

Assessment: Administrative Unit Four Column



VPIA Office

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Mission Statement: The office of Instructional Affairs is committed to student success through continually improving the quality of instructional programs and services, strengthening faculty, and collaborating with internal and external stakeholders.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p>IADAP 2 - DAP will coordinate improvement of the developmental education programs at all campuses. AUO Status: Active AUO Assessment Cycle: 2014 - 2015, 2016 - 2017 Start Date: 10/01/2016</p>	<p>Internal Audit/Report - Request ACE coordinator position for 2014 budget based on student learning outcome assessment results and program review. Target: ACE coordinator position approved.</p>		
	<p>Descriptive Statistics - Present training on strategies to help students transfer skills and provide NADE conference information. Target: 100% ACE instructors trained. Related Documents: Notification of NADE</p>		
	<p>Internal Audit/Report - Renew NADE membership which includes access to professional journals on developmental education Target: Membership renewed for 2013-2014 year.</p>		
	<p>Internal Audit/Report - Request ACE coordinator position for 2015 budget</p>		

*Administrative Unit
Outcomes*

Assessment Strategies

Results

Improvements

based on student learning outcome assessment results and program review.

Target: ACE coordinator position justified and included in the 2015 budget.

Internal Audit/Report - Share information on NADE conference and send articles on developmental education or one training opportunity each semester during school year 2013-2014.

Target: 2 ACE faculty attend NADE Conference and one article on developmental education or other training opportunity shared with the site coordinators at each campus.

Internal Audit/Report - Renew NADE institutional membership which includes access to professional journals on developmental education for year 2014-2015.

Target: NADE institutional membership renewed

Internal Audit/Report - Oversee assessment of ACE and developmental courses and improvement plans including submission of requisitions for personnel and materials as needed.

Target: Recommend 95% of ACE faculty and support staff Fall 2017.

Internal Audit/Report - Renew ACE institutional membership which includes access to professional journals on developmental education for year 2016-2017.

Target: NADE institutional

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
	membership renewed.		
<p>IA 6 - Improve student achievement and learning (course completion rate) in EN 120a Expos. Writing I to 66%, ESL 089 Reading V to 68%, and MS 100 college algebra to 66%.</p> <p>AUO Status: Inactive</p> <p>AUO Assessment Cycle: 2016 - 2017</p> <p>Start Date: 10/01/2016</p> <p>Inactive Date: 09/26/2017</p>	<p>Research - Conduct interviews, focus groups and research to determine difference in patterns of achievement between fall and spring semester.</p> <p>Target: Interview and hold focus groups with students at all campuses by May 2016.</p>		
	<p>Research - Document effective instructional practices for replication in FY 2018.</p> <p>Target: Test one instructional strategy each for EN 120a, ESL 089, and MS 100 during fall 2016 and spring 2017. Evaluate strategy and suggest improvements for implementation in fall 2018.</p> <p>Related Documents:</p> <p>2017 FPD Eval_NC.xlsx</p> <p>2017 FPD_NC_Agenda.pdf</p> <p>2017 NC_PC attendance .pdf</p>	<p>Reporting Period: 2016 - 2017</p> <p>Target Met: Yes</p> <p>Faculty in EN 120a and MS 100 are evaluating the institution and each course on relevant policies, practices, faculty, improvement, learning, and student performance and support by instructional delivery mode. (09/21/2016)</p> <p>Related Documents:</p> <p>VPIA Board of Regent Report2017March</p>	<p>Improvement: Implement course changes in MS 100 and EN 120a through Gateway to Completion initiatives fall 2016 and spring 2017. (09/21/2016)</p> <p>Follow-Up: Changes were implemented in MS 100 during fall 2016 and in ESL 089 during summer 2017. A compressed schedule was implemented in four sections of MS 100. The course completion rate increased from 82% to 94% across the four sections. Attendance rate increased from 88% to 93%. One section of ESL 089 was paired with SS 150 History of Micronesia to form a learning community. Course completion for this section was 100%. (09/25/2017)</p>
	<p>Research - Facilitate meetings and work of course specific committees for EN 120a, ESL 089, and MS 100 through Gateway to Completion initiative.</p> <p>Target: Each course specific committee will complete evaluation of key performance indicators, plan for a course specific change for each</p>		

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	course, implement the change for each course, and evaluate results of change on student learning. Submit a course specific annual report.		
<p>IA 7 - Career and Tech. programs will offer certification, licensing exams or an appropriate substitute by May 2017.201</p> <p>AUO Status: Inactive</p> <p>AUO Assessment Cycle: 2016 - 2017</p> <p>Start Date: 10/01/2016</p>	<p>Survey - Administer survey to collect data prior to visioning summit.</p> <p>Target: Survey results will be completed by May 2016.</p> <hr/> <p>Internal Audit/Report - Work with US Dept. of Labor, GCC and professional CTE organizations to determine who (local or off-island) can administer certification/licensing exams.</p> <p>Target: At least one examiner will be identified for each CTE program and first exams administered in May 2017.</p>	<p>Reporting Period: 2016 - 2017</p> <p>Target Met: No</p> <p>Director of CTEC is working with FSM NDOE to get trade and technology teachers licensed. This will give programs better credibility but does not resolve the issue of licensing for students. (10/01/2017)</p>	
<p>IADAP 1_1 - DAP will facilitate improvement in monitoring and collection of program assessment and review for all instructional programs across all campuses.</p> <p>AUO Status: Active</p> <p>AUO Assessment Cycle: 2015 - 2016, 2016 - 2017</p> <p>Start Date: 10/01/2016</p>	<p>Internal Audit/Report - Coordinate with Assessment Coordinator TracDat and General Education assessment training for faculty.</p> <p>Target: Results of assessment plans for 100% of the programs will be entered in TracDat for school year 2015-2016 by Sept. 15, 2016.</p> <hr/> <p>Internal Audit/Report - Schedule and conduct assessment plan writing workshops once a week in April 2017.</p> <p>Target: 95% of instructional faculty will be provided with assessment plan writing workshops.</p>		
	Hold assessment plan writing workshop in August 2015, train faculty on use of TracDat, request assistance of Assessment		

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	<p>Coordinator to help with training and General Education assessment. Target: Assessment plans for 100% of the programs will be entered in TracDat for school year 2015-2016 by Sept. 15, 2015.</p>		
<p>IA 9 - Create 2 pathways to completion in FY 2016-2017. AUO Status: Active AUO Assessment Cycle: 2016 - 2017 Start Date: 09/30/2016</p>	<p>Internal Audit/Report - Conduct meetings with 2 certificate program faculty to revise certificate programs to be feeder programs for the directly related associate degree (AFT-ANRM and Bookkeeping-Bus. Adm.) Target: Program revisions sent to curriculum committee and recommended for approval.</p>	<p>Reporting Period: 2016 - 2017 Target Met: No AFT program modification approved by Curriculum Committee 3 March 2017. Bookkeeping program is due for review fall 2017. (09/27/2017) Related Documents: AFT Prog. Modification Feb. 21, 2017 Final revision-3.docx</p>	<p>Improvement: AFT program modification will be approved by EC and BOR by Dec. 2017. Bookkeeping program will be approved by CC, EC, and Board of Regents by Dec. 2017. (09/27/2017)</p>
	<p>Internal Audit/Report - Revise admission policy to allow for transition from certificate program to related associate program. Target: Admission policy reviewed by Board of Regents and approved by May 2017.</p>	<p>Reporting Period: 2016 - 2017 Target Met: No Draft policy is with Recruitment and Retention committee for review. If the committee endorses the proposed policy on admissions, then the draft policy will go to EC and Cabinet for endorsement, and to the Board of Regents for approval. Target date is Dec. 2017. (09/27/2017) Related Documents: BP 4XXX.docx</p>	<p>Improvement: Policy will be reviewed at the Dec. 2017 Board of Regent meeting. (09/27/2017)</p>
	<p>Internal Audit/Report - Revise articulation agreements with University of Guam for ANRM and introduce proposal to establish partnership BA in Accounting/Business Administration. Target: ANRM courses are articulated with University of Guam and Partnership BA proposal sent to School of Business at Univ. of Guam.</p>		