COMPREHENSIVE REVIEW CYCLE –DATA AUDITING AND FINDINGS

Program Quality & Viability Outcomes:

Tuesday, Nov. 15	Wednesday, Nov. 16	Thursday, Nov. 17
AM—Degree and Certificate Programs	AM- Institutional Committees & Administrative Coordination	AM- Student Support & Instructional Technology
PM- DMIN program	PM-Community Engagement and Field Services	PM- Initiatives & Other Ed. Programs PM-Adjunct Virtual Session on Integrated Lifelong Learning

YEAR:

Instructions: From the annual review report, use the measures as determined in the logic model portion and share no more than three outcomes assigned to those measures. Be prepared to communicate the criteria by which you/your committee has decided as indicator of achievement

1. Alexandria Standards: The Information Technology Department will support the standardized functions within Alexandria that are determined by the Dean of Faculty and the instructional team. Faculty and adjunct faculty will use these standards in each of their courses.
2. Application Workflow: Working with the Admissions Department and Committee, complete the design of, and implement the admissions workflow.
3.

Quality Outcomes:
1. Administrative Result _____
2. Institutional Learning_____
3. Professional Development_____
4. Other:_____

Meeting Record

Date of review meeting	November 17, 2022
Number of instructors who engage in this program	
Persons directly engaged who are present at meeting	*Chandra Wade, David Watkins, Chrisida Anandan, Nate Ramsey, Barb Vaughan, Stacey Edwards-Dunn, Itihari Toure*

Note: Please keep records of all assessment meetings, such as meeting minutes and/or the narratives included in the assessment reports.

Results and Continuous Improvement

Outcome 1:	
Measure 1	By end of 2023, all full-time faculty will be using a set standard of functions within Alexandria.
Criteria for success (target)	*Work with the appropriate departments to set standard requirements for faculty and adjunct faculty regarding Alexandria. By the end of 2023, full-time faculty will be using the following in each of their courses in Alexandria:* - *Syllabus* - *Grade Book (Note: this is only useable if activities are built in the course and gradebook such as assignments, discussions, voicethreads, etc.)* - *Attendance* - *Upload course materials (readings, videos, music, art, etc.)* - *Utilize course competencies*
Rationale for criteria	*Since the implementation of Alexandria as the learning management system for McCormick courses, there has been inconsistency in the use of functionality within Alexandria. Because there is inconsistency between courses as to how much or how little the functions are used, it causes confusion among students. Students should know that regardless of the course(s) they take, these four items will be utilized in each of their courses.*
Results	*The IT department working with the Dean of Faculty and the academic department will design a template with these standards for all courses.* *The IT department will train all full-time faculty in the use of these functions.*
Discussion of results	*Evaluate via a report, the utilization by full-time faculty of these functions..*

Use of Results for Program Improvement—Describe changes you have made to improve achievement in regard to this outcome:

The use of these functions with Alexandria by full-time faculty will benefit students' class experience at McCormick. They will know where to go for this information, know grades for each of the assignments, and know that class resources will be in one location.

Identify specific items/areas that can be improved.

Per IT's recent reports submitted to the Dean and Instructional Designer (attached to this document), there are areas of improvement:

- Syllabus
- Attendance
- Grade Book
- Use of additional resources
- Development of core competencies for each course

If applicable, list any changes made to improve the accuracy or usefulness of assessments.

There are reports that can be implemented in Alexandria which can be used to assess the usage of these reports. For example:

- Student Engagement
- Student History
- Adoption of Features by faculty

Some of these functions are currently being used by some faculty but not all faculty.

Three Program Outcomes & Cognitive Aims (Degree/Certificate Programs Only)

Cognitive Emphasis[1] **-** *Cognitive load theory distinguishes three different types of contributions to total cognitive load.*

A. **Intrinsic cognitive** load relates to inherent characteristics of the content to be learned---*getting us to focus on essential content*
B. **Extraneous cognitive** load is the load that is caused by the instructional material used to present the content, ---*getting us to determine the most effective way to present certain content—like using videos to present definitions*
C. **Germane cognitive** load refers to the load imposed by learning processes—how much is required to calculate, say, read, do, or write, etc. *There are so many other ways we can combine and integrate tasks instead of everything being a separate tally of points/experiences/assignments. For example, the McCormick website is a composite of the other tasks/experiences/information. Everything we do becomes the content for the website*

Emphasis: Measure by:	
Outcome 2:	Admissions Workflow 100% complete and in use by end of 2023.
Criteria for success (target)	*Working with the Admissions Department and Admissions Committee, complete the development of and implement the admissions workflow. This will be 100% completed and implemented by the end of 2023. Applicants for all programs will use the on-line application and process.*
Rationale for criteria	*The work has already been started and the build is 50% complete, and will be ready to be tested by early 2023.*
Results	*The Admissions Department and Admissions committee will be able to report on information regarding all applicants, those who are admitted, those who are not accepted, and those who are accepted but choose not to attend McCormick.*

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[1] This can also apply to new curriculum maps

Discussion of results	*By using the data collected, identify who is applying to McCormick for admissions into each program which includes demographics, work history, etc. This will help McCormick in student recruiting and retention.*

Use of Results for Program Improvement—Describe changes you have made to improve achievement in regard to this outcome:

Example:

The admissions workflow build has been started and is ~50% complete. This is a collaborative project between Information Technology, Admissions Staff, and the Admissions Committee.

Outcome 3:	By end of June 2023, servers that are currently hosted on-site at McCormick will be moved and hosted in the Cloud.
Criteria for success (target)	*Working with the internal and external technical team, file, ADFS and exchange servers will be moved to the cloud.*
Rationale for criteria	*The planning work has already been started and the actual work with take place in May and June 2023.*
Results	*By moving these servers to the cloud, McCormick will address redundancy requirements, business continuity and disaster recovery.*
Discussion of results	*Most of McCormick's core business systems are already hosted in the cloud. However, there are a few remaining servers located physically at McCormick that host the ADFS server, VPN, file servers and the exchange server. By moving these remaining servers to the cloud, we are mitigating any downtime due to work being done in McCormick's building, electrical outages in the building, etc.*

Use of Results for Program Improvement—Describe changes you have made to improve achievement in regard to this outcome:

Example:

Since these changes will benefit all of the McCormick community, the results will be immediate.