

Highland Community College Shared Performance Expectations (SPEs)

Examples Provided by the Assessment Peer Corps, Assessment Committee, and Instructional Council

Shared Performance Expectation #1

BE COMPETENT AT YOUR WORK: Know your area of work or study; consistently perform to expectations; use constructive feedback to improve.

Examples:

- A. Demonstrates knowledge of assignment and/or in subject area.
- B. Assignments, papers, projects, etc., meet or exceed teacher or supervisor expectations.
- C. Feedback for improvement is received well and used to improve performance.
- D. Uses basic technology appropriately.

Shared Performance Expectation #2

COMMUNICATE EFFECTIVELY: Demonstrate the ability to create and understand messages – in written, oral, or visual form.

Examples:

- A. Expresses self clearly and effectively in manner that is appropriate to setting, audience and participants.
- B. Uses professional/formal language.
- C. Readily and accurately comprehends messages.
- D. Fully participate in activity or discussion.
- E. Regularly checks Highland e-mail, and responds appropriately.

Shared Performance Expectation #3

RESPECT OTHERS: Show respect for other people and the environment; be open to perspectives different from your own; treat people and the environment with courtesy.

Examples:

- A. Demonstrates awareness of and willingness to consider others' points of view.
- B. Treats others with empathy and courtesy.
- C. Demonstrates respect for others' property, privacy and personal space.
- D. Recognize and evaluate one's own intercultural sensitivity, awareness and attitudes.

Shared Performance Expectation #4

MAKE GOOD DECISIONS: Apply critical thinking processes – examine assumptions, gather relevant and reliable data and information; make decisions based on evidence.

Examples:

- A. Obtains sufficient relevant information before making decisions.
- B. Recognizes and examines own assumptions and biases and those of others and/or source material.
- C. Accurately anticipates results and consequences of decisions.
- D. Understand and apply mathematical reasoning, solve problems, and draw conclusions based on data.
- E. Locate, identify, and evaluate information from sources.
- F. Make conclusions supported by the scientific method.

Shared Performance Expectation #5

ACT RESPONSIBLY: Within your role or roles at HCC, meet your commitments and be accountable for your own behavior and performance.

Examples:

- A. Arrives early enough to be in seat and ready to work at start of class (on time to class) (prepared to work at the start of class).
- B. Accountability in attendance.
- C. Submits required homework, projects, papers, etc., on time and in satisfactory fashion (academic work prepared/done) (completes work in a timely manner).
- D. Utilizes class time effectively to foster own learning and without interfering with others.
- E. Proper uniform or clothing for class activities.

Shared Performance Expectation #6

WORK EFFECTIVELY IN TEAMS: Contribute productively - as a leader or a member of a team.

Examples:

- A. Contributes pertinent and reasonable ideas and suggestions.
- B. Willingly accepts and fulfills tasks.
- C. Attends and participates positively in team meetings or group activities.
- D. Willing to help and receive help.

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