

**SWS COURSE ASSESSMENT REPORT (CAR) - FALL 2020**

**OVERVIEW OF THE PROCESS**

Student learning will be assessed once every four years for each SWS course. If you have been asked to assess student learning and reflect on your teaching effectiveness in your SWS section, please use this Course Assessment Report and the online data entry system linked below. If multiple sections of a large course are being assessed, a CAR can be completed for each section.

**Due to the conditions of teaching during the COVID-19 pandemic, we have attempted to streamline the assessment process by removing a number of reflective sections of the CAR. Please feel free to include any reflective or contextual conditions you consider important to assessment in your responses to the questions in section D and E.**

DO NOW

* Ensure that your SWS syllabus meets the [program requirements](https://www.gvsu.edu/sws/requirements-for-sws-courses-56.htm) and email a copy of your syllabus to [Alex Priebe](mailto:priebeal@gvsu.edu) for review by the University Writing Skills Committee.
* Finalize your plan to teach and assess writing skills. Begin filling in sections B & C of this CAR as you teach. The university-wide [Written Communication Rubric](https://www.gvsu.edu/cms4/asset/E318FAA6-9691-29E8-AF089DA7E65B9CC3/written_communication_rubric_6-7-18.pdf) lists goals of content, organization, style, and mechanics. How you define these learning goals specifically within the context of your discipline/interdisciplinary field is up to you.
* Log-in to the online [SWS Course Assessment database](http://intranet.gvsu.edu) (Intranet) so you are familiar with where you will enter the data.

DO BEFORE JANUARY 1

* Evaluate each student’s final, revised written work using the [SWS Written Communication Rubric](https://www.gvsu.edu/cms4/asset/E318FAA6-9691-29E8-AF089DA7E65B9CC3/written_communication_rubric_6-7-18.pdf) and [enter your assessment data on Intranet](https://intranet.gvsu.edu/). If you are off campus, you must use GVSU’s [Pulse Secure VPN](https://gvsoftware.gvsu.edu/#staff) to access the Intranet site.

DO BEFORE FEBRUARY 1

* Using the data you entered online, the SWS office will create a graph that summarizes this data. This graph will be inserted into Section C (RESULTS) and the CAR returned to you for completion. (We will send one graph for each section assessed.)
* Complete Sections A, B, D, and E.
* Email the completed CAR to [Alex Priebe](mailto:priebeal@gvsu.edu) office by February 1.
* The University Writing Skills Committee will review and provide feedback on all CARs received each semester.

1. **BACKGROUND**
2. Faculty Name:
3. Course Number:
4. Course Title:
5. How many sections were assessed?
6. Assessment Term:

1. **MEASURES (WRITING ASSIGNMENTS)**

6. Please describe the writing assignment that you assessed with the SWS Written Communication Skills rubric. You can paste your assignment sheet below.

1. **RESULTS**

MCj04112440000[1] *After you enter your assessment data online, the SWS office will insert a graph here that summarizes your results. Please review it before completion of Sections D and E.*

1. **ANALYSIS**

7. Reflecting on students’ performance, describe any changes you plan to make to your four hours of teaching writing.

8. Reflecting on students’ performance, describe any changes you plan to make to your

writing assignment.

9. Are there any contextual factors affecting these results that you would like us to know? (For example: student class standing, faculty experience teaching the course, course format [hybrid/flipped, online], class size, diversity of majors, etc.)

1. **FEEDBACK TO UNIVERSITY WRITING SKILLS COMMITTEE**

10. Are there any revisions that you would suggest to the SWS Written Communication Skills rubric?

11. What else can the SWS Program do to help you meaningfully assess student learning?

**SUBMIT YOUR REPORT**

 Please send the completed CAR to [Alex Priebe](mailto:priebeal@gvsu.edu) and to your Unit Head by February 1.