

Norco College Part-Time Faculty Assessment Compensation Checklist

“To facilitate associate faculty participation in discipline-directed assessment training, course level and/or program level assessment projects, the District will offer three (3) hours of compensation annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule” - Agreement between RCCD and RCCD Faculty Association CCA/CTA/NEA

To ensure you are compensated for your assessment participation, please complete the following steps in this checklist:

- ☐ **Contact Your Department Chair:** Inform them that you will be completing an assessment and tell them which course and which Student Learning Outcome (SLO) you will be assessing.
- ☐ **Enable Learning Mastery Gradebook:** Enable the Learning Mastery Gradebook in Canvas to allow you to review and analyze assessment results (instructions are available on the Assessment Committee Website under the tab “How to Guides and Resources”: <https://www.norcocollege.edu/committees/assess/index.html>).
- ☐ **Collect/Report Data in Canvas:** Import outcomes, attach them to an assignment, and complete the rubric in SpeedGrader (instructions are available on the Assessment Committee Website under the tab “How to Guides and Resources”: <https://www.norcocollege.edu/committees/assess/index.html>).
- ☐ **Complete the Outcome Assessment Report Form:** Complete the Outcome Assessment Report Form available on the Norco Assessment Committee website or directly through this link: <https://forms.office.com/r/WBRPVaRixm>. Save a copy of your responses.
- ☐ **Contact Your Instructional Department Coordinator (IDC):** Contact your IDC for compensation. Your IDC will send you a form through Adobe Sign to complete and sign. Upload a copy of your Outcomes Assessment Report to the form.
- ☐ **Get Paid:** Once your department chair approves and signs your compensation form, district payroll will process your payment with your next check.

Thank you for participating in assessment at Norco College.

Your assessment report will be shared and used to inform continuous improvement efforts, including resource requests, curriculum updates, and improved pedagogy at Norco College.