

Course Assessment Report
Washtenaw Community College

Discipline	Course Number	Title
Child Care Professional	124	CCP 124 06/23/2021-CDA Assessment Preparation
College	Division	Department
Advanced Technologies and Public Service Careers	Advanced Technologies and Public Service Careers	Public Service Careers
Faculty Preparer	Beth Marshall	
Date of Last Filed Assessment Report		

I. Review previous assessment reports submitted for this course and provide the following information.

1. Was this course previously assessed and if so, when?

No

2. Briefly describe the results of previous assessment report(s).

3.

4. Briefly describe the Action Plan/Intended Changes from the previous report(s), when and how changes were implemented.

5.

II. Assessment Results per Student Learning Outcome

Outcome 1: Complete and submit CDA application for submission to the national CDA Council.

- Assessment Plan
 - Assessment Tool: Application to CDA Council for credentials
 - Assessment Date: Fall 2014
 - Course section(s)/other population: all
 - Number students to be assessed: all students who apply to the CDA Council
 - How the assessment will be scored: accepted or rejected by CDA Council

- Standard of success to be used for this assessment: 90% of the students will have applications accepted without additional requests.
- Who will score and analyze the data: CDA Council staff will score the application. Departmental faculty will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2021	2020, 2019

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
20	0

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

This outcome is not appropriate.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

This outcome is not appropriate.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

While students are encouraged to apply for their national CDA, it is not a requirement of the course. There is a large fee attached to the application and often students are waiting for payment through either their employer or through a TEACH scholarship and this payment happens after class is finished. Additionally, the CDA Council was not accepting any applications during the pandemic which affected the students in the Summer of 2020 and the Winter of 2021. We will be removing this outcome in our revision of the master syllabus.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: No
 No data collected for the reasons cited above.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

This outcome is no longer appropriate and will be removed from the master syllabus.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

This outcome is no longer appropriate and will be removed from the master syllabus.

Outcome 2: Organize credentials and prepare documentation for the verification visit with the CDA Specialist

- **Assessment Plan**
 - Assessment Tool: self-assessment and reflection paper.
 - Assessment Date: Fall 2014
 - Course section(s)/other population: all
 - Number students to be assessed: all who apply for the credential
 - How the assessment will be scored: pass or fail by CDA Specialist
 - Standard of success to be used for this assessment: 90% of the students will pass.
 - Who will score and analyze the data: CDA Specialist will score the paper and departmental faculty will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2021	2020, 2019

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
20	19

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

One student withdrew from the course. 19 students completed the course.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

Students in Summer 2019 and Summer 2020 sections attended seven-and-a-half week classes. Students in Summer 2020 and Winter 2021 sections attended virtual class sessions.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The self-reflection paper was discontinued in 2017 for national certification. Instead, students now are required to complete a Professional Portfolio as part of the certification requirements

For this assessment, the Professional Portfolio was evaluated. A departmentally-developed rubric was used to evaluate both the correctness and the completeness of the portfolio components, ensuring that it meets the national standards.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

The CDA Professional Portfolio assignment was used to assess this revised outcome. A departmentally-developed rubric was used to ensure the portfolio was both complete and correctly compiled. I have identified a new standard of success - 80% of students will score 75% or higher on this assignment.

The assessment data shows that all 19 students met the revised standard of success. That is, 100% of students scored 75% or higher on this assignment. The standard of success was met. Please see attached file with student data.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Creating the required CDA Professional Portfolio is a strength of this course. 100% of students met the standard of success. Our students are well-prepared to

receive their national CDA credentials. CDA specialists comment on the quality of the portfolios, as reported by several specialists who serve on our Advisory Board.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

100% of students met the standard of success. Faculty will continue to closely watch certification requirements to ensure that the proper documents, format, and content are included in the Professional Portfolio assignment. If there are changes in the standards, we will modify the assignment and rubric.

Outcome 3: Master competencies and concepts required to pass the on-line CDA exam

- Assessment Plan
 - Assessment Tool: CDA assessment exam
 - Assessment Date: Fall 2014
 - Course section(s)/other population: all who apply for the credential
 - Number students to be assessed: all who apply
 - How the assessment will be scored: electronically scored by Pearson-Vue exam site (may be WCC Testing Center)
 - Standard of success to be used for this assessment: 90% will pass.
 - Who will score and analyze the data: CDA Council staff will score the exam. Departmental faculty will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2021	2020, 2019

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
20	0

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

The assessment tool for this outcome was not obtainable.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

The assessment tool for this outcome was not obtainable.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

This outcome is no longer appropriate for this course. CDA exam results are confidential and only shared with students. They require that students pay the application fee, which is substantial. The application process was shut down during the pandemic.

While we do give students practice exams, and we do have the results of these tests, this knowledge is already assessed in CCP 122 and CCP 123. This would be a duplication of assessment data from those courses.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: No

The assessment tool for this outcome was not obtainable.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

This outcome is no longer appropriate and will be removed from the master syllabus.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

This outcome is no longer appropriate and will be removed from the master syllabus.

III. Course Summary and Intended Changes Based on Assessment Results

1. Based on the previous report's Intended Change(s) identified in Section I above, please discuss how effective the changes were in improving student learning.

Modifying the outcomes and objects based on current CDA standards have allowed this course to be successful when applying for their national CDA credential.

We have removed the previous reflection paper and added the current CDA standards to the Professional Portfolio assignment.

- Describe your overall impression of how this course is meeting the needs of students. Did the assessment process bring to light anything about student achievement of learning outcomes that surprised you?

This course is highly effective in assisting students to meet their goal of national CDA certification. While occasionally there are outside barriers to the application process (money and pandemic-related closures), it should be noted that 100% of our students who apply for certification are successful.

- Describe when and how this information, including the action plan, was or will be shared with Departmental Faculty.

This assessment was completed in consultation with part-time instructors who teach the class. The assessment results will be shared with them.

A new master syllabus is being written which will eliminate outcomes 1 and 3, and revise outcome 2. New objectives will be written. This will also be shared with part-time instructors.

- Intended Change(s)

Intended Change	Description of the change	Rationale	Implementation Date
Outcome Language	<p>A new master syllabus will be created. It will:</p> <ul style="list-style-type: none"> ○ Eliminate current outcome 1 ○ Modify current outcome 2 ○ Eliminate current outcome 3 	<p>Outcome 1: Does not measure student's success in the course</p> <p>Outcome 2: Will be modified to reflect current certification requirements</p> <p>Outcome 3: National exam results are not obtainable by faculty; content</p>	2021

		knowledge is currently assessed by tests in CCP 122 and CCP 123.	
Assessment Tool	The assessment tool will be changed to the Professional Portfolio assignment. A departmentally-developed rubric has been created.	This change will reflect current requirements for national certification.	2021

5. Is there anything that you would like to mention that was not already captured?

6.

III. Attached Files

[Assessment Data CCP 124](#)

Faculty/Preparer: Beth Marshall **Date:** 07/06/2021

Department Chair: Ruth Walsh **Date:** 07/07/2021

Dean: Jimmie Baber **Date:** 07/12/2021

Assessment Committee Chair: Shawn Deron **Date:** 09/01/2021