English 102 Portfolio Assessment Process:

**Student:** Portfolio (cover letter, 2 essays with drafts)

**Instructor of Record:**
Instructor checks for Initials and content.

**Portfolio Committee:**
Student Portfolios are passed onto other English Department teachers to be put through the rubric process. A "pass" or "no-pass" is deemed.

**Copies of Rubrics are made.**

**Instructor of Record:**
Receives Student Portfolios.
If "pass" a class grade is given.
If "no pass" a list of 293 recommendations are made and an Incomplete is recorded.
Portfolio is given to Department Head.
If "no pass" is given, and there is insufficient class work, a C- or lower is recorded.

**Department Head:**
Stores all 293 Portfolios for upcoming semesters.

**102 Assessment Coordinator:**
A complete 293 list is compiled.
Rubric scores are compared to SLO’s.
Assessment data is collected and reported on.

**293 Instructor:**
On completion of Semester has students resubmit their Portfolios to the Committee. If "pass" is given, the original Instructor of Record shall record new class grade.