

Task 4: Prepare the College Course Sampling Plan

Purpose:

This task involves preparing a comprehensive sampling plan that outlines which courses and faculty will participate in the assessment of Institutional and (optionally) Program Student Learning Outcomes. A thoughtful sampling plan ensures data is collected in a way that is representative, aligned, and actionable for continuous improvement. This step is foundational to the iROCA process and institutional accountability.

Steps to Complete the Task

1. Start Planning Early

- Begin preparation **before the semester begins** to allow time for department consultation and data validation.
- Early planning helps secure faculty participation and avoids rushed decisions close to submission deadlines.

2. Meet with Your Associate Dean

- Discuss your college's assessment goals for the academic year.
- Align expectations around:
 - Number of course sections to include (target = 50 sections)
 - Priority outcomes to assess (ISLOs and optionally PSLOs)
 - Department participation and strategies for support

3. Review and Share Alignment Maps

- Before contacting departments, access the most recent **alignment maps** in AMEE Flow or shared folders.
- Confirm the accuracy of mappings between:
 - ISLOs and course assignments
 - PSLOs and program requirements
- Share the updated alignment maps with department chairs so they are working with the correct information.

4. Consult with Department Chairs

- Schedule short meetings or email check-ins with each chair.
- Ask them to:
 - Confirm which **courses and faculty** will be sampled
 - Identify **back-up contacts** if they're unavailable
 - Indicate whether they want to include PSLOs in the current cycle
- Let them know that **PSLOs are optional** but should be assessed only if alignment is confirmed and accurate.

5. Use Evidence to Inform Decisions

- Base your sampling on:
 - Existing **alignment maps**
 - Department/program **strategic plans**
 - Instructional patterns (e.g., modality, course size, GE vs. major course)
- Use AMEE Flow's sampling plan area to enter course selections.
- **Flag any misalignments** in AMEE Flow so they can be corrected later.

6. Document Exceptions and Rationale

- If your college has fewer than 50 aligned course sections, explain why in your sampling plan (e.g., small departments, misalignment, limited faculty availability).
- Be transparent and specific to help the office understand your constraints.

Best Practices

- **Use a spreadsheet or form** to collect course and faculty input from department chairs.
- Maintain a **running list of confirmed sections** with department and faculty contact info.
- Cross-check every course against the **alignment map** before including it in your final plan.
- Be proactive in identifying **gaps or risks** (e.g., courses taught by adjuncts, low enrollment).