

QuickGuide: GER Assessment at UWM

Both [Criteria 4b](#) from the Higher Learning Commission and APCC GER [guidelines](#) require the ongoing assessment of general education courses, and evidence that assessment is actively **used** to improve course content.

To help meet these expectations:

1. Make sure your GER course is meeting the APCC's **syllabus** requirement. UWM's APCC requires that your syllabus "explicitly articulates how the course meets UWM General Education Requirements by integrating [UW System Shared Learning Goals](#) with [divisional learning outcomes](#); syllabi will **identify the assignment(s)** intended to help students achieve specific Shared Learning Goals and divisional criteria, including **how such assignments will be assessed**" (APCC GER Composite Document, p. 12-13.) For more information about GER and syllabus requirements, including examples of appropriate syllabus language, see <https://uwm.edu/secu/faculty/standing/apcc/>
2. Decide how you will **assess the GER component** of your course, *apart* from other disciplinary content or learning outcomes your course may have. The assessment should narrowly measure student learning for a GER outcome at or near the end of the course. While many faculty or instructional staff will be doing this on their own, some departments or programs may opt to create a standardized GER assessment approach for their courses. (Note: *Course grades are never acceptable as assessment data*. See "[GER Assessment Best Practices](#)" for more information about acceptable measures.)
3. **Teach** your course and **collect** the necessary assessment data along the way.
4. **Analyze and reflect** on your assessment data. Make sure to break down student performance to at least 4 levels (e.g., Unsatisfactory, Minimal, Meeting, Exceeding) so that your data can show patterns of strong or weak performance related to the outcome(s) measured.

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5. **Consider** how the results speak to the success of previous changes you've made to the course, and whether or not they suggest any needed areas of improvement or attention.
6. At the end of the semester, each instructor is asked to complete **the GER Assessment Reporting form**, which documents:
 - The outcome assessed
 - How it was assessed
 - The results
 - Your interpretation of the meaning of the results, in the context of your course
 - Any action plan or course changes you are thinking about as a response to these results.
7. Alternatively, a single program coordinator or authorized person in your department can complete the GER reporting form with data for multiple courses or sections within a department or program. The forms include options to upload **departmental assessment reports, rubrics, meeting minutes** where faculty discussed the assessment results, etc.

The **GER Reporting Form** is located at:

https://milwaukee.qualtrics.com/jfe/form/SV_3kobtG0xwEAH85D

8. The GER assessment data reported in this way will be available upon request to you or your department in order to facilitate broader faculty discussions about GER courses, and to satisfy requirements for the APCC's GER Review process. It will also be available to help the campus document UWM's ongoing GER assessment processes for accreditation.