

12-22-1980

# Assessing Achievement in Communication Skills

The College at Brockport, College Senate

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Resolution #12  
1980-1981

Assessing Achievement in  
Communication Skills

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on 2/23/81

(Date)

RE:          I. Formal Resolution (Act of Determination)  
         II. Recommendation (Urging the fitness of)  
  X   III. Other (Notice, Request, Report, etc.)

SUBJECT: Assessing Achievement in Communication Skills

(See Attached)



Signed Lynn H. Parsons Date Sent 3/10/81

(For the Senate)

Lynn H. Parsons, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date 4-8-81
- b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_
- c. Unacceptable for the reasons contained in the attached explanation

II., III. a. Received and acknowledged

b. Comment:

DISTRIBUTION: Vice Presidents: Douglas

Others as identified:

Distribution Date: 7-10-81

Signed: Albert Brown

(President of the College)

Date Received by the Senate: \_\_\_\_\_

## ASSESSING ACHIEVEMENT IN COMMUNICATION SKILLS

It is the goal of the Communication Skills requirement to develop in our students the minimum competence required to conduct college level work and to foster growth in these skills beyond the point of minimum competence. The following policies and procedures are intended to facilitate the determination of students' achievement in this area.

- 1) PLACEMENT: Based on available admissions data, students' previous performance will be assessed and they will be placed in the appropriate course in the Communication Skills sequence: COM 101, COM 102, COM 111, or COM 112. Students may be waived from COM 111 on the basis of previous performance, while they may be waived from COM 112 only by outstanding achievement on the diagnostic test for that course.
- 2) DIAGNOSTIC TESTING: Common diagnostic tests, which will be alternate versions of the final examinations, will be administered in each Communication Skills course at the beginning of the semester. These examinations will serve as a check on and a final element of the placement process, as a means of diagnosing students problems and as a basis from which to measure growth.
- 3) COM 101-102: Students diagnosed as having serious deficits in their Communication Skills, particularly in writing, will be placed in COM 101 or 102. These students will be required to pass a minimum competency test in order to receive a passing grade in the course and continue in COM 111.
- 4) COM 111-112: Common final examinations covering the central elements of each course will be developed for and utilized in all sections of each course.
- 5) CREATING EXAMINATIONS: All examinations described here will be created by teams of faculty members teaching in the program and will be scored by classroom instructors using common guidelines, standards, and models. The Director of Communication Skills will oversee and provide support for this assessment effort.