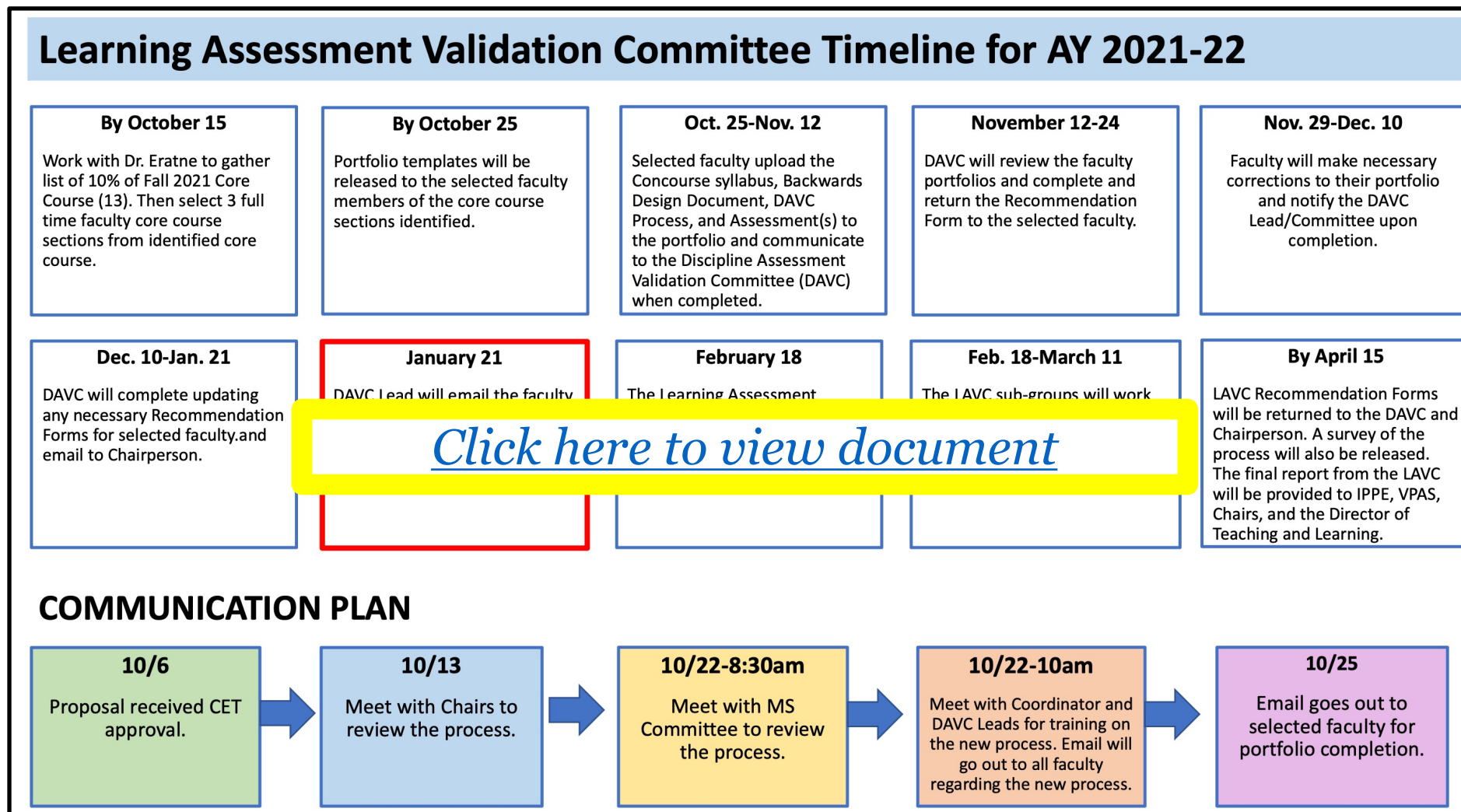
The Committee shall have direct access to, and complete and open communication with, college administration and may obtain advice and assistance from internal legal, accounting, and other advisors. The committee also has the ability to contact discipline experts to gather more information.

Appointment of Members

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

LEARNING ASSESSMENT VALIDATION COMMITTEE TIMELINE

TIMELINE



REQUESTED ITEMS FOR SUBMISSION

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

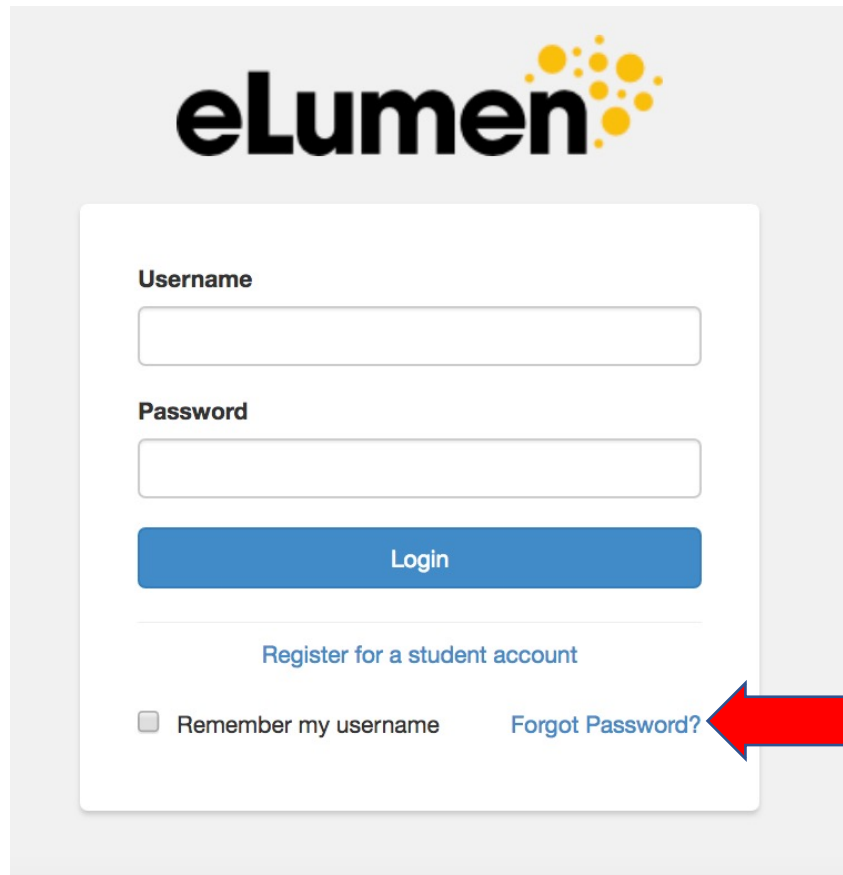
A portfolio template has been created for you. The name of the portfolio is: **“DAVC/LAVC Faculty Portfolio-AY2021-22”** in eLumen. These are the items which will be need to be uploaded into your portfolio for the course section selected:

- 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/>

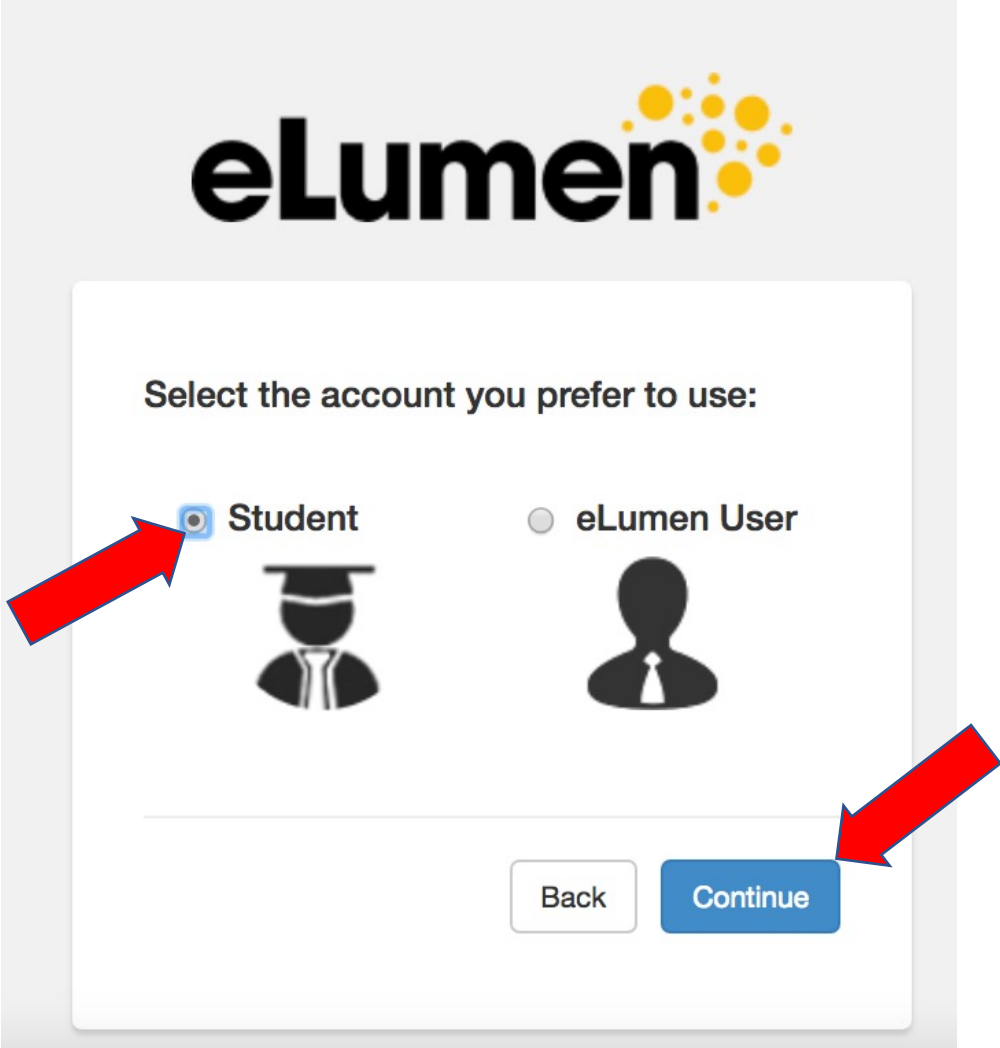
Log in to eLumen using your aces ID as the Username and the password you have set for the system.



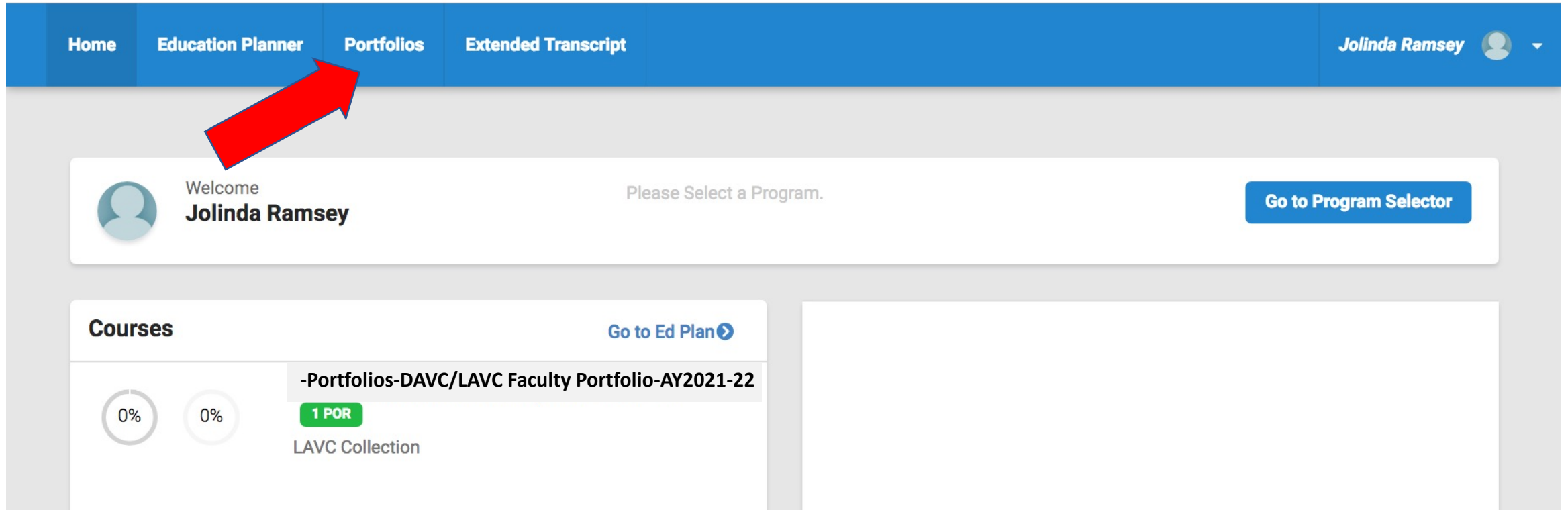
The screenshot shows the eLumen login interface. At the top is the eLumen logo. Below it is a white login form with a grey border. The form contains the following elements: a 'Username' label above a text input field; a 'Password' label above a text input field; a blue 'Login' button; a link that says 'Register for a student account'; a checkbox labeled 'Remember my username'; and a blue link labeled 'Forgot Password?'. A red arrow points from the right side of the page towards the 'Forgot Password?' link.

If you have forgotten your password, click “Forgot Password”

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”.

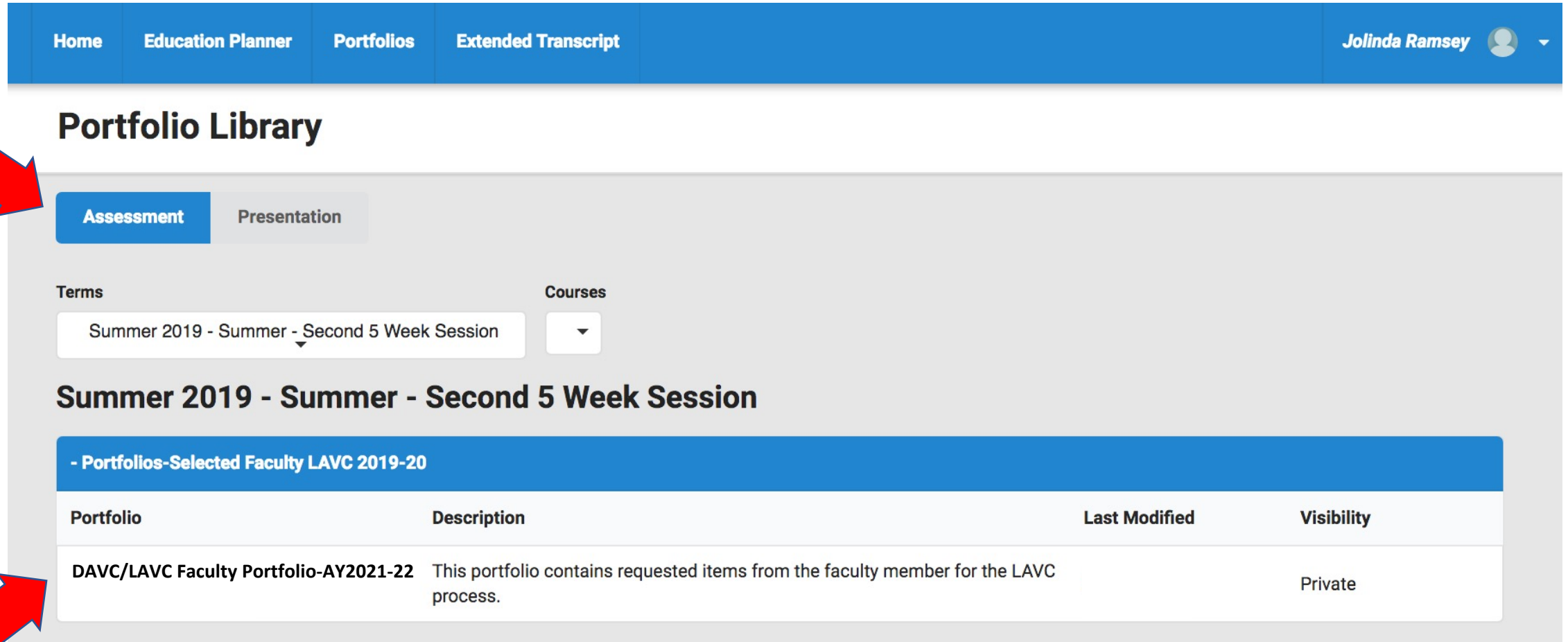


It will take you to this homepage. Click on the “Portfolios” tab.



The screenshot shows a user dashboard with a blue navigation bar at the top. The navigation bar contains the following tabs: Home, Education Planner, Portfolios, and Extended Transcript. The user's name, Jolinda Ramsey, is displayed in the top right corner next to a profile icon. A red arrow points to the 'Portfolios' tab. Below the navigation bar, there is a white header section with a user profile icon, the text 'Welcome Jolinda Ramsey', the instruction 'Please Select a Program.', and a blue button labeled 'Go to Program Selector'. Below this header, there is a 'Courses' section with a 'Go to Ed Plan' link. The 'Courses' section displays two progress indicators (0%) and a green button labeled '1 POR' for the course '-Portfolios-DAVC/LAVC Faculty Portfolio-AY2021-22'. Below the course title, it says 'LAVC Collection'.

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



Home Education Planner Portfolios Extended Transcript Jolinda Ramsey

Portfolio Library

Assessment Presentation

Terms Courses

Summer 2019 - Summer - Second 5 Week Session

Summer 2019 - Summer - Second 5 Week Session

- Portfolios-Selected Faculty LAVC 2019-20

Portfolio	Description	Last Modified	Visibility
DAVC/LAVC Faculty Portfolio-AY2021-22	This portfolio contains requested items from the faculty member for the LAVC process.		Private

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.

The screenshot shows a web interface for course syllabus upload. At the top left, the text "AY2021-22" is displayed. The main content area is titled "Getting Started" and contains several instructions: "Upload Concourse Syllabus for Designated Course Section", "Upload Backward Design Excel Document using the Link", "Upload ALL Assessments for this Course Section's SLOs", and "Upload the Discipline Assessment Validation Committee Document(s)". A red arrow labeled "1" points to the "Getting Started" title. Below the instructions is a "+ Add Page" button. A red arrow labeled "2" points to a text input field containing the text "Jolinda Ramsey, SPCH 1318, CRN 12345". The input field has a rich text editor toolbar above it. At the bottom right, there are "Cancel" and "Save" buttons. A red arrow labeled "3" points to the "Save" button. In the top right corner, there are "Edit" and "Delete Page" buttons.

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

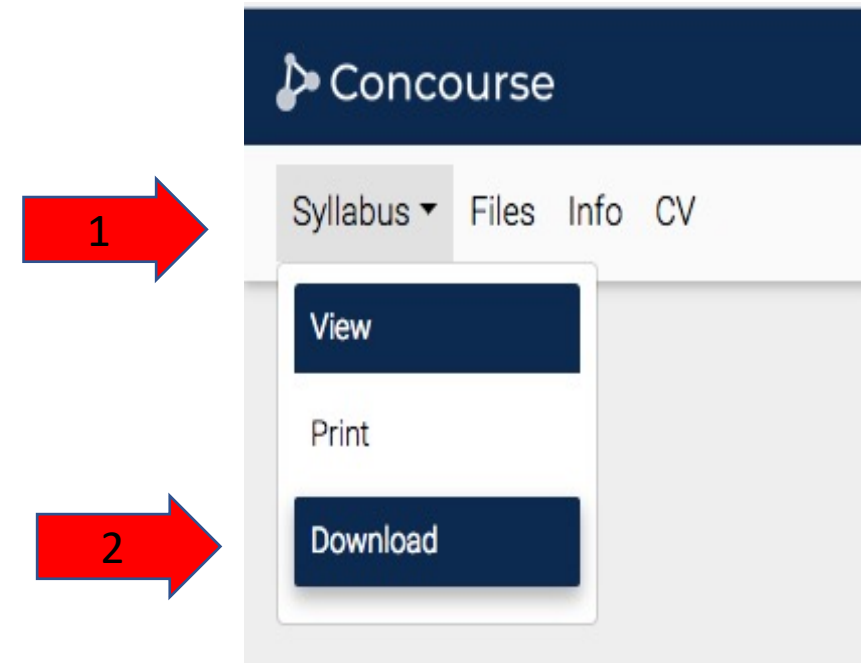
Supplemental guide on downloading the Concourse Syllabus

[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.

The screenshot displays a user interface for a faculty portfolio. At the top left, there is a profile picture and the name "Jolinda Ramsey". Below this, the page title is "DAVC/LAVC Faculty Portfolio-AY2021-22". A teal navigation bar contains buttons for "Edit", "Design", "Preview", "Share", and "Delete Portfolio". A comment box shows "Overall Portfolio Comments (no comments)". The main content area is titled "AY2021-22" and features a sidebar on the left with links: "Getting Started", "Upload Concourse Syllabus for Designated Course Section" (highlighted with a red arrow), "Upload Backward Design Excel Document using the Link", "Upload ALL Assessments for this Course Section's SLOs", and "Upload the Discipline Assessment Validation Committee Document(s)". A "+ Add Page" button is at the bottom of the sidebar. The main content area has a card titled "Upload Concourse Syllabus for Designated Course Section" with a blue "Edit" button and a red "Delete Page" button. The card text provides instructions: "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." Below the text is a dashed box containing "Upload File" and "Add Video Link" options.

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)

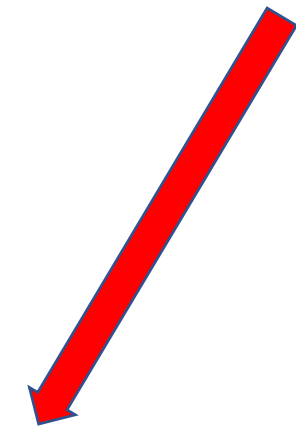
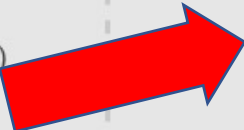
+ Add Page

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 I_x        Size   

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

▼ Upload from device

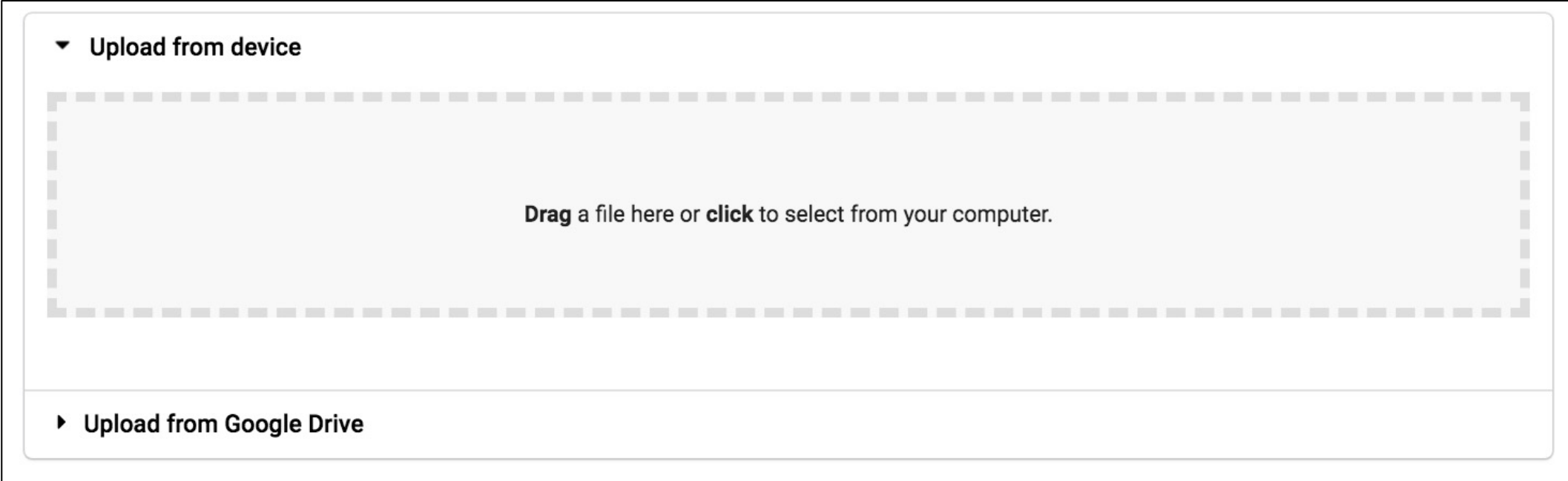
Drag a file here or click to select from your computer.

On this screen you will complete the following:

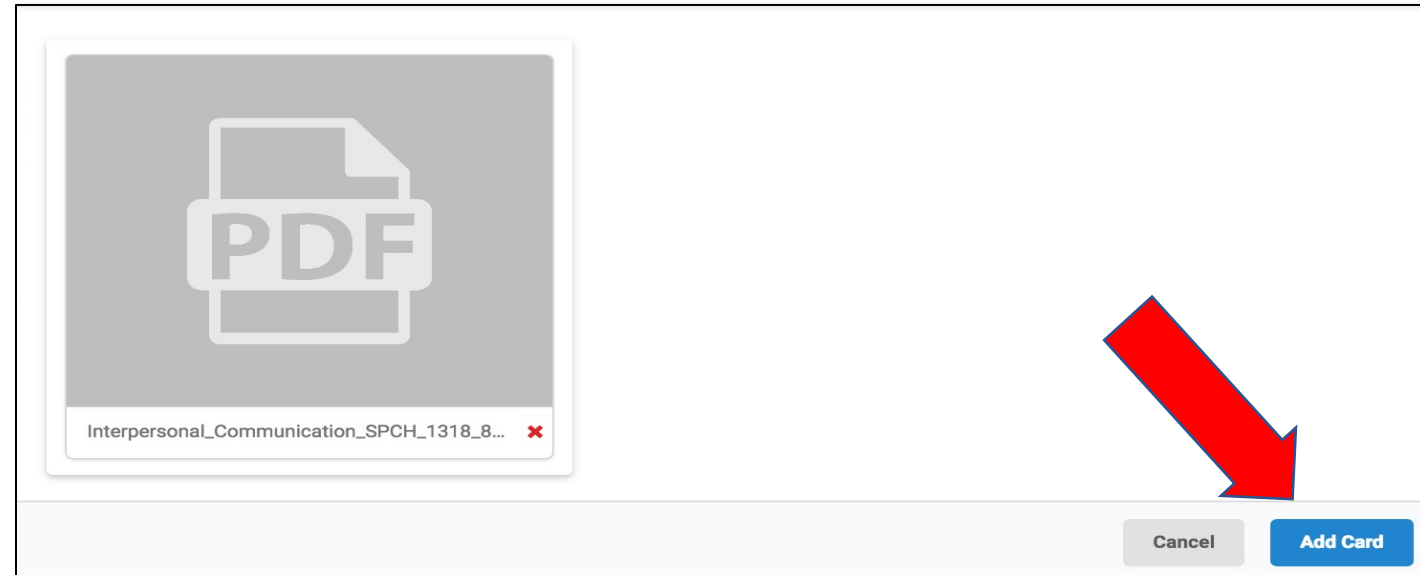
1. Title Box: type in Course Rubric and Number for the assigned course (ex: SPCH 1318).
2. Description Box: type in the CRN for the assigned course (ex: 12456).

The screenshot shows a form with two main sections: 'Title' and 'Description'. The 'Title' section has a text input field containing 'SPCH 1318'. The 'Description' section has a rich text editor with a toolbar containing icons for bold, italic, underline, subscript, superscript, strikethrough, bulleted list, numbered list, link, unlink, undo, redo, insert link, size, indent, and fullscreen. The text '12456' is entered in the description field. Two red arrows are overlaid on the image: arrow '1' points to the 'Title' field, and arrow '2' points to the 'Description' field.

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”.



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.

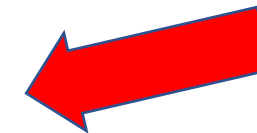
Interpersonal_Communication_SPCH_1318_8_Weeks_Flex_L_Fall_2019.pdf (89.4 KB)

SPCH 1318
12356

Upload File

Add Video Link

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](#)

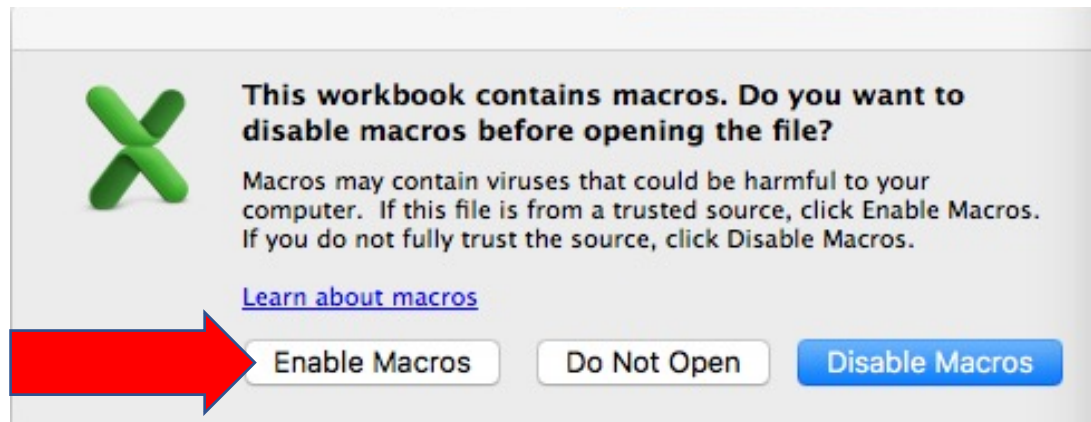
****Once you click on the link (allow it to be downloaded if prompted), check your “Downloads” folder for the document.**

Or type this URL into your web browser to download the document to your computer:

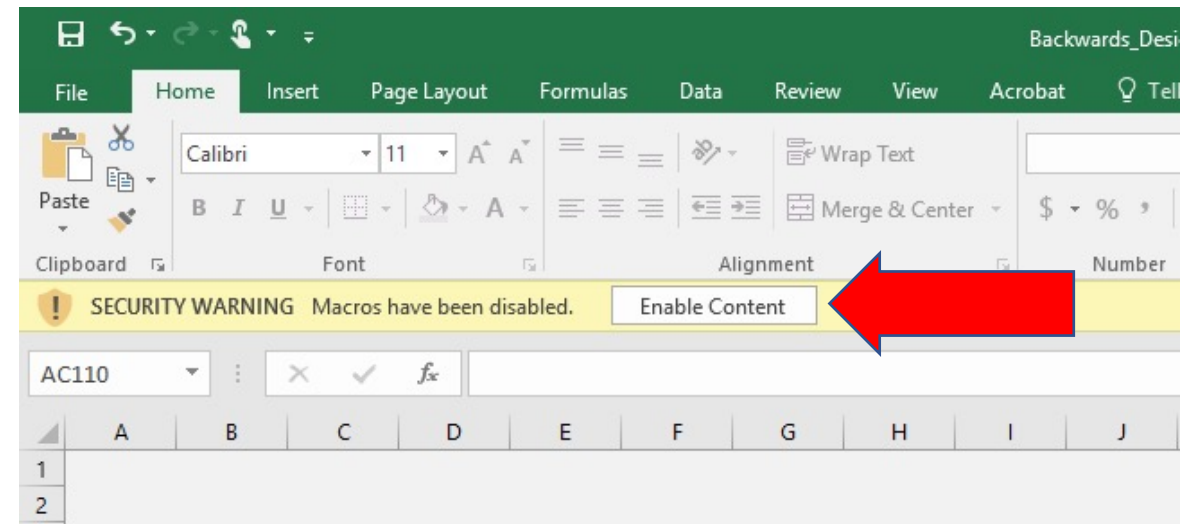
<https://www.alamo.edu/link/e86408c228f2470e8502be5a0ff6171e.aspx>

When you first open the document you will need to do one of the following actions:

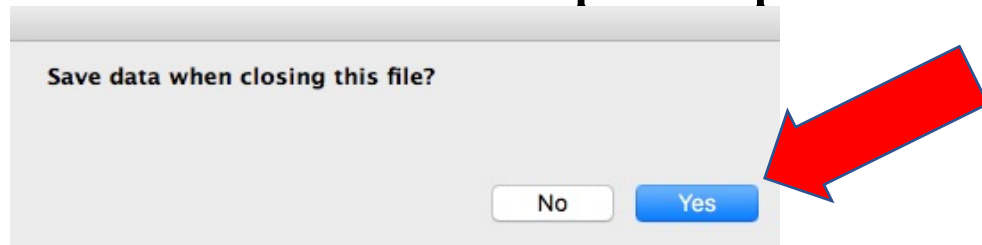
Mac Users: click “Enable Marcos””



PC Users: click “Enable Content””

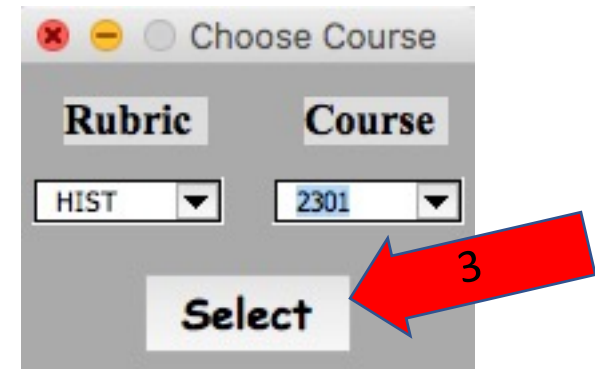
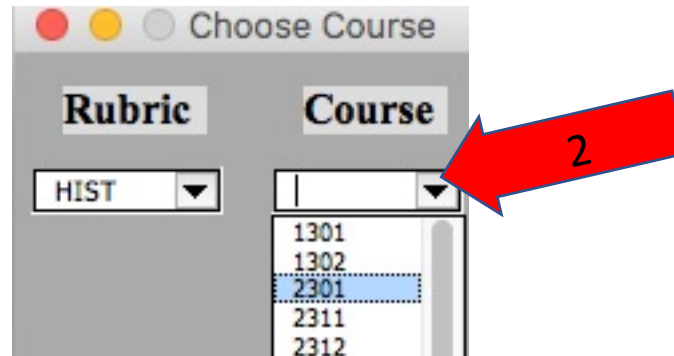
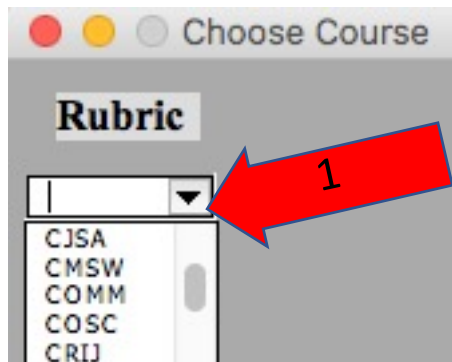


You may need to wait several seconds for the next prompt.
Click “Yes” when prompted for *Save data when closing this file?*



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”



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.

Marketable Skills	Course Student Learning Outcomes	What assessment(s) will you give the student?	How will the student learn it in the course?
<p>Check all that apply that is content in SLO</p> <p>Communication</p> <input type="checkbox"/> Written <input type="checkbox"/> Oral <input type="checkbox"/> Visual	<p>Students will disseminate their knowledge and identify unique characteristics of moons, asteroids, and comets in written and/or oral communication.</p> <p>Click each tab to see individual SLOs</p>	<p>In this column, you will list the assessments that you use to measure your SLOs.</p> <p>Assessments will usually include items such as:</p> <ul style="list-style-type: none"> *Specific homework assignments, *Specific quizzes, *Subset of exam questions, *Writing assignment, *Portion of evaluation rubric, *Lab report, *Group participation score, *Recital performance score, *Project submission, *Portion of a portfolio <p>***IMPORTANT***</p> <p>You should NOT use entire assignment scores to measure an SLO unless the entire assignment is specifically dedicated to the SLO.</p> <p>For example, it is better to use a subset of</p>	<p>In this column, you will identify the tools that you use to teach the SLO.</p> <p>Items in this column may include items such as:</p> <ul style="list-style-type: none"> *Textbook readings, *Class lectures, *Demonstrations, *Practice problems, *Group activities
<p>Critical Thinking</p> <input checked="" type="checkbox"/> Analysis X <input type="checkbox"/> Synthesis X <input type="checkbox"/> Evaluation X <input type="checkbox"/> Creativity <input type="checkbox"/> Problem-Solving X			
<p>Empirical & Quantitative</p> <input checked="" type="checkbox"/> Scientific Method X <input type="checkbox"/> Quantitative Analysis <input type="checkbox"/> Presentation			
<p>Leadership</p> <input type="checkbox"/> Vision <input type="checkbox"/> Action <input type="checkbox"/> Service <input type="checkbox"/> Protocol			
<p>Performance</p> <input type="checkbox"/> Artistic <input type="checkbox"/> Technical <input type="checkbox"/> Linguistic <input type="checkbox"/> Kinesthetic			
<p>Personal Responsibility</p> <input type="checkbox"/> Self-Awareness <input type="checkbox"/> Ethics			

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.

The screenshot shows a Microsoft Excel spreadsheet titled "Backwards_Design-TE". The spreadsheet is divided into four main columns:

- Marketable Skills:** A list of skills with checkboxes and 'X' marks indicating which are included in the SLO. Skills include Communication (Written, Oral, Visual), Critical Thinking (Analysis, Synthesis, Evaluation, Creativity, Problem-Solving), Empirical & Quantitative (Scientific Method, Quantitative Analysis, Presentation), Leadership (Vision, Action, Sense of Direction), Performance (Artistic, Technical, Linguistic, Kinesthetic), and Personal Responsibility (Self-Awareness, Ethics).
- Course Student Learning Outcomes:** A text box describing the outcomes: "Students will disseminate their knowledge and identify unique characteristics of moons, asteroids, and comets in written and/or oral communication." Below this is a note: "Click each tab to see individual SLOs".
- What assessment(s) will you give the student?:** A text box with instructions: "In this column, you will list the assessments that you use to measure your SLOs. Assessments will usually include items such as: *Specific homework assignments, *Specific quizzes, *Subset of exam questions, *Writing assignment, *Portion of evaluation rubric, *Lab report, *Group participation score, *Recital performance score, *Project submission, *Portion of a portfolio. ***IMPORTANT*** You should NOT use entire assignment scores to measure an SLO unless the entire assignment is specifically dedicated to the SLO. For example, it is better to use a subset of".
- How will the student learn it in the course?:** A text box with instructions: "In this column, you will identify the tools that you use to teach the SLO. Items in this column may include items such as: *Textbook readings, *Class lectures, *Demonstrations, *Practice problems, *Group activities".

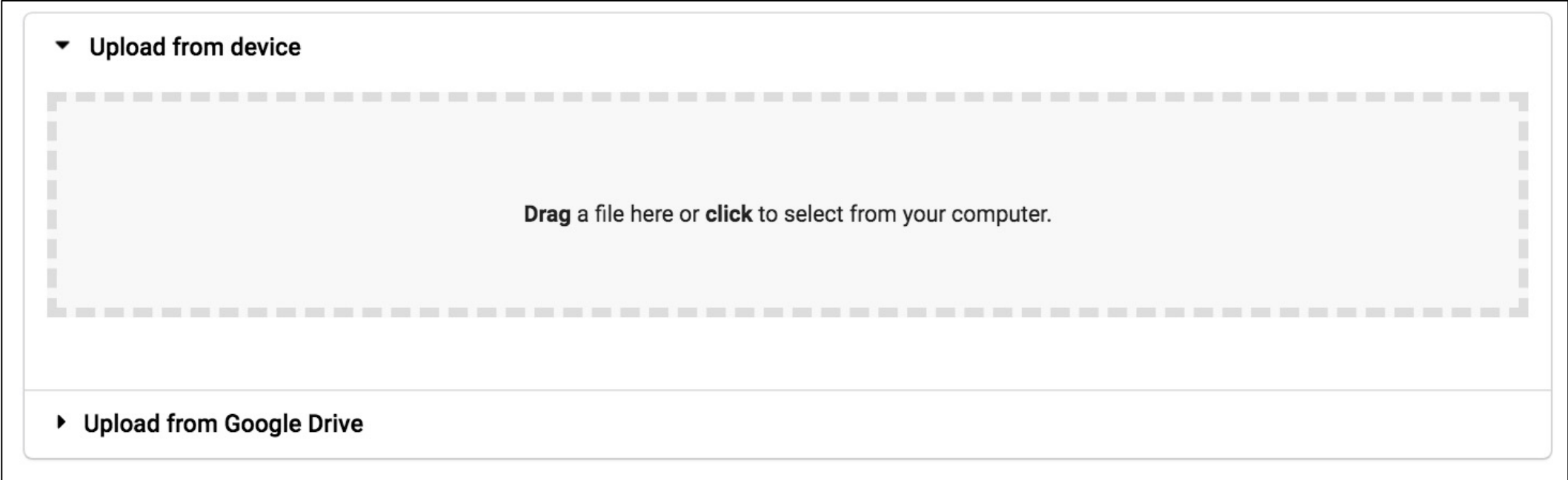
At the bottom of the spreadsheet, there are tabs for "Instructions", "SLO 1", "SLO 2", "SLO 3", "SLO 4", "SLO 5", "SLO 6", and "SLO 7". A red arrow points to the "SLO 1" tab.

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).

The screenshot shows a form with two main sections. The first section is labeled 'Title' and contains a text input field with the text 'SPCH 1318'. A red arrow labeled '1' points to this field. The second section is labeled 'Description' and contains a rich text editor. The text editor has a toolbar with icons for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (I_x), bulleted list, numbered list, link, unlink, undo, redo, insert link, size, indent, and fullscreen. The text '12456' is entered in the text area. A red arrow labeled '2' points to this text area.

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.



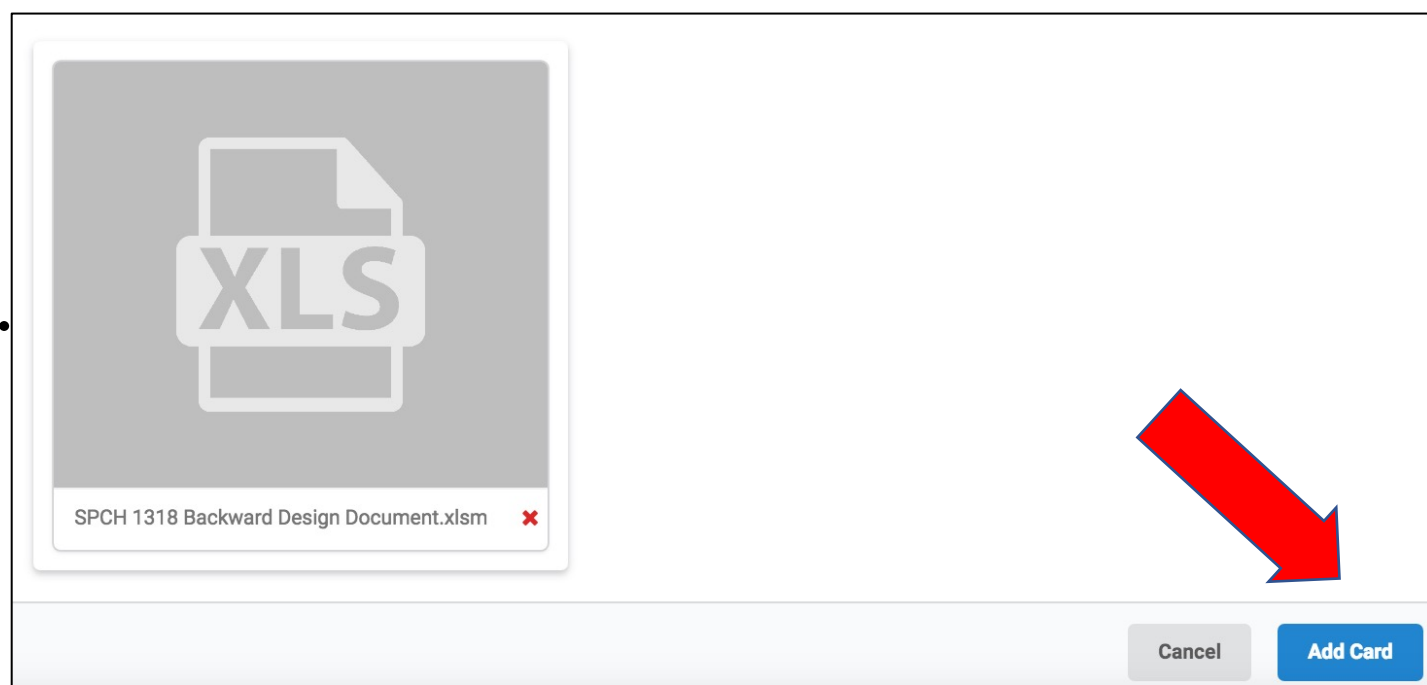
▼ Upload from device

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

▶ Upload from Google Drive

The image shows a user interface for file uploads. At the top, there is a dropdown menu labeled 'Upload from device' with a downward-pointing triangle. Below this is a large, light gray rectangular area with a dashed border, intended for dragging files. Inside this area, the text 'Drag a file here or click to select from your computer.' is centered. At the bottom of the interface, there is another option labeled 'Upload from Google Drive' with a rightward-pointing triangle.

Once you upload,
click on “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 Backward Design Excel Document using the Link

Upload the Backward Design Excel Document for your designated course. DIRECTIONS: Copy and paste to download and save the Backward Design Excel document you will need to complete and upload. Please reference the instructions found in the Power Point as how to complete this document. (INSERT LINK). • When you are ready to upload the Backward Design Excel Document, 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.

SPCH 1318 Backward Design Document.xlsxm (2.2 MB)

SPCH 1318 12356

Upload File

Add Video Link

Edit Delete Page

This is how the page will look when you have successfully uploaded the Backward Design Excel Document.²⁴

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

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 Upload File

 Add Video Link

Title

New Card 0

Description

B I U x₂ x² I_x      Size  

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

Upload from device

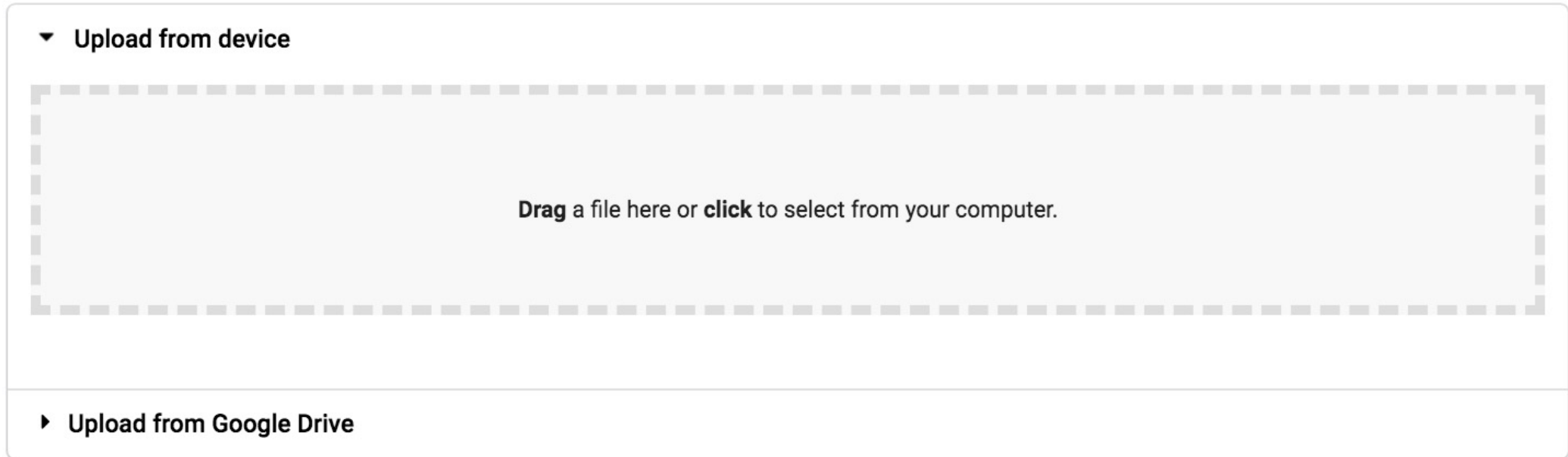
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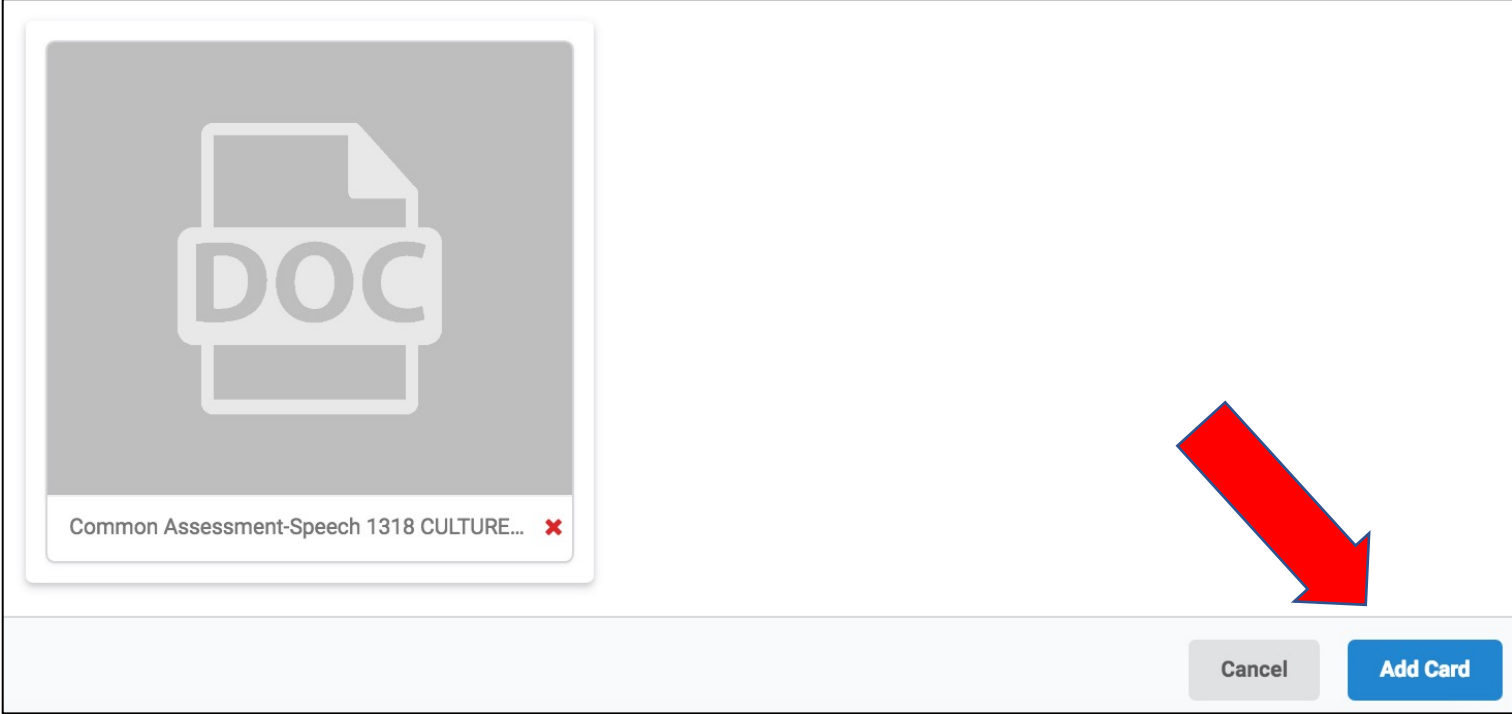
▼ Upload from device

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

► Upload from Google Drive

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Getting Started

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Upload Backward Design Excel Document using the Link

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Upload the Discipline Assessment Validation Committee Document(s)

Upload ALL Assessments for this Course Section's SLOs

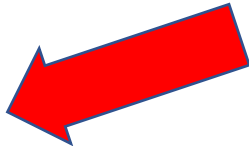
Upload the Assessments for your designated course section. DIRECTIONS: • Click on Upload File. • For the Title Box, type in Course Rubric and Number for the assigned course (ex: SPCH 1318). • For the Description Box, type in the CRN for the assigned course (ex: 12456). • Upload the assessment in appropriate 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)

SPCH 1318
12356

Upload File
Add Video Link

+ Add Page



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

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.

The screenshot displays a user interface for uploading assessments. On the left, a sidebar contains several menu items: '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', and 'Upload the Discipline Assessment Validation Committee Document(s)'. At the bottom of the sidebar is a '+ Add Page' button. The main content area features a large heading 'Upload ALL Assessments for this Course Section's SLOs'. Below the heading, there are instructions: '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.' Three assessment cards are shown, each with a document icon, a title, a file name, a size, and a card ID. The first card is titled 'Common Assessment-Speech 1318 CU' with file name 'LTURE DISCUSSION.docx' and size '(14.0 KB)'. The second card is titled 'Common Assessment-Speech 1318 CO' with file name 'NFLICT DISCUSSION.docx' and size '(13.0 KB)'. The third card is titled 'Common Assessment-Speech 1318 CU' with file name 'LTURE DISCUSSION.docx' and size '(14.0 KB)'. All three cards have the ID 'SPCH 1318 12356' and a comment icon.

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)

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)

SPCH 1318 12356

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

SPCH 1318 12356

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

SPCH 1318 12356

+ Add Page

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). • Upload the document in appropriate area by clicking in box or dragging document into box. • 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 I_x [List] [Table] [Link] [Image] [Size] [Align] [Full Screen]

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

Upload from device

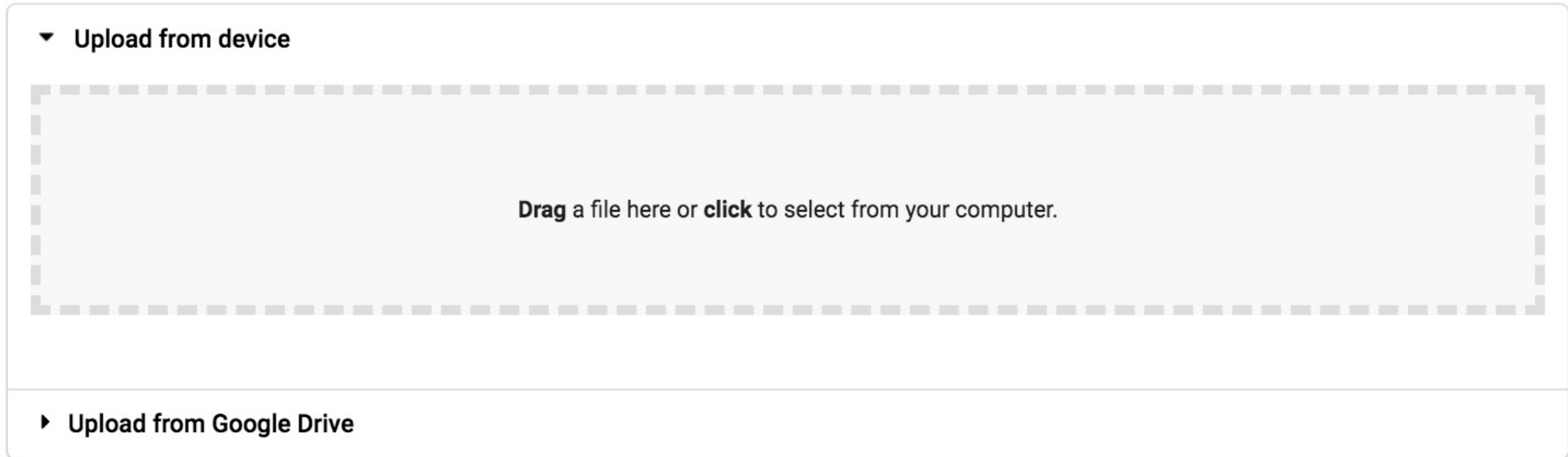
Drag a file here or click to select from your computer.

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).

The screenshot shows a form with two main sections. The first section is labeled 'Title' and contains a text input field with the text 'SPCH 1318'. A red arrow with the number '1' points to this field. The second section is labeled 'Description' and contains a rich text editor. The editor's toolbar includes icons for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (I_x), bulleted list, numbered list, link, unlink, undo, redo, insert link, size, indent, and fullscreen. The text '12456' is entered in the description field. A red arrow with the number '2' points to this field.

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.



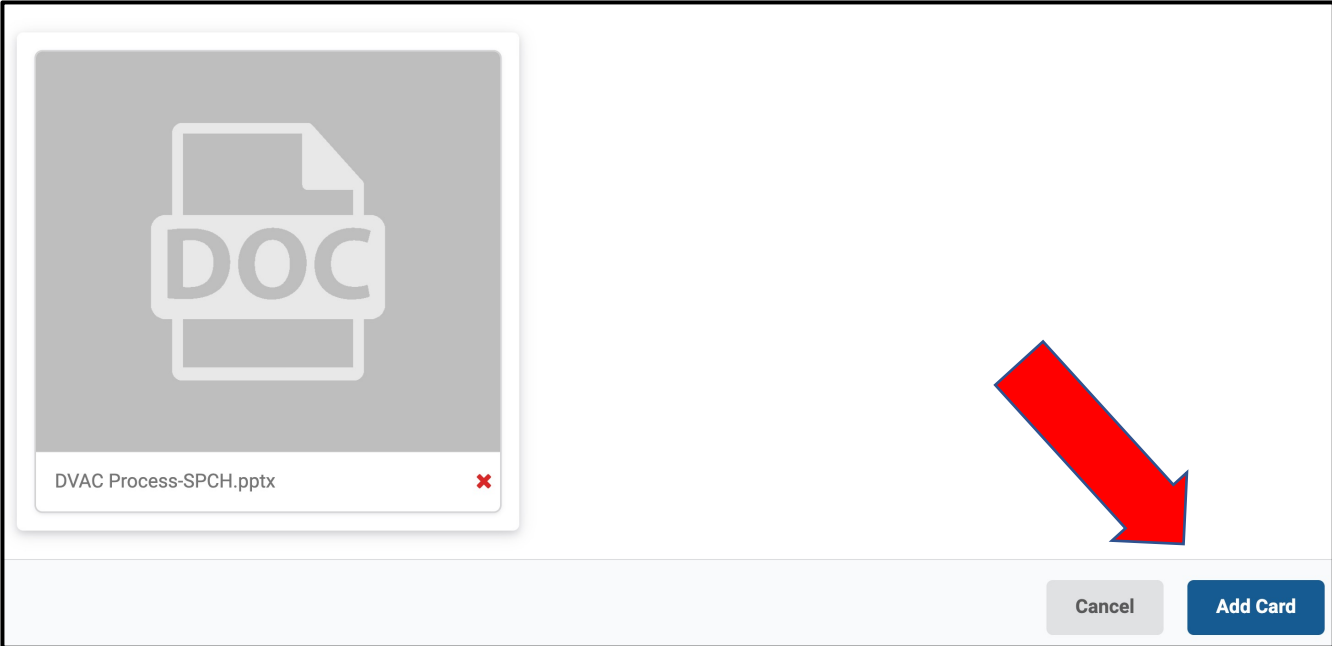
▼ Upload from device

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

▶ Upload from Google Drive

The image shows a file upload interface. At the top left, there is a dropdown menu with a downward arrow and the text "Upload from device". Below this is a large, light gray rectangular area with a dashed border. In the center of this area, the text "Drag a file here or click to select from your computer." is displayed. At the bottom left of the interface, there is a right-pointing arrow and the text "Upload from Google Drive".

Once you upload,
click on “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

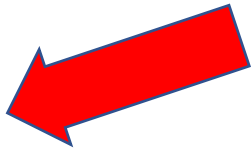
Upload the Discipline Assessment Validation Committee Document(s)

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

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.

**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

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| <p>1. Are all documents present in the instructor's portfolio?</p> <ul style="list-style-type: none"> • 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) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>2. Do the CSLOs in the Concourse syllabus match the CSLOs listed in eLumen?</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>3. Are all SLOs measured by assessment(s) in eLumen?</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="background-color: #e6f2ff; height: 100px; width: 100%;"></div>			
2. What areas of improvement can be made in the DAVC process (understand the requirements)?			
<div style="background-color: #e6f2ff; height: 100px; width: 100%;"></div>			
3. When was the last time the DAVC validated their mapping in eLumen based on the Marketable Skills Rubrics? (Focus area rubrics)			
<div style="background-color: #e6f2ff; height: 100px; width: 100%;"></div>			

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