

**Phillips Community College of the University of Arkansas
Student Learning and Institutional Assessment Matrix
Created in 2002-2003 (Revised October 2004)**

Measures of Student Learning Classroom Level Within Course/Semester				
Assessment Tool	Definition	Administration	Use	Location of Results
Pre/Post Test	A test administered at the beginning and conclusion of a course.	Individual instructor Given in mathematics, some English, and Fine Art's classes	Assess student knowledge prior to and at the conclusion of instruction.	Individual student records in instructor's office Business Division Arts and Sciences (Dean's office)
Capstone Projects	A course project that synthesizes the course learning objectives into a final comprehensive experience or assignment.	Individual Instructor	Assess comprehensive knowledge gains and ability to complete significant project.	Individual instructor Business Division Not used in Arts and Sciences
Portfolio	An assembled collection of course assignments reflecting student knowledge.	Individual instructor	Assess student progress and knowledge acquisition.	Individual instructor Business Division Arts and Sciences (Used in Calculus)
Measurable Course Objectives	A student behavioral objective that can be quantified.	Individual instructor	Used to assess student knowledge, comprehension, application, analysis, synthesis, and evaluation skills related to a specific course.	Individual instructor Business Division
Exams and Final Exam	A test administered to determine competency of student at the end of a semester or unit of study	Instructor All Early Childhood Education Courses	Assess student knowledge at conclusion of instruction for a specific module of study	Instructor's office Transcript (in specific courses the average of these exams is the final grade) Early Childhood Education Business Division
Case Scenarios	Written documentation of applied theory pertaining to "best practice" in a simulated provider case	Instructor (oral and written)	Assesses students practical and applied knowledge of "best practice" in child care	Instructor in grade book/student keeps returned case scenario – Early Childhood Education
Room Rubric	A checklist of appropriate environmental conditions pertaining to the provider's care setting (placement of drawings, tables and chairs, cubbies, etc.)	Field Observer	Assess student knowledge of competencies related to "safety, healthy, and learning" environments	Instructor – Early Childhood Education

CAT's	Classroom Assessment Techniques; include a wide variety of specific techniques	Administered by faculty members in individual classes	Used to assess student achievement.	Individual student records in instructor's offices Business Division
Welding Bend Test	Test given to assess skills of welding	Administered by faculty in individual classes	Used to assess student achievement	Individual student records in instructor's office/Dean of IT Division office
Welding X-Ray Test	Test given to assess skills of welding	Administered off-campus	Used to assess student achievement	Results are forwarded from off-campus testing site to college and placed in individual student files in instructor's office/Dean of IT Division office
SAM	Skills Assessment Manager	Administered by faculty in individual classes	Used to assess student achievement	Individual instructor (Business Division)
ADN Math Competency Exam	Exam to assess knowledge of drug dosage and calculation.	Level I NG 133	Determine a student's competence before administering medications to clients in the clinical setting.	Individual instructor and Dean of Allied Health's Office
Custom HESI-RN Exam	Exam to evaluate knowledge of first and second level nursing program content.	Level II	Individual test results given to student. Areas of deficiency are identified and student advised to do remedial work before progressing to Levels III and IV.	Dean of Allied Health's office
NLN Achievement Test: Nursing Care of Children Across Community Settings	Exam to assess knowledge of concepts related to the delivery of culturally competent nursing care for children and their families in a variety of health care settings and across the health continuum.	Level IV	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-RN.	Dean of Allied Health's office
NLN Achievement Test: Nursing the Childbearing Family Achievement Test	Exam to assess knowledge of concepts basic to culturally competent nursing care of the childbearing family as well as normal events of the childbearing experience, common health problems of mothers and infants, and intrapartal complications.	Level IV	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-RN.	Dean of Allied Health's Office
NLN Achievement Test: Nursing Care of Adults: Across Community Settings I Achievement Test	Exam to assess knowledge of concepts basic to the care of adult clients and their families, including prevention and health promotion, early	Level IV	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before	Dean of Allied Health's office

	detection, care management, health maintenance and restoration, and psychosocial aspects of care.		taking the NCLEX-RN.	
NLN Achievement Test: Nursing Care of Adults: Across Community Settings II Achievement Test	Exam to assess ability to apply the nursing process to the specific needs of the adult client for prevention and health promotion, early detection, care management, health maintenance and restoration, and psychosocial aspects of care.	Level IV	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-RN.	Dean of Allied Health's office
NLN Achievement Test: Psychiatric Mental Health Nursing Achievement Test	Exam to assess understanding of behavior in varied clinical situations, with emphasis on the application of somatic and psychosocial interventions to the care of individuals and families throughout the lifespan.	Level III	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-RN.	Dean of Allied Health's office
NLN Achievement Test: Diet Therapy and Applied Nutrition Achievement Test	Exam to assess knowledge of the nutritional management of clients with specific health problems.	Level IV	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-RN.	Dean of Allied Health's office
NLN Achievement Test: Pharmacology in Clinical Nursing Achievement Test	Exam to assess knowledge of pharmacological properties of medications and ability to utilize safe practice with medication administration.	Level IV	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-RN.	Dean of Allied Health's office
Custom HESI-PN Exam	Exam to evaluate knowledge of first semester nursing program content.	Semester I	Individual test results given to student. Areas of deficiency are identified and student advised to do remedial work before progressing to Semester II.	PN Program Coordinator's Office
NLN Achievement Test: PN Fundamentals	Exam to assess knowledge of fundamental nursing principles: selection of appropriate care measures, identification of nutritional requirements, principles of therapeutic	Semester I	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-PN.	PN Program Coordinator's Office

	communication, and utilization of the nursing process.			
NLN Achievement Test: PN Maternity Infant Nursing	Exam to assess knowledge of nursing measures used when caring for clients during pregnancy, labor and delivery, and the postpartum period, as well as care of the neonate.	Semester II	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-PN.	PN Program Coordinator's Office
NLN Achievement Test: PN Child Health Nursing	Exam to assess knowledge of the care of children, with emphasis on normal growth and development and children having specific health conditions.	Semester II	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-PN.	PN Program Coordinator's Office
NLN Achievement Test: PN Pharmacology	Exam to assess knowledge of the facts and principles related to medication and medication administration.	Semester II	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-PN.	PN Program Coordinator's Office
NLN Achievement Test: PN Mental Health Concepts	Exam to assess knowledge of the key principles of mental health and psychiatric nursing. Emphasis is on behavioral manifestations of well being and stress as exhibited by children and adults at various levels of wellness and in a variety of settings.	Semester II	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-PN.	PN Program Coordinator's Office
MLT Math Competency Exam for Dilutions	Exam to assess ability to mathematically calculate dilutions.	Semester II	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before re-taking the test to score the minimum required competency score.	MLT Program Director's Office
MLT Skill Performance	Assessment of minimal competency skills to work in a laboratory setting	Semester II MLS 125,135 Semester III MLS 205, 215	Individual assessment reviewed with the student.	MLT Program Director's Office
MLT Nonpsychomotor Performance Form:	Form used to assess student's knowledge of: <ul style="list-style-type: none"> • Priorities and Judgment • Communication • Integrity, Attendance, 	Semester IV MLS 223, 243, 263, 283	Individual assessment reviewed with the student.	MLT Program Director's Office

	<p>Standard Precautions, and Adherence to Established Procedures</p> <ul style="list-style-type: none"> • Ability to Relate to Others, Cooperate, and Accept Criticism 			
PLB MS 1013	Course grade used to assess a student's ability to reason mathematically.	Semester 1	Individual assessment reviewed with the student.	MLT Program Director's Office
PLB Skill Performance	Assessment of minimal entry level skills to work in a laboratory setting	Semester II PLB 116	Individual assessment reviewed with the student.	PLB Program Director's Office
PLB Nonpsychomotor Performance Form	<p>Form used to assess knowledge of:</p> <ul style="list-style-type: none"> • Priorities and Judgment • Communication • Integrity, Attendance, Standard Precautions, and Adherence to Established Procedures • Ability to Relate to Others, Cooperate, and Accept Criticism 	Semester II PLB 116	Individual assessment reviewed with the student.	PLB Program Director's Office

Measures of Student Learning

**Classroom Level
End of the Program**

Assessment Tool	Definition	Administration	Use	Location of Results
Capstone Experience	<p>A learning experience which results in a consolidation and synthesis of a student's educational experience. The capstone experience certifies mastery of entry-level workplace competencies. The experience should occur during the last semester(s) of the student's educational program.</p> <p>Example:</p> <ul style="list-style-type: none"> • Comprehensive, discipline-specific examination prepared by the faculty of the program and administered at the conclusion of the program. • Discipline-specific special projects, involving the integration of various teams of students performing activities to simulate the situations which may occur in the workplace environment. • Discipline-specific capstone course. • Licensure examinations conducted by a state licensing agency such as the State Board of Cosmetology. • Proprietary certification examinations, such as A+, MCP, MOUS, MCSE, CCNA, and MCSA 	<p>Given by the instructor to the students in the class.</p> <p>CAAP Essay given EH 123 by Faculty (Arts and Sciences)</p>	<p>Technology students are prepared for A+, CCNA, and MCP certification exams.</p>	<p>Individual student records in instructor's office</p> <p>Business Division</p> <p>CAAP required for transfer to senior institutions.</p> <p>Education majors must take Praxis I to move into Education Programs.*</p>

* Praxis I also known as the PPST.

Measures of Student Learning

**Program Level
End of the Program**

Assessment Tool	Definition	Administration	Use	Location of Results
Capstone Course	A course which is an external learning experience (internship, cooperative work experience, practicum, clinical), or a course involving simulation of the workplace, case studies, portfolios, and employment scenarios.	Assigned to students in designated degree plans	Students earn a grade for the internship.	Individual student files in capstone course instructor. Business Division
CDA Assessment	An assessment administered by the Council for Early Childhood Professional Recognition and appraises knowledge of the six competencies and thirteen functional areas of ECE	Council for Early Childhood Professional Recognition Evaluator	Students pass this before acquiring the ECE degree	CECPRE Office, Washington, DC. Student is informed of pass or fail, not the institution. Student informs PCCUA of pass/fail status. Supplemental instruction for students who fail
Autobiography	Statement of background related to the field and professional goals	Instructor	Assesses student's goals and objectives in relation to the program Becomes part of the CDA Resource Book	CDA Resource File/ Evaluated by Instructor kept by Student
Competency Statements	Written statements which reflect examples of applied theory related to the six competencies and the thirteen functional areas	Instructor CDA Assessor	Assesses student's documentation of the application of theory to "life situation."	CDA Resource File/Evaluated by Instructor kept by Student
Resource File	A resource file containing autobiography, statements of competence, and a resource collection of seventeen specific artifacts related to ECE study	Instructor Field Observer CDA Assessor	Assesses student's skills in documenting competence (visual record)	CDA Assessor and Instructor evaluate/student keeps
CDA Observation Instrument	Official CDA form used by field observers/advisors to document field practicum	Field Observer Instructor Dean CDA Assessor	Assesses students skills in applying theory related to the six competency goals and seventeen functional areas	Field Observer Dean's Office Council for Early Childhood for Professional Recognition
Family First Aid Card	Card validating student's competence to use first aid	Instructor Dean CDA Assessor	Reflects student's application of first aid in specific emergency situations	Student Copy/Resource File Transcript
A+ Certification	An industry-wide testing program sponsored by	Off-Campus location	The test is not required, but	Results are kept by testing agency.

	the various computing technology industry associations that certifies the competency of entry-level computer service technicians.		students who have completed two semesters of computer maintenance classes are encouraged to sit for the exam.	
Network+	An industry-wide certification exam sponsored by various computing technology industry associations that certifies the networking technologies skills of computer service technicians.	Off-Campus location	The test is not required, but students who have completed two semesters of computer maintenance classes are encouraged to sit for the exam.	Results kept by testing agency
MCP	Microsoft Certified Professional; an examination, developed by Microsoft Corporation and administered by independent organizations, which measures an individual's technical proficiency and expertise to perform a set of job-function-based skills with a single Microsoft product.	Off-Campus Testing	The test is not required, but students who have completed two semesters of computer maintenance classes are encouraged to sit for the exam.	Results kept by testing agency
MCSE	Microsoft Certified System Engineer; an examination, developed by Microsoft Corporation and administered by independent organizations, which requires a student to pass four operating system exams and two elective exams that provide a valid and reliable measure of technical proficiency and expertise. The test requires candidates prove their expertise with desktop, server, and networking components.	Off-campus testing	The test is not required, but student are encouraged to sit for the exam.	Results kept by testing agency
MCSA	Microsoft Certified Systems Administrator	Off-campus	The test is not required, but student are encouraged to sit for the exam.	Results kept by testing agency
MOS	Microsoft Office Specialist	MOS Testing Center on each campus	The certification is strongly encouraged.	MOS Testing Center
Praxis I/PPST	Pre Professional Skills Test required to enter all state education programs	Off-Campus		Results will be sent to Registrar's office

Measures of Student Learning Program Level End of the Program				
Assessment Tool	Definition	Administration	Use	Location of Results
Critical Thinking In Clinical Nursing Practice-PN	Exam to assess: <ul style="list-style-type: none"> • Critical Thinking • Social and Civic Responsibility • Cultural Awareness 	Semester III	Individual test results given to student. Areas of deficiency identified and student advised to do remedial work before taking the NCLEX-PN. Also used to evaluate program outcome related to critical thinking.	PN Program Coordinator's Office
PN Exit Interview	Survey to determine rates and patterns of employment.	Semester III	Evaluate achievement of established program outcomes.	PN Program Coordinator's Office
Tracking Table	Tool used to determine the graduation rate.	End of each semester	Data is used for program modification.	Dean of Allied Health's Office

Measures of Student Learning Program Level After Graduation				
Assessment Tool	Definition	Administration	Use	Location of Results
Arkansas State Board of Cosmetology Exam	Test for licensure exam	Little Rock	For students to obtain licensure for cosmetology	Arkansas State Board and Dean of Business & Computer Technology office
NCLEX-RN	National Licensure Exam that assesses a graduate's ability to meet minimal standards to practice as a registered nurse.	By Appointment VUE Testing Centers	Evaluate program outcome related to pass rate and program effectiveness.	Dean of Allied Health's Office
NCLEX-PN	National Licensure Exam that assesses a graduate's ability to meet minimal standards to practice as a licensed practical nurse.	By Appointment VUE Testing Centers	Evaluate program outcome related to pass rate and program effectiveness.	PN Program Coordinator's Office
MLT- ASCP Board of Registry	Board of Registry Exam that assesses a graduate's ability to meet minimum standards to practice as a medical laboratory technician.	By Appointment Pearson Professional Centers	Evaluate program outcome measures related to pass rate and program effectiveness.	PLB Program Director's Office
Phlebotomy-ASCP Board of Registry	Board of Registry Exam that assesses a graduate's ability to meet minimum standards to practice as a phlebotomist.	By Appointment Pearson Professional Centers	Evaluate program outcome measures related to pass rate and program effectiveness.	PLB Program Director's Office (Not required to pass to practice in the state of Arkansas)

**Measures of Student Learning
Program Level
After Graduation**

Assessment Tool	Definition	Administration	Use	Location of Results
ADN Graduate Nursing Survey	Tool to measure overall level of graduate satisfaction with the ADN nursing program.	Dean of Allied Health mails to graduate 6 months after graduation	Evaluate achievement of established program outcome related to graduate's satisfaction with preparation provided by the program.	Dean of Allied Health's Office
ADN Employer Survey	Tool to measure employers' overall satisfaction with graduate performance.	Dean of Allied Health mails to employers 6 months after graduation	Evaluate achievement of established program outcome.	Dean of Allied Health's Office
PN Graduate Nursing Survey	Tool to measure overall level of graduate satisfaction with the PN nursing program.	Program Coordinator mails to graduate 6 months after graduation	Evaluate achievement of established program outcome.	PN Program Coordinator's Office
PN Employer Survey	Tool to measure employer's overall satisfaction with graduate performance.	Program Coordinator mails to employers 6 months after graduation	Evaluate achievement of established program outcome related to employer satisfaction with graduate performance.	PN Program Coordinator's Office

Measures of Institutional Assessment				
Program Level				
Prior to Registration				
Assessment Tool	Definition	Administration	Use	Location of Results
GED pretest	General education diploma pre-test; 5 parts: writing, social studies, science, literature & arts, and math	Adult ed instructors	To determine eligibility to take GED exam	Maintained in student folders in adult education division
TABE	Test of Adult Basic Education; 4 parts: reading, two math, language	Adult ed instructors	To determine placement in ABE or GED classes	Maintained in student folders in adult education division
ASSET/ Compass/ ACT	Placement tool for students who do not have an ACT/SAT score or who do not score into college level coursework	Administered by advisement center	Placement in core curriculum; scores determined by the State of Arkansas; also used to determine students who need additional attention	Maintained in student files in Advisement Center

Measures of Institutional Assessment				
Program Level				
Within Course/Semester				
Assessment Tool	Definition	Administration	Use	Location of Results
SSS Participant Survey	Comprehensive evaluation form used in the SSS program to evaluate program services	Administered by SSS staff to SSS participants at the end of the spring semester	Used to measure the effectiveness of SSS services; used to modify services if necessary	Folder in SSS project files
SSS Customer Service Survey	Form used to evaluate the SSS professional staff performance	Administered by PCCUA Personnel Office to SSS participants at the end of the spring semester	Used to evaluate the effectiveness of each full time SSS professional staff member	PCCUA Personnel Office
SSS Tutorial Evaluation	Form used to evaluate the tutors performance	Administered by SSS staff to SSS participants who were tutored during the fall and spring semester of the academic year. It is administered at the end of the spring semester.	Used to evaluate each tutor's effectiveness	Folder in SSS project files

Measures of Institutional Assessment				
Program Level End of Program				
Assessment Tool	Definition	Administration	Use	Location of Results
GED Exam	General education Diploma test; 5 parts: writing, social studies, science, literature & arts, math	Administered by adult ed coordinator	Used to determine the awarding of the high school equivalency diploma	Scores are kept in Little Rock, AR
CAAP	A standardized test adopted by the State of Arkansas	Given annually to AA degree college sophomores (45+ credit hours) Required for AA students wishing to transfer into a 4-year program.	Used to assess their learning in the general education core curriculum; necessary to receive funding from the state.	Recorded on transcripts of individual students; Dean of Arts and Sciences office

Measures of Institutional Assessment				
Program Level Periodically				
Assessment Tool	Definition	Administration	Use	Location of Results
Academic Program Review	An existing academic program review represents a comprehensive self-study by those involved in the targeted discipline. Such review provides a vehicle for quantifying current program status.	Instructors in targeted discipline	To establish a process of institutional review of academic programs; to identify certificate and degree programs that do not meet minimum standards of quality or cost effectiveness and establish schedules for either resolving these concerns or phasing out the programs.	Dean of Division and Vice Chancellor for Instruction's office.
Student Survey	Survey to determine student satisfaction and needs related to program	Dean of Arts and Sciences	Documents needs and issues which students in the program identified	Dean of Arts and Sciences Office
Employer Survey	Tool to assess child care employer's satisfaction with student training	Dean of Arts and Sciences	Evaluate the employer satisfaction to graduate performance	Dean of Arts and Sciences Office
SSS Program Review	EOY Performance Report completed by SSS staff	SSS Director completes annually	Used to assess final progress on completion of objectives; used to modify program to improve services; used as documentation of prior experience criteria for U.S. DOE; used as basis of continued funding during project cycle.	SSS Director's office

Measures of Institutional Assessment				
Institutional Level				
Prior to Registration				
Assessment Tool	Definition	Administration	Use	Location of Results
ACT	Placement Test	Administered while student is still in high school	Placement in core curriculum; scores determined by the State of Arkansas; also used to determine students who need additional attention	Maintained in student folders in Registrar's office
ASSET/COMPASS	Placement tool for students who do not have an ACT/SAT score or who do not score into college level coursework	Administered by advisement center	Placement in core curriculum; scores determined by the State of Arkansas; also used to determine students who need additional attention	Maintained in student files in Advisement Center
SAT	Placement test; can be used in place of ACT scores	Administered while student is still in high school	Placement in core curriculum; scores determined by the State of Arkansas; also used to determine students who need additional attention	Maintained in student folders in Registrar's office

Measures of Institutional Assessment				
Institutional Level				
Within Course/Semester				
Assessment Tool	Definition	Administration	Use	Location of Results
Mid-Term Grade Report	Grades assigned to students at approximately the eight-week point of the semester	Collected for all students at PCCUA	Intended to identify the students' grade status at the middle of the course; utilized to advise and counsel students who are needing improvement; utilized by faculty to advise students who need to improve.	Deans office and Office of Registrar
SSI	Noel Levitz - Student Satisfaction Inventory	Administered every other year to a stratified sample of PCCUA students	Intended to identify students' expectations and how well they are being met	Advisement Center Director's Office
CSI	Noel Levitz - College Student Inventory	Administered annually to college success class	Intended to identify motivational issues which may lead a student to drop out of college	Advisement Center Director's office

Measures of Institutional Assessment

**Institutional Level
After Graduation**

Assessment Tool	Definition	Administration	Use	Location of Results
Graduate Survey	Survey to measure graduates' perception of services received at the institution	Vice-Chancellor for Instruction's assistant	Used to improve delivery of services in all aspects of institution	Vice-Chancellor for Instruction's office
Business Division Graduate Survey	Survey to determine student satisfaction and recommendations related to business programs. Administered on campus last semester of degree completion	Internship Coordinators Dean of Business	Documents areas for improvement in business programs	Dean of Business and Computer Technology office
Business Division Employer Survey	Survey to measure employers satisfaction of business graduates	Dean of Business and Computer Technology	Evaluate employer satisfaction to graduates performance	Dean of Business and Computer Technology office
Business Division Alumni Survey	Survey to determine student satisfaction with business programs after obtaining a job	Dean of Business and Computer Technology	Documents areas for improvements in business programs	Dean of Business and Computer Technology office
Carl Perkins Graduate Survey	Survey to determine patterns of employment of vocational graduates	Director of Assessment mails to graduates 6 months and 12 months after graduation	Follow-up graduates who have completed vocational degree program	Results are reported to ADHE and survey copy is kept in the Director of Assessment's office