

## GUIDELINES FOR EVALUATING A FOCUS PORTFOLIO

Faculty Evaluators, Department Chairs/Deans, Academic Standards Committee, and Vice President of Academic Affairs consider the following in making a decision about recommending the award of academic credit:

1. The portfolio must adequately document the content and quality of the candidate's learning. If it does not, evaluators may recommend against credit or may ask the students to supply additional information or evidence. If a candidate does not have the needed evidence on hand, evaluators may request that they produce that evidence.

Example: Students may be asked to demonstrate skills equivalent to the academic and professional writing course, but have not retained samples of each of the kinds of writing covered in the course. The students may be asked to compose examples of the missing kinds of writing under conditions in which outside help cannot be received. The writing can then be evaluated.

2. The quality of the documented learning must be rigorous. Only recommend credit for learning that is judged to meet the standards at a grade level of B or above.
3. Documented learning may not meet all the criteria of the course in question. It may lack the depth, breadth, or applicability obtained in the course for which credit is being requested. Therefore, evaluators may:
  - a. Require that the student read specific, additional materials, undertake other learning activities, and then demonstrate in writing or other documented form that the scope of learning is now equivalent to the course objectives.
  - b. Recommend only partial credit be awarded, like 1 or 2 credits for a 3-credit course.
  - c. Recommend against the award of any academic credit.
4. Faculty evaluators should complete a Faculty Evaluator's Report, as well as the appropriate column on a copy of the Student Summary Sheet of the candidate's portfolio and have these two documents included in the portfolio as it goes through the process.
5. Section 4 of the portfolio is reserved for the documents/letters of review and Student Summary document in the following order:
  - a. Student Summary Sheet(s): original student-prepared template for faculty evaluators to copy, complete and add to portfolio behind the original template sheet.
  - b. Faculty Evaluator's Report(s): Faculty evaluators add their individual report forms.
  - c. Department Chair/Dean reviews each report and either concurs with the recommendation or does not concur and offers their recommendation on each.
  - d. Academic Standards Committee reviews and writes letter regarding their recommendation to the VPAA and adds letter to portfolio.
  - e. VPAA reviews completed portfolio and writes letter regarding final decision of FOCUS application for credits to candidate and returns portfolio with VPAA letter to the candidate, copying the candidate's academic advisor, Faculty Evaluators, the Department Chair/Dean of the course, and the Registrar.