

**POLICY**

Ocean County College believes that all students in all courses should engage in writing activities designed to enhance learning in the disciplines (writing to learn). Periodically, the academic deans may request that faculty give evidence of the writing activities they use in their courses to promote learning.

To assess the efficacy of the Writing Across the Curriculum initiative, randomly selected student works will be evaluated from among non-General Education courses which have Written and Oral Communication indicated as a General Education Goal of the course (Section 11 on the Official Course Description). The assessment will be tandem to the General Education Assessment of Written Communication and will follow the same cycle and procedure.

Adopted: August 27, 2007  
Revised: January 24, 2011  
Revised: August 23, 2018

Effective Spring 2008

## **PROCEDURE**

The Writing Across the Curriculum (WAC) initiative was established as a mechanism to improve student writing by ensuring opportunities to write, formally and informally, in all college courses. To assess this initiative, student works are randomly selected from among all courses outside the General Education List in which Written and Oral Communication is identified as a General Education Goal on the official course description (Section 11). These works will be assessed in tandem to the assessment of Written Communication in the General Education Assessment cycle and procedure, representing an expansion of that assessment. Faculty and administrators will evaluate student writings from these courses using a standardized rubric to examine student performance levels, in order to provide the foundation for any commendations of practice, suggestions for necessary improvements, and corresponding responsive actions.

1. In the semester prior to the scheduled General Education assessment for Written Communication, Academic Affairs will review the official course descriptions to verify and/or update the list of courses which indicate Written and Oral Communication as a primary or secondary course learning outcome. Primary learning outcomes are identified in Section 6b on the Official Course Description. Secondary learning outcomes are identified in Section 11 of the Official Course Description.
2. Institutional Research will use the verified list to generate a randomized selection of courses to be included in the WAC assessment activity, as well as a list of randomly selected students within those courses whose writings will be assessed.
3. The Academic Schools will notify all faculty instructing courses which could potentially be included in the assessment prior to the semester in which the assessment activity will occur via email. (Notifications in December for Spring term assessment and prior to July 31 for Fall semester).
4. After the conclusion of final course cancellations prior to the start of the term in which the assessment will be conducted (Fall or Spring, according to the cycle), Institutional Research will generate two randomized selections of courses to be assessed: one to examine written communication for General Education Assessment and one to assess Writing Across the Curriculum.

Assessment Type	Courses Drawn From...	Students Evaluated	Goal of the assessment activity
<b>Gen Ed Assessment for Written Communication</b>	Those courses <b>on the Gen Ed List</b> that either meet the <b>Written Communication category</b> (Official Course Description, 6b) OR which have <b>Written and Oral Communication indicated as a General Education Goal</b> of the course (Official Course Description, 11).	Randomly selected students who have completed 45 or more credits.	To Assess the efficacy of Written Communication as an outcome of the general education program.
<b>WAC Assessment</b>	<b>Non-Gen Ed Courses</b> which have <b>Written and Oral Communication indicated as a General Education Goal</b> of the course (Official Course Description, 11).	Any, randomly selected.	To assess the efficacy of writing across all curriculums and disciplines as an outcome of the WAC program.

5. The Executive Director of Academic Assessment will inform, via email, those instructors whose courses have been selected for WAC assessment, and will provide them with instructions on how to proceed to submit their identified assignment.
6. After the final course withdrawal deadline has passed, Institutional Research will generate a list of randomly selected students for inclusion in the WAC assessment. The Executive Director of Academic Assessment will provide the names of the selected students to the faculty, via email, along with instructions regarding the submission of student works and deadlines.
7. Student works will be evaluated by volunteer faculty and administrator evaluators using the AAC&U Value Rubric for Written Communication on the Assessment Day held each May. There will be distinct reporting mechanisms for the results of the WAC assessment and for the results of the General Education assessment of Written Communication.

Revised: August 28, 2009  
 Revised: September 21, 2009  
 Revised: April 10, 2013  
 Revised: August 23, 2018