



**KENNESAW STATE
UNIVERSITY**

COLLEGE OF COMPUTING AND
SOFTWARE ENGINEERING

Job Aid: FCAR process for Office Managers

What is an FCAR?

FCAR stands for Faculty Course Assessment Report. As defined by ABET (our Accrediting body), an FCAR is:

The faculty course assessment report (FCAR) is a work in progress that presents a methodology that allows assessment reports to be written in a format conducive for use in ABET Criterion 3 program outcomes assessment. In addition to traditional assessment reporting, the FCAR lists modifications incorporated into the course, reflection on the part of the instructor as to what was effective, and suggestions for further improvements. To assist in program outcomes assessment, additional information is collected in certain specified areas. This facilitates program-level assessment in that, instead of processing raw data, assessors review the pertinent sections of an appropriate set of FCARs, thereby reducing the assessment workload. Reports are collected and disseminated to allow instructors to inspect prior offerings of specific courses and adopt the suggestions presented in the report, thereby improving the course with each offering. This methodology has been found to be effective as part of our assessment reporting process.

In short, it is a document that a faculty member fills out to review their course and gain metrics on their student's success. It is an integral part of our review process.

From a Faculty standpoint

For Faculty, once they have completed their FCAR for each section, they upload them to a secured folder through CCSE's website and SharePoint. They can view these links through our website by following through "Faculty, Staff, & Student Resources > Faculty Resources" They upload their file to:

**[https://kennesawedu.sharepoint.com/:f/s/CCSE/deansoffice/
Eiu7mDz5LFZMmxeocX3qxMoBvOyoEBLq5dliUQWWItZi4g?e=qxRuiY](https://kennesawedu.sharepoint.com/:f/s/CCSE/deansoffice/Eiu7mDz5LFZMmxeocX3qxMoBvOyoEBLq5dliUQWWItZi4g?e=qxRuiY)**

They can also view a template from the same page:

**[https://ccse.kennesaw.edu/docs/
Faculty%20Course%20Assessment%20Report%20Template%202016-17.docx](https://ccse.kennesaw.edu/docs/Faculty%20Course%20Assessment%20Report%20Template%202016-17.docx)**

From the Office Manager's standpoint

Once the faculty has uploaded their FCAR, it can be viewed in that same area, but accessed through our link to the "Secured" folder:

**[https://kennesawedu.sharepoint.com/:f/s/CCSE/deansoffice/
EhJv4C9q8o5NtSvQO7KDSs8BWEMCd7p7KCAZPXwliqjA1w?
e=5%3a7E30SM&at=9](https://kennesawedu.sharepoint.com/:f/s/CCSE/deansoffice/EhJv4C9q8o5NtSvQO7KDSs8BWEMCd7p7KCAZPXwliqjA1w?e=5%3a7E30SM&at=9)**

All Office Managers should be able to view this link. For access issues, reach out to Svetlana Peltsverger, Associate Dean of CCSE, and she will help you:

speltsve@kennesaw.edu

This folder is a “holding ground” for the submitted FCARs. It is our job to remove the FCARs from this folder to our individual departments’ SharePoint servers. The submitted files will look like this:

Documents > FCAR process > Faculty submitted files > **Secured**

Name	Modified	Modified By
CS 4722 Spring 20 FCAR bsetzer.docx	January 12	Ben Setzer
CS_3305_01_fa_20_dkim95.html	January 16	Daeyoung Kim
CS_3305_02_fa_20_dkim95.html	January 16	Daeyoung Kim
CS_3305_04_fa_20_slee235.docx	January 24	Seokjun Lee
CS_3305_05_fa_20_dkim95.html	January 16	Daeyoung Kim
CS_3305_W01_fa_20_slee235.docx	January 24	Seokjun Lee
CS_3502_01_sp_20_ksuo_nodata.html	January 7	Kun Suo
CS_3502_02_sp_20_ksuo_nodata.html	January 7	Kun Suo
CS_3502_W01_su_20_ksuo_nodata.html	January 7	Kun Suo
CS_3642_01_fa_20_slee235.docx	January 24	Seokjun Lee

Note: Do not try to move to other folders of the Dean’s office SharePoint. This may result in getting an error when trying to retrace back to “Secured”. If there is an issue, simply log out and reload the link.

FCAR files should have the Course Subject (CS, DS/STAT, IT, or SWE) in the name. These correspond to the Departments within CCSE.

Moving the FCARs

By hovering over the File name, you will be able to see the mass select box:

Name	Modified	Modified By
<input type="radio"/> CS 4722 Spring 20 FCAR bset...	January 12	Ben Setzer
<input type="radio"/> CS_3305_01_fa_20_dkim95.html	January 16	Daeyoung Kim

Use the box to select all of the files you want to move. Then press “Move to” at the top, and navigate to your department’s SharePoint (any questions for your specific department’s SharePoint should be directed to your Chair/Director). Follow the path to wherever your FCAR and assessment reports are kept. Make sure to uncheck “Keep sharing with the same people”, as you are now moving these documents to a different server. Once moved, ensure they have transferred correctly by going to your department’s server, then delete them from the “Secured” folder.

You’ve now moved over your department’s FCARs!