

Rock Valley College

Assessment Awards

RVC Administrative Procedure (3:20.150)

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A. Purpose

This document outlines the process for managing the annual Assessment Awards that are handed out at Faculty Development Day in January.

B. Department and Primary Point of Contact Involved

Department: Institutional Effectiveness

Point of Contact: Executive Director of Outcomes Assessment

C. Definitions

Excellence in Assessment (Curricular and Co-curricular Awards)

This award recognizes a department or individual in curricular assessment that provides the exemplar of an effective, comprehensive assessment practitioner and embodiment of the RVC Guidelines for Assessment for Student Learning. The award recognizes multi-year consistency in documentation that illustrates assessment efforts from measures to actions and changes in teaching and learning to foster student success. Furthermore, this award recognizes those that regularly participate in assessment events, motivates and engages others in assessment efforts, and advances the sharing of continuous improvement of learning stories (SCILS).

Assessment Champion (Curricular and Co-curricular Awards)

This award recognizes an individual in curricular and co-curricular assessment that demonstrates effective leadership for improving teaching and learning through assessment. The award recognizes an individual that has demonstrated the RVC Guidelines for Assessment for Student Learning for multiple years in their leadership. The award recognizes comprehensive documentation that illustrates assessment efforts from measures to actions and changes in teaching and learning to foster student success. Furthermore, this award recognizes those that regularly participate in the development of or lead, as well as attend, assessment events; motivates and engages others in assessment efforts; and advances the sharing of continuous improvement of learning stories (SCILS) by sharing their own and encouraging others to do so.

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Emerging Assessment Start (Curricular and Co-Curricular Awards)

This award recognizes an individual in curricular or co-curricular assessment that demonstrates professional engagement and growth in improving teaching and learning through assessment. The award recognizes efforts to improve courses, teaching, and learning through assessment for student learning as supported by the RVC Guidelines for Assessment for Student Learning. Furthermore, this award recognizes those that improve documentation of assessment, participate in assessment professional development events to enhance their understanding and practice of assessment, and uses the advances the sharing of continuous improvement of learning stories (SCILS) to improve teaching and learning in their own courses or discipline/program.

D. Procedures

Nominations

The nominations form is in Qualtrics. The 2023 Assessment Awards Nomination Form was shared with the Vice President of Institutional Effectiveness and Communications and their Administrative Assistant; the form can be further shared for updating and distribution as needed.

Note: To update the form, copy it, change the year in the form title, and change the due date.

The nomination form should be distributed to all members of the Curricular and Co-curricular Assessment Committees, as well as all Academic and Student Affairs Deans, immediately following the Fall Assessment Retreat or no later than the second Friday of November. The due date for nominations should be within two weeks, but no later than the last day of classes for the Fall semester.

Selecting Award Winners

The Executive Director of Outcomes Assessment will set a meeting of the Assessment Steering Committee after the close of the nomination process, providing nominees or each award to the members to review and rank prior to the meeting. The meeting should occur no later than the Wednesday after grades are due at the end of the Fall semester.

At the meeting, each committee member will bring their top two nominees for each award and be prepared to discuss rationale for finalists. After ranking top choices across the committee and discussing them, the committee members will select a winner for each award.

Note: If no nominations are provided or no nominees are brought forward and agreed upon by the committee, the award will not be given.

Ordering Awards

The Executive Director of Outcomes Assessment will order awards for each winner as soon as they have been identified. All effort should be made to order the awards in December to receive them prior to the winter break in case an award needs to be remade due to damage in processing or shipping.

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Use a p-card to finalize the purchase of the awards. Funds for them are budgeted in 01-84630-54930.

To order, go to the vendor and use the information below to select the awards needed and the salesperson that has worked with RVC before. Information to be engraved will be provided to the salesperson by SKU via email after the order has been submitted.

edco.com

Neisha Morsello (neisha@edco.com)

Excellence in Assessment ([DCP-1206CB](#))

Assessment Champion ([EDCO-81619](#))

Emerging Assessment Star ([OC-2758C](#))

Be sure to open and inspect awards immediately when they arrive. Contact the salesperson via email if any problems are identified upon inspection.

Pre-Announcement Preparations

- Remind the Professional Development Specialists that time is needed on the agenda for Spring Professional Development Day for award presentation.
- Prepare Pay Processing Forms to accompany awards. Funds for monetary awards are budgeted in 01-84630-51343, but funds may need to be moved to other object codes for co-curricular awards.

Excellence in Assessment = \$750/ea

Assessment Champion = \$350/ea

Emerging Assessment Star = \$150/ea

- Prepare award badges for email signatures by updating the year in the Canva file. Download the file with a transparent background. This file was shared with the Administrative Assistant of the Vice President of Institutional Effectiveness and Communications and can be shared further as needed.
- Complete and submit a Communication & Marketing Request Form for the announcement of award winners after the presentation ceremony.

Post-Announcement Follow-up

- Process the Pay Processing Forms to accompany awards by sending them to the Vice President of Institutional Effectiveness and Communications for signature, copying their administrative assistant, and then submitting to Payroll.
- Email award winners to congratulate them once again. Let them know that about the stipend they will be receiving and that its remittance to their pay has been submitted, when they might expect to see it, and what to do if they do

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not see it in their paycheck. Provide them with a copy of their award badge and offer them the option of using it in their email signature.

E. Related Documents

Communication & Marketing Request Form

Pay Processing Form

Reference: Board Report 4820

Implemented: July 20, 1992

Revised: July 8, 2024