Course-Level Assessment Project
Final Report

To complete the Final Report, type your responses to the prompts below. Share a copy of the document with your supervisor and the Associate Provost of Assessment and Institutional Research.

Faculty Name(s): **Kristen Maszarose**
Division/Department: **Business & Technology Division/Business and Accounting Department**
Course to be Assessed: **Personal Finance FN-100**

Step 1. Define
Record the course objective(s) to be assessed for the project below. Confirm with Division Chair/AVPCA objectives are measurable.
Identify to which program goal(s) selected course objective(s) align.

Personal Finance (FN-100) is a high-volume General Education course. The goal is to track student success and comprehension on specified content within the course. The specific course objective and the program goal to which it aligns are listed below:

Course Objective: **Investigate consumer loans and purchasing insurance.**
Aligning with *Program Goal #5:* **Employ fundamental software applications for everyday business tasks.**

Why was this course objective selected?
Much of this course is personal-based data. So, selecting a course objective that is research-based is important in determining proficiency of concepts.

Step 2. Design
Describe the instrument (project/assignment) used to assess identified course objective(s).
What benchmarks and/or controls were established?
Explain how the assessment instrument was externally reviewed and validated.

The assignment that will assess the first portion of the selected course objective is the *Loan Comparison Assignment* **(which is also attached for reference). Students are required to research various types of loans and then connect that research to their own personal financial situation. This is an individual assignment for all sections. We will utilize two test questions (also attached) to assess the second portion of the course objective.**

The detailed rubric for this assignment is attached. Students are graded on the validity of content, correlating the material to their personal financial decisions, as well as spelling, grammar, and reference utilization. Course faculty will confer before grading assignments to ensure consistency in using the rubric and scoring.

For the Loan Comparison assignment, the benchmark for the assessed objective is a sample size of 50% (across all sections) to perform at a proficiency level of 80% (based on scoring). For the test questions, the benchmark (same sample size) is both questions answered correctly.

The projected timeline includes the following:
1. Faculty will compile the students' completed assignments and scoring (via Excel) in all FN-100 sections for the fall 2020 semester.
2. Faculty within the Business and Accounting Department will then analyze the results during the week of finals.
3. The final step will be determining what, if any, changes, or interventions are needed. The intention is to have these in place, if needed, for the 2021 spring semester.

Step 3. Implement
Explain how the assessment was implemented.
Did any unexpected challenges arise in implementing the assessment?

All FN-100 faculty will incorporate this assignment into their Fall 2020 semester. Students in all course sections, hybrid, synchronous, and asynchronous, will be given the same assignment, at the same general time in the course, with the same point values.

Additionally, Students in all course sections, hybrid, synchronous, and asynchronous, will be given the same test question to validate proficiency.

We will take a sample of 50% of all students' completed assignments (obtained randomly) in all FN-100 sections for the fall semester and will have full time faculty in Business and Accounting Department complete an analysis of results the week of finals.

Step 4. Analyze
Explain the data that was collected and how the data was analyzed.
To what degree did students meet the established benchmarks?
Consider intention of learning activity and assessment as compared to results.

In the fall semester of 2020, we compiled all data into an Excel spreadsheet. From there, we took a random sample, 34 students, to evaluate proficiency according to the rubric. This data showed that the vast majority were proficient in both the Loan Comparison assignment (written) questions as well as the insurance (test) questions.

Step 5. Modify/Maintain
Based on analysis of data, describe changes made to the course and/or course materials.
Summarize the results of implementing changes, re-administering the assessment, and collecting and analyzing new data.

As a result of the proficiency levels, we decided to leave the assignment as-is. The sample of students showed that they were able to distinguish the difference between various loans as well as the necessity for insurance.

However, through this assessment, we observed the need (department-wide) to monitor student writing, particularly, spelling and grammar. This will be evaluated in the upcoming Program Goal assessment (Program Goal #1: *clarity of communicating orally and in writing*) in the spring 20201 semester.

Final Results and Recommendations

No changes are needed at this time. FN-100 will be re-evaluated again in 2025-2026.

Supervisor Signature _____ Date _____

Please forward a copy of the signed report to the Associate Provost of Assessment and Institutional Research.