

***The Community College of Baltimore County***  
***Core Competencies Assessment Projects***  
***Request for Proposal***

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As the next stage in CCBC's Outcomes Assessment Program, the college will look at the assessment of CCBC Core Competencies **in non-general education courses**. We are looking for faculty from departments or programs who will help us determine the degree to which the non-general education courses in that department or program include and assess the four core competencies (Communication, Problem Solving, Global Perspective and Social Responsibility, and Independent Learning and Personal Management.)

The selected Core Competency Assessment Project Leader will receive a \$750 stipend. The chairs and members of the Learning Outcomes Assessment Advisory Board (LOAAB) will provide training and guidance throughout the project.

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**Project Requirements**

1. Prepare a Request for Proposal (RFP) that outlines a timeline for the project. Secure approval from the academic dean, LOAAB chairs, and the Vice President of Instruction.
  - a. Serve as a professional development representative to your department/school.
  - b. Report progress to your school and department chair and academic dean throughout the year.
2. Meet with full-time and adjunct members of the department or program who teach the non-general education courses to explain the four core competencies.
3. Complete the LOAAB Course Analysis Form (CAF) for each course and return it to the LOAAB.
4. Collect and label materials that the full-time and adjunct members of the department use to assess any or all of the four competencies.
  - a. Steps 1-4 should be completed by the end of the fall semester.
  - b. Meet with the LOAAB chairs in January 2009.
5. Create a binder that includes materials that illustrate how the department assesses any or all of the four competencies for each course.  
(Attend the March/April LOAAB meeting to share progress to date.)
6. Using the CAF, note any competencies that are not sufficiently assessed within the sequence of courses included in the project.
7. Meet with the department head/department to discuss whether any competencies that are not sufficiently assessed need to be assessed more carefully. If necessary, develop a solution for the latter problem.
8. Share the binder and the solution with the LOAAB by June 2009.
9. Share the communication section of the report with the English and Speech departments and others within the college as appropriate (Summer/August 2009).
10. Meet with the LOAAB to evaluate the above process (Summer/August 2009).

As with other LOA projects, the stipends will be paid in two installments: the first after the project proposal is approved by the academic dean, and the second upon submission of the final report to the LOAAB. The binder must be **completed by June 15, 2009**. If you would like to serve as a Core Competencies Assessment Project Leader, contact Rose Mince by September 15, 2008.

**Proposals must include:**

**Project Description**

*Briefly describe the project and explain how it will strengthen and improve student learning. Indicate which courses, sections (with enrollment figures), and faculty members will be involved in the project and the rationale for selecting these courses. Briefly explain the strategies you will use to communicate and report progress with project faculty and administrators and how you will serve as a professional development representative to your division/school.*

*Include a copy of all of the Common Course Outlines, Course Analysis Forms, and assessment instruments that are collected for the project in a binder. Organize the binder by course, core competency, or both.*

**Timeline**

*State the timeline for each of the steps in the project.*

<u>Step</u>	<u>Timeline</u>
1. Complete RFP; secure signatures	
2. Meet with faculty	
3. Complete CAFs and send them to LOAAB	
4. Collect and label assessment materials	
5. Create binder	
6. Present project to LOAAB	March/April 2009
7. Identify competencies not assessed	
8. Share completed binder with LOAAB	by June 15, 2009
9. Meet with department/develop plan	
10. Share materials with English/Speech depts.	Summer 2009
11. Meet with LOAAB to evaluate process	Summer 2009

**Project Needs**

*List and justify any resources necessary to conduct the project.*

**Signatures**

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Vice President of Instruction

Date: \_\_\_\_\_

\_\_\_\_\_

Dean of Curriculum and Assessment

Date: \_\_\_\_\_

\_\_\_\_\_

Academic Dean

Date: \_\_\_\_\_