City Tech Assessment of General Education
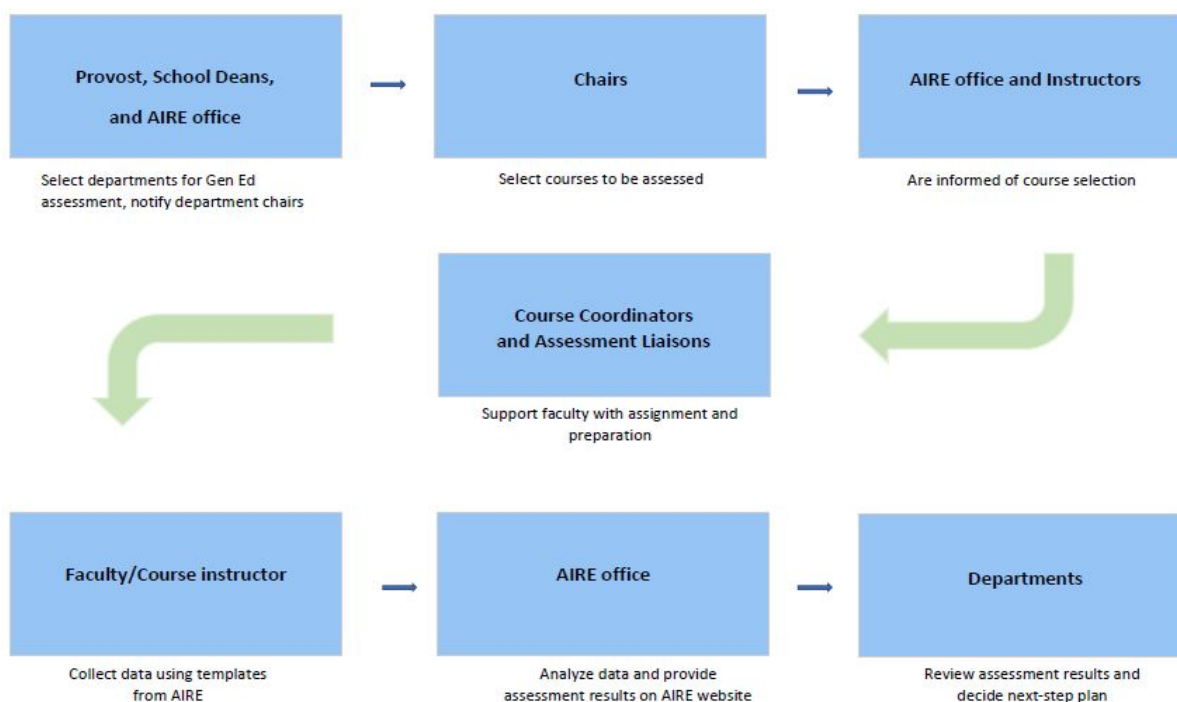## (Background and Instructions for Faculty)

Purpose

City Tech believes that a strong assessment program will result in improved student learning outcomes. City Tech uses assessment data to improve the curriculum and pedagogy as well as develop student and faculty support services.

How was my course selected?

All departments participate in General Education assessment. The General Education (Gen Ed) assessment cycle includes 14 institutional level/general education competencies: (1) Civic Engagement, (2) Creative Thinking, (3) Critical Thinking, (4) Ethical Reasoning, (5) Foundations and Skills for Lifelong Learning, (6) Information Literacy, (7) Inquiry and Analysis, (8) Integrative Learning, (9) Intercultural Knowledge and Competence, (10) Oral Communication, (11) Quantitative Literacy, (12) Reading, (13) Teamwork, (14) Writing. The 14 competencies were identified to measure City Tech's General Education, as passed by the College Council in March 2013. The competencies are assessed in terms of a three-year cycle.

Your department Chair, in consultation with the dean and assessment liaisons, selected the competency and course(s) for assessment. Your participation is very important to obtain meaningful, representative results.

Launching the General Education Assessment Cycle

Provost, School Deans, and AIRE office	Chairs	AIRE office and Instructors
Select departments for Gen Ed assessment, notify department chairs	Select courses to be assessed	Are informed of course selection

Course Coordinators and Assessment Liaisons

Support faculty with assignment and preparation

Faculty/Course instructor	AIRE office	Departments
Collect data using templates from AIRE	Analyze data and provide assessment results on AIRE website	Review assessment results and decide next-step plan

What do I need to do if my course is selected?

Step 1: Review Gen Ed assessment rubrics and get to know your assessment liaison(s)

- Rubrics for all 14 Gen Ed competencies and the assessment liaison list are both available on the AIRE website.

Step 2: Select/develop a proper assignment and complete the "Assignment Worksheet"

- Ask your assessment liaison if your department has a particular assignment that should be used. If yes, consider adopting the assignment for your class; otherwise, select or develop an assignment based on the Gen Ed competency.
- Download the relevant "Assignment Worksheet" from the AIRE website and complete it to ensure that the assignment aligns with the rubric.
- Submit the assignment and completed assignment worksheet to your assessment liaison(s).

Step 3: Score student work and provide student work samples

- Score student work using templates provided by the AIRE office. The templates are pre-populated Excel files and will be distributed by your assessment liaison(s).
- Submit the completed scoring Excel file and three student work exemplars *("good", "fair", and "poor")* to your assessment liaison(s).

Gen Ed assessment resource and support:

- Step 1- Designated Assessment Liaisons: https://www.citytech.cuny.edu/aire/liaison.aspx
- Step 1- Gen Ed Rubrics: https://www.citytech.cuny.edu/aire/gen-ed-rubrics.aspx
- Step 2- Assignment worksheets: https://www.citytech.cuny.edu/aire/assignment-worksheets.aspx
- General Education Assessment page (optional): https://www.citytech.cuny.edu/aire/gen-ed-assessment.aspx
- AIRE Staff (optional): https://www.citytech.cuny.edu/aire/about-us.aspx

Note. Contact your assessment liaison(s) or AIRE Staff if you have any questions.

Thank you for your contribution!