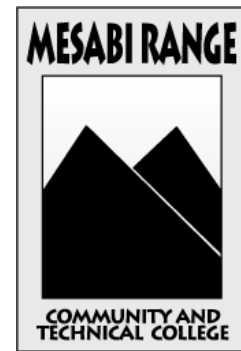


Mesabi Range Community & Technical College



SAVE THIS HANDBOOK

STUDENT ASSESSMENT HANDBOOK



Mesabi Range Community & Technical College provides high quality education resulting in rewarding employment, lifelong learning, and the enriched lives of our students and community.

--Mesabi Range College Mission Statement

Dear Student,

At Mesabi Range College we value our students and are constantly trying to improve their educational experiences.

At various times, you will be asked to be part of the assessment process. Your feedback, in many forms, will provide information to you about your own progress and to the college about its effectiveness.

This handbook is designed to give you an overview of what assessment is and to describe your role in the assessment process while a student at Mesabi Range Community & Technical College.

Sincerely,

Celeste Donovan
Dean of Students

WHAT IS ASSESSMENT AT MESABI RANGE COLLEGE?

Assessment is a systematic process of gathering information regarding the effectiveness of the college and its students.

Effective assessment evaluates the information and uses the results in making decisions about ways to improve.

WHY DO WE ASSESS?

Mesabi Range College is committed to the development of its students. Assessment helps all parts of the college stay focused on that goal.

ASSESSMENT PROVIDES INFORMATION TO

- **students** with information about their educational experiences.
- the **faculty** with information to continuously improve the teaching/learning process to benefit students.
- **college leaders** to help plan for future needs.
- **college services** to initiate on-going discussions and move toward designing of services to better accommodate student needs.
- **the community** to increase awareness and understanding of the college's role.
- **accrediting bodies** and organizations that oversee the college.

WHAT ARE THE IMPLICATIONS OF ASSESSMENT FOR THE STUDENTS?

- Increases your involvement in the teaching learning process.
- Increases your awareness of your current level of proficiency in a course or program.
- Makes you aware that you can make a difference at Mesabi Range College.
- Clarifies the relationship/applicability of your college experience to your professional and personal lives.
- Helps you see learning as a continuous process.
- Helps you gain an appreciation of how the college changes you.
- Entrance tests (CPT), Classroom Assessment Techniques (CATs), student surveys, pre and post testing do not affect course grades or a student's G.P.A.

HOW ARE STUDENTS ASSESSED?

At Entry	Placement Tests <i>(math, English, reading)</i> Entrance Surveys
During	Classroom Assessment Techniques: (CATs) In-class measures Satisfaction Surveys
At Exit	Gen Ed Testing Gen Ed Student Survey Graduate Survey
After Graduation	Employer Surveys (program grads) Other Surveys

Individual programs and courses will assess students using a variety of measures. Some include interviews, capstone experiences, course embedded measures, performance demonstrations, portfolios.

GLOSSARY

Accreditation - involves judgments of quality and effectiveness of an institution/program against a set of expectations (standards, criteria).

Assessment - an ongoing process aimed at understanding and improving student learning and student services.

Associate's Degree - an award that normally requires at least two but less than four-year full-time equivalent college work.

Certificate - A formal award certifying completion of a post-secondary education program that normally requires at least one year but less than two years of full-time equivalent college work.

Classroom assessment techniques (CATs) - Any range of instructor techniques to observe student learning in process to obtain feedback on what, how much, and how well students are learning.

Core Abilities - statements meant to reflect the first level of General education competencies expected of MRCTC students.

Fairness - all students will be assessed in the same manner with the same criteria.

Focus Group - a group of students/faculty/student services staff/community members, etc. brought together to provide unique face-to-face feedback, opportunities for clearly identified questions concerning the college.

General Education - that part of an undergraduate education that develops breadth of knowledge and the skills essential to more complex and in-depth life-long learning.

Mission Statement - a statement of the purpose of our college. Used to focus goals, resources, teaching/learning activities, and energy at the college. (See front cover.)

Graduate/Satisfaction Survey - an instrument that determines a graduating student's satisfaction with instruction, curriculum, services, facilities, and equipment.

Performance Demonstration - a demonstration of a student outcome involving a process which is used to show mastery.

Placement Tests - instruments which determine a student's skill level for purposes of enrolling in courses or a program.

Portfolios

Class - a collection of work from a class used to assess growth, mastery competency, or a combination.

Program Portfolio - a tool by which students organize documented proof of their accomplishments both inside and outside of school. Portfolios demonstrate progress toward a student's career, educational, and personal goals. This portfolio should be a collection which is continually updated and modified to demonstrate personal and professional growth.

Student Outcomes - clearly defined expectations of students as they complete a lesson, unit, course, or program.

Survey - a method of soliciting comments and suggestions.

Syllabus - a contract between instructor and student including basic information about the course: purpose; nature of class sessions; level of preparation or background necessary to succeed; required textbooks, readings, and supplies; topics that will be covered, number and type of tests and assignments; grading system used; and policies pertaining to attendance, late work, and make-up work. The syllabus clarifies the mutual responsibilities of both the student and instructor in successfully meeting course goals.

