

Proposed Process for Regular Review of for MCC's College-Wide Student Assessment Program

1. Every academic year, at least one of MCC's student outcomes assessment instruments will be reviewed for quality.
2. No specific order of instrument review will be designated. Instead, instruments will be selected for review, at the discretion of the SOC committee.
3. At the beginning of the Fall semester, an Instrument Review Subcommittee (IRS), comprising the Dean/Director of the Office of Research and Planning (ORP), no fewer than one current member of SOC, and no fewer than one faculty member (possessing content expertise relevant to the assessment instrument) outside of the SOC committee, will be recruited and charged with the task of reviewing the efficacy of the instrument in question.
4. The methodology/criteria for reviewing the instrument shall be at the discretion of the IRS conducting the review.
5. Following their review of the instrument, the IRS will submit a report of their conclusions to the SOC committee. This report shall consist of both written and oral presentations to the SOC committee.
6. Should the IRS recommend no modification to the instrument, then this process will be concluded. Should the IRS recommend modification to the instrument, then all active members of SOC will vote on whether further steps should be taken to modify the instrument.
7. Should a majority of SOC members vote that there should be no modification to the reviewed instrument, then no further action will be taken. Should a majority of SOC members vote for modifying the instrument, then the instrument modification process will be enacted.

Proposed Process for Modifying Instruments for MCC's College-Wide Student Assessment Program

1. Should the formal review of an assessment instrument result in the majority SOC opinion to modify the instrument, the original IRS will draft a proposal providing rationale for the need of instrument modification.
2. The proposal will be presented to SOC members within a committee meeting, wherein suggestions for revision to the proposal can be discussed.
3. The final proposal will be presented to SOC members, either in an official SOC meeting or via e-mail correspondence, for approval.
4. Upon final approval of the instrument modification proposal, a faculty cluster (comprising content experts and qualified personnel from ORP) will be recruited and charged with modifying the instrument, as per the recommendations of the IRS.
5. The modified instrument will then be presented to the SOC committee.
6. The revised assessment instrument will then be administered as a pilot test during a subsequent assessment period.

7. Data will be collected during the pilot test, following which a validation analysis of the instrument's psychometric properties (item difficulty, reliability, discriminability, etc.) will be conducted by the ORP.
8. Subsequently, a representative of the ORP will present both written and oral reports (on the psychometric strength of the new instrument) to SOC members in a committee meeting. At this time, recommendation for and/or discussion of further instrument modification will take place.
9. Steps 7, 8 and 9 will be repeated until the instrument has been validated to the satisfaction of the SOC committee.