

Creating Effective Assessments **MINI-COURSE**

OCTOBER-NOVEMBER, FALL 2023



PURPOSE: The purpose of the **Creating Effective Assessments Mini-Course** is to provide Midland College Faculty with the knowledge, resources, and skills to be able to create, distribute, and interpret effective instructional assessments.

MINI-COURSE PARTICIPANT OUTCOMES

- **Understand** how to create effective formative and summative knowledge-checks for **traditional** and **non-traditional** assessments.
- **Assess** whether an existing assessment is effective.
- **Revise** existing assessments to improve their effectiveness.

MINI-COURSE STRUCTURE, FORMAT, & EXPECTATIONS

- Participation in this mini-course counts for up to **8 hours** of professional development.
- This mini-course will include **three (3) virtual meetings** via Zoom. The schedule is below.
- Faculty participants are expected to **review and apply the content** presented in the mini-course.
- Faculty participants should **attend and fully engage** in all mini-course sessions and content.
- Faculty participants will be expected to **complete the following deliverables**:
 1. Create an effective assessment (or recreate from an existing assessment) based on the best practices discussed in this course.
 2. Complete a peer review of another instructor's instructional assessment.
- Faculty participants should **keep an open mind**, strive to improve their practices, offer relevant insight when needed, and ask questions when they get stuck or need clarification.

MINI-COURSE SCHEDULE

All mini-course sessions will take place virtually via **Zoom**.

SESSION DATE	TIME	SESSION TOPICS	DELIVERABLES
Session 1: Friday, Oct. 27	9 - 11 am	Topic: Introduction to Effective Assessments <ul style="list-style-type: none">• Overview of assessments including formative, summative, and purposes• Assessment types	✓ Review of syllabus and course expectations
Session 2: Friday, Nov. 3	9 - 11 am	Topic: Dos and Don'ts: Diagnosing Effective and Ineffective Assessments <ul style="list-style-type: none">• A brief review of assessments• Dos and Don'ts of assessments, with examples• Analyzing sample assessments	✓ Create an effective assessment (or recreate from an existing assessment) based on the best practices discussed
Session 3: Friday, Nov. 10	9 - 11 am	Topic: Conclusion and Rubrics <ul style="list-style-type: none">• Exploration of rubrics: benefits, types, etc.	✓ Assessment peer review



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FALL 2023 REGISTRATION FORM

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REGISTRATION DEADLINE: FRIDAY, OCTOBER 20

SESSION DATE	TIME	SESSION TOPICS	DELIVERABLES
Session 1 – Oct. 27	9 – 11am	<ul style="list-style-type: none">▪ Topic: Introduction to Effective Assessments▪ Overview of assessments including formative, summative, and purposes▪ Assessment types	Review of syllabus and course expectations
Session 2 – Nov. 3	9 – 11am	<ul style="list-style-type: none">▪ Topic: Dos and Don'ts: Diagnosing Effective and Ineffective Assessments▪ A brief review of assessments▪ Dos and Don'ts of assessments, with examples▪ Analyzing sample assessments	Create an effective assessment (or recreate from an existing assessment) based on the best practices discussed
Session 3 – Nov. 10	9 – 11am	<ul style="list-style-type: none">▪ Topic: Conclusion and Rubrics▪ Exploration of rubrics: benefits, types, etc.	<ul style="list-style-type: none">▪ Assessment peer review▪ Leave mini-course feedback

Complete the information below and submit to tinyurl.com/TLC-F23

PARTICIPANT INFORMATION

NAME: _____

DISCIPLINE: _____

EMAIL: _____

POSITION: Full-time faculty Adjunct Faculty

By signing below, I acknowledge the time commitment necessary to participate in this mini-course.

Participant
Signature: _____ Date: _____

By signing below, I acknowledge and support the time commitment necessary for the above named to participate in this mini-course.

Dean
Signature: _____ Date: _____