

## Faculty Participant Memo of Understanding

### KICKOFF MEETING

Attend a 2.5 hour project kick-off meeting that will take place on campus during the last week of May.

### ASSIGNMENT DEVELOPMENT USING VALUE RUBRIC(S)

- Using one or more VALUE rubrics as guides, participants will revise/develop a cumulative assignment (meaning that it is a graded assignment of some significance within the course, as opposed to a simple homework assignment) that is expected to elicit students' demonstration of one or more of the following MCC Institutional Student Learning Outcomes (ISLOs):
  - Written Communication
  - Critical Thinking/Problem Solving
  - Quantitative Literacy
- Assignment and accompanying custom rubric indicated which outcome(s) and criteria the assignment is intended to elicit, and at what levels, must be posted to the project's Blackboard site, in the discipline-appropriate Peer Feedback Forum, no later than Monday, July 7, 2014.

### PEER FEEDBACK

Between Monday, July 7 and Monday, July 28, participants are expected to provide feedback to colleagues within their discipline Peer Feedback Forum. This feedback should be specific and provide useful information to colleagues about the likelihood of the assignment, as written, to elicit student demonstration of the indicated rubric criteria at the levels indicated by the instructor in the rubric. This feedback has been found to be very helpful to faculty in similar assignment design projects. Sometimes we know our own assignments so well that we don't read them in the same way that our students do every new semester! **(NOTE: any vacation plans that make this impossible for a participant should be shared with Elise Martin right away.)**

### FINAL PROJECT SUBMISSION

Revise assignment as appropriate, and submit:

- revised assignment
- corresponding VALUE rubric criteria
- brief explanation of any changes you made to your assignment as a result of peer feedback
- Assignment Redesign project evaluation form

to Elise Martin, MCC's Dean of Assessment, no later than **August 8, 2014**, for a stipend of **\$250**.

Faculty Signature:

Date:

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Please return to **Elise Martin**, Trustees House 210, Bedford, or electronically to [martine@middlesex.mass.edu](mailto:martine@middlesex.mass.edu).

*This is not a binding contract; it is an agreement regarding project timeline, participation and deliverables.*