Louisiana State University

Faculty Senate Integrated Learning Core (FSILC) Committee

ASSESSMENT PROCESS CHANGE FORM

When an ILC course proposal is *‘approved,’* it is expected that the course will proceed as described in the proposal.

The proficiency and dimensions aligned to the course cannot change until the course is up for renewal (every five-years), unless the course chooses to DROP from the ILC program and reapply by submitting a new course proposal form. It is recommended that the new course proposal form be submitted and approved prior to dropping the course from the program, otherwise there may be a semester where students would not be awarded general education credit.

The Assessment Process Change form may completed if,

1. The course proposal was submitted and approved prior to April 1, 2021 and the course coordinator would like to reduce the number of dimensions being assessed.
2. Ideally, the instruments used to assess the dimension(s) will not change during the five-year period. However, the committee realizes that there may be exceptions, particularly if the assessment data suggests that change is needed to either the process or the instruments chosen.

In either situation, the course coordinator may complete the Assessment Process Change Form and submit it to [gened@lsu.edu](mailto:gened@lsu.edu) for consideration. The FSILC Committee will review the completed form and determine whether the requested change is approved or if additional information is needed before a determination is made.

Approved ⇒ the Assessment Process Change Form will be signed by the Chair of the FSILC Committee with the expectation that the requested change, as approved, will be implemented the next semester the course is offered.

Request Additional Information ⇒ the course coordinator will receive a request outlining the additional information needed for the FSILC to make a determination. The requested information will be due within two weeks and submitted to [gened@lsu.edu](mailto:gened@lsu.edu). All information pertaining to the Assessment Process Change Form will be reviewed by the entire FSILC Committee. Once the Committee approves the requested additional information, the form will be signed by the Chair of the FSILC Committee with the expectation that the requested change, as approved, will be implemented the next semester the course is offered.

**Course Information**

Course Title and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

See Appendix A for the Assessment Process Change Form.

See Appendix B for the Assessment Process Change Form Signature Page

**APPENDIX A: ASSESSMENT PROCESS CHANGE FORM**

1. Please indicate the **currently approved**: (a) dimension(s), (b) instrument(s) that will be used and how they will used to assess the dimension(s) chosen, (c) corresponding assessment criteria, and (d) sampling process.
2. Please indicate the **proposed**: (a) dimension(s), (b) instrument(s) that will be used and how they will used to assess the dimension(s) chosen, (c) corresponding assessment criteria, and (d) sampling process.
3. Please provide a rationale as to why the change is needed.

**APPENDIX B: ASSESSMENT PROCESS CHANGE FORM SIGNATURE PAGE**

Instructor/Course Coordinator proposing the course for ILC:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Faculty Senate Integrative Learning Core Committee (affirming approval by the Committee)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_