

Directions for Submitting Your Report to the General Education Database at Monmouth University

Thank you for helping Monmouth University's assessment efforts by preparing a report about your course from last semester. Before you visit the database website, gather the information you will need.

STEP 1. GATHER YOUR MATERIALS AND INFORMATION:

1. Know which category of General Education your course fits under [i.e. Historical Perspectives, Global Understanding, etc]
2. Know which Learning Outcome you are assessing.
3. Be ready to provide a description of the assignment/artifact used as the basis for the assessment.
4. Know how many student artifacts you assessed for each of these categories:
 - a. Inadequate
 - b. Marginally Adequate/Passing
 - c. Good
5. Have up to four (4) files ready to email:
 - a. An example of **Inadequate** work, if you had artifacts in this category
 - b. An example of **Marginally Adequate/Passing** work, if you had artifacts in this category
 - c. An example of **Good** work, if you had artifacts in this category
 - d. If necessary, one file that provides the **rubric or other supporting documentation** for this assessment

Once your materials are assembled, visit the General Education Assessment Website at:

http://www.monmouth.edu/academics/general_education/assessment/default.asp or follow the steps below from the Monmouth University Home Page.

From the Monmouth University Home Page...

- Select 'Resources' in the upper right hand corner, and choose 'Faculty + Staff'
- Under 'Research & Initiatives', select 'General Education Assessment Form'

The screenshot shows the Monmouth University website. At the top left is the logo and navigation menu: About Us, Academics, Admission, Student Life, Athletics, Visit, Apply, Donate. A red arrow points to the 'Resources' link in the top right corner. Below the navigation is a hero section with a large image of a seagull and text: 'MONMOUTH: THE COASTAL UNIVERSITY'. To the right are three smaller featured articles: 'Experiencing the Arts at Monmouth University', 'Hands-on Research to Solve Meaningful Problems', and 'A Wealth of Opportunity Close to Home'. Below these is 'The Monmouth Experience' section. A blue navigation bar contains: Main Menu, Alumni, Current Students, Parents + Families, Faculty + Staff (with a red arrow), Community, For Media, myMU. Below this is a dark blue menu bar with: Human Resources, Academic Tools & Resources, Research & Initiatives (with a red arrow), Business Service, and Connecting at Monmouth. The main content area is a grid of links. A red arrow points to 'General Education Assessment Form' in the bottom row of the 'Research & Initiatives' column.

Human Resources	Academic Tools & Resources	Research & Initiatives	Business Service	Connecting at Monmouth
Human Resources Homepage	Campus Technology	Research at Monmouth	Directory of Offices + Services	myMU
Benefits Information	Access Monmouth Email	Faculty Council	Dining Hall Menus	Student Directory
Training + Development	eCampus	Grants + Contracts	University Store	Employee Directory
University Calendar	WebAdvisor	IRB	Campus Safety	Facebook
Employment Opportunities	Search for Classes	IACUC	Health Services	Twitter
Employee Activity Committee	Academic Departments	Grants + Sabbaticals Committee	EMS - Event Management System	YouTube
Equity + Diversity	Office of the Registrar	Faculty Travel	Fitness Center Hours + Info	Instagram
Ultipro	Academic Calendar	CETL	Pay Your Parking Ticket	
	Advising Services	General Education Assessment Form		

Proceed to Step 2: TELL US ABOUT YOUR COURSE

- Select the General Education area for your course.

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Resources
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Tell Us About Your Course

Use the form below to complete your course information and assessment.

COURSE INFORMATION

General Education Area *

Aesthetics and Creativity ▾

Select

Aesthetics and Creativity

Cultural Diversity

EN 101

EN 102

Experiential Education

World Languages

Global Understanding

Historical Perspectives

Interdisciplinary Perspectives on the Human Experience

Literature

Mathematics

Natural Sciences

Reasoned Oral Discourse

Social Sciences

Technological Literacy



Add Course and Instructor Information. Please do not forget your complete email address.

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General Education Area *

Aesthetics and Creativity ▾



Course Number and Section: *
(Example: FY101-XY01)

AR 101-01



Semester *

Spring ▾



Year *

2021 ▾



Course Enrollment *

25

2 of 3 max characters



INSTRUCTOR INFORMATION

First Name *

Bea

Last Name *

Rogers



Email *

bea.rogers@monmouth.edu

ASSESSMENT DECISION

STEP 3: DESCRIBE YOUR ASSESSMENT

Last Name:

E-mail:

ASSESSMENT DESCRIPTION

Learning Outcome Assessed:



Brief Description of Assignment Used as Basis for this Assessment

This description should include not only what students were asked to do but also how it allowed students to demonstrate the extent to which they have achieved the intended learning outcome:



Artifact Used for This Assessment

(e.g., xx-page paper, reaction/reflection paper, essay, eCampus discussion postings, group project, quiz, worksheet):



Close the Loop

Please reflect on what you have learned about your students' learning from this assignment exercise. In a few sentences, share your thoughts here about what you plan to do differently next time to increase student learning related to this outcome:



STEP 4: IDENTIFY YOUR ARTIFACTS:

- Enter the number of artifacts you assessed from your classes that were ***inadequate***, ***marginally adequate/passing***, and ***good***. Later you'll be asked to email one example of each category to us.

Close the Loop

Please reflect on what you have learned about your students' learning from this assignment exercise. In a few sentences, share your thoughts here about what you plan to do differently next time to increase student learning related to this outcome:

I plan to hold office hours.

Number of Artifacts Assessed

Number of Artifacts Assessed as ***Inadequate***:

5

The artifact provides no evidence that the student has achieved the intended learning outcome



Number of Artifacts Assessed as ***Marginally Adequate***:

7

The artifact provides evidence that the student has partially achieved the intended learning outcome



Number of Artifacts Assessed as ***Good***:

10

The artifact provides evidence that the student has achieved the intended learning outcome



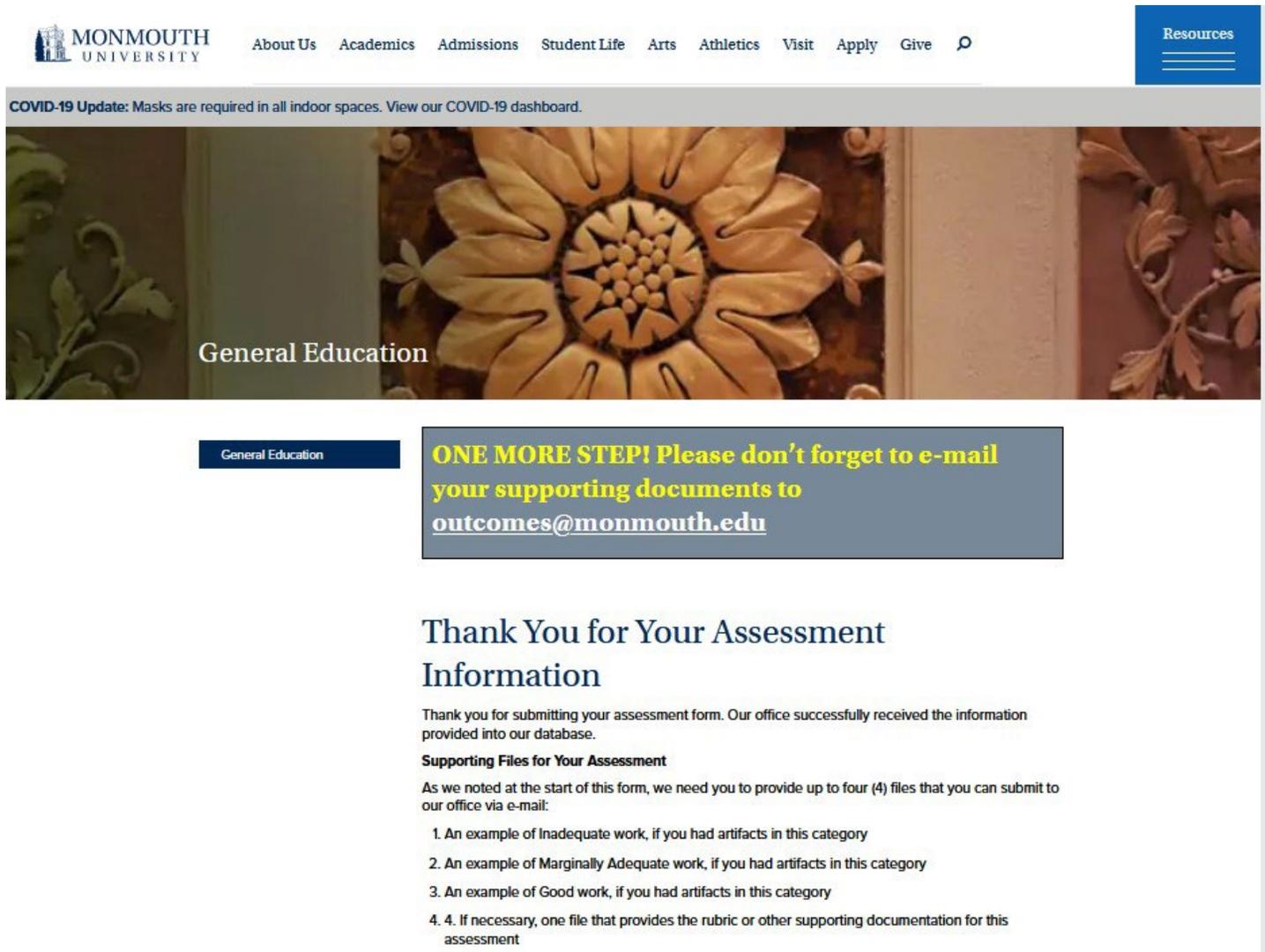
PLEASE NOTE: Do not worry if the numbers you entered here do not match your class enrollment. We will treat any discrepancies as "missing data."

ADDITIONAL NOTE: After you submit this form using the button below, please be sure to e-mail your sample artifacts (noted above) to outcomes@monmouth.edu.

Enter security word displayed below:



STEP 5: CHECK EVERYTHING FOR ACCURACY ON THE REVIEW PAGE. You may wish to print it out for reference. It may be helpful because it lists the file types that you need to submit via email.



The screenshot shows the Monmouth University website. At the top left is the Monmouth University logo. To its right is a navigation menu with links: About Us, Academics, Admissions, Student Life, Arts, Athletics, Visit, Apply, Give, and a search icon. On the far right is a blue 'Resources' button with three horizontal lines below it. Below the navigation is a grey banner with the text: 'COVID-19 Update: Masks are required in all indoor spaces. View our COVID-19 dashboard.' Below that is a large image of a decorative sunflower sculpture. Overlaid on the bottom left of this image is the text 'General Education'. Below the image is a blue button labeled 'General Education'. To the right of this button is a grey call-to-action box with yellow text: 'ONE MORE STEP! Please don't forget to e-mail your supporting documents to outcomes@monmouth.edu'. Below this box is the heading 'Thank You for Your Assessment Information'. The text below the heading reads: 'Thank you for submitting your assessment form. Our office successfully received the information provided into our database.' This is followed by the sub-heading 'Supporting Files for Your Assessment' and the text: 'As we noted at the start of this form, we need you to provide up to four (4) files that you can submit to our office via e-mail:'. A numbered list follows: 1. An example of Inadequate work, if you had artifacts in this category; 2. An example of Marginally Adequate work, if you had artifacts in this category; 3. An example of Good work, if you had artifacts in this category; 4. If necessary, one file that provides the rubric or other supporting documentation for this assessment.

STEP 6: EMAIL YOUR ARTIFACTS:

- **Be sure to email one student file per category, if you had artifacts in this category**
 - Inadequate
 - Marginally Adequate
 - Good
- **Optional:** You are also welcome to email us a rubric, assignment outline, or any other supporting documentation that will explain your assignment further.
- Attach and email these files to outcomes@monmouth.edu

**EXTREMELY
IMPORTANT!!!!**