

Assessment Policy

I. Introduction. We instruct students on the art and science of the epidermis. How do we know they “know” what we are imparting to them via content and experience – assessment.

II. Purpose. The purpose of this policy is to define and determine the types of assessment strategies to be used in the curriculum and to determine when and how often we should be evaluating those assessment instruments.

III. Definitions. Assessment. The ways in which we gather and process data about the teaching and learning in our curriculum. **Formative assessment.** Provides feedback during the instructional process and is immediate on both instructor and student – quizzes, discussion questions, performance demonstrations. **Summative assessment.** Provides feedback after the learning has been completed – generally in the form of an end of course test.

IV. Policy Statement. The Director of Education and the President (Education Team or ET) will jointly evaluate the teaching strategies used in the instruction process as well as tools used to determine the students’ knowledge of the content as delivered in different modalities.

V. Process. After each program cohort or individual completion, the ET will meet to review courses, feedback tools (formative and summative assessment) and results (grades). The ET will evaluate the effectiveness of the assessment tools used in the education process as well as the instructors use and knowledge of these tools. The results of the review will be used to adjust affected components of the teaching and learning process.

VI. Procedures.

A. The ET will meet within two weeks after each cohort completion. They will review, discuss and document the following:

1. Students’ performances
2. Grades (Quizzes and Tests)
3. Discussion questions and other formative feedback
4. Documentation
5. Modality (online v. face to face issues and concerns)

B. Record the results of the meeting and identify improvement opportunities

C. Compare data results, findings to previous feedback sessions to identify strategic opportunities

D. Share results during annual planning meetings.

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

DATE _____ 11/28/2018 _____

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INITIALS SG _____ President
INITIALS DW _____ Director of Education
INITIALS CG _____ Owner

