

The Institutional Portfolio at Edison State College

The Institutional Portfolio involves the collection and review of student projects produced in courses throughout the curriculum for each of the five college-wide learning outcomes. The review of student artifacts is conducted by interdisciplinary faculty teams using scoring criteria (rubrics). Assessment results are reported for the college as a whole but may also be disaggregated and analyzed by a number of demographic variables of interest to faculty.

How does the Institutional Portfolio Model work?

1. All ESC courses will identify on the syllabus (third column), and, in a General Education Matrix maintained by Academic Services and Institutional Research, which General Education Outcomes apply to each course (this is the "syllabus review project" that is currently ongoing).
2. At the beginning of each semester, The Department of Institutional Research, in consultation with Student Assessment Committee, will randomly select a sample of courses from the Matrix for each General Education Outcome being assessed.
3. Faculty will return a form to Institutional Research indicating the following information:
 - description of the assignment
 - date the assignment is due
 - date when the assignment can be received by Institutional Research
4. Faculty will send the assignment (before grading) to Institutional Research where the artifacts will be copied and then returned to faculty member within a week.
5. Institutional Research will prepare the artifacts for scoring by completing the following actions:
 - randomly select artifacts for scoring
 - remove all identifiable student and faculty information
 - make enough copies for scoring (goal is to have 50 artifacts per outcome)
6. Institutional Research will forward copies of the artifacts to the Chair of the Multidisciplinary Scoring Team; the team will assess the artifacts using the analytic, four-point rubrics developed by ESC.
7. The scored artifacts will be returned to Institutional Research where the data will be archived. By the end of the semester (that the scoring was completed), the data will be reported to SAC, the Vice-President of Academic and Student Affairs, and the faculty.
8. Discipline-related faculty and SAC will propose curricular improvements.
9. Critical Thinking and Written Communication will be assessed in Fall, 2009.
10. Your cooperation in this assessment process is much appreciated.

Please email Marty Ambrose or Kevin Shriner if you have questions:

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