

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

Example:

1. The MTS Office/Department will increase its feedback review to quarterly intervals
2. The degree/certificate/center program will recruit and retain learners/participants.
3. Once admitted to the program, students will persist to completion/graduation.
4. Learners/Participants proceed to subsequent educational and occupational endeavors for which the degree/certificate/program was designed to prepare/equip/train them.

Quality Outcomes:

1. Administrative Result _____
2. Institutional Learning _____
3. Professional Development _____
4. Other: _____

Meeting Record

Date of review meeting	
Number of instructors who engage in this program	
Persons directly engaged who are present at meeting	<i>Nate Ramsey, Leslie Diaz, Barbara Fasset,</i>

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	Financial Student Counseling
Criteria for success (target)	<i>Coach students so that they have a better understand of financial aid polices, cost of attendance and scholarship awards.</i>
Rationale for criteria	<i>To make sure that students understand what's expected of them and from the school. Make sure students are getting the correct and clear information to help them make the best financial decision while completing their academic studies.</i>
Results	<p><i>Information such as financial aid information, award letters, and polices are being updated in a way where it's easier for students to understand. The website is being updated so that students can find scholarship resources. Also the student management system (Colleague) will have financial aid resources for students. In the past financial aid announcement was sent by emails to student, we are now moving to a posting board method on our student management system.</i></p> <p><i>*Workshops are being develop to talk about finances.</i></p> <p><i>*One-on-One sessions are currently available to discuss strategies to help students control student debt.</i></p>
Discussion of results	<i>Academic year 2023-24 is the target to have financial aid information updated for students to review on website, and student portal. Currently this project is in its beginning stages. Conversation was started in January with the IT Department and Marketing Department.</i>
Use of Results for Program Improvement —Describe changes you have made to improve achievement in regard to this outcome:	

Identify specific items/areas that can be improved.

Scholarship available for prospective students to view

Outside funding sources are accessible for current students to research and apply

Communication with Advancement Department to possibly find unrestricted support dollars for students.

List specific, minor or major changes to courses, curriculum, faculty development, recruitment efforts, management of student organizations, extracurricular activities, tutoring, student services offered by the department, etc.

Director of Financial Aid and Director of Recruitment are working together to build a new module in Colleague that will streamline how students are admitted and receive financial aid. In prior years the financial aid offers were made by the DOR, going forward aid offers will be determined by the DOF, DOR and 1 person from the Student Success Committee, yet to be named.

If applicable, list any changes made to improve the accuracy or usefulness of assessments. (For example, improved tracking of student awards, honors, and professional accomplishments)

Clearly state whether changes have already been implemented or will be implemented during the upcoming academic year. Provide a timeline for making changes. (For example: "To improve student retention, we will add formation experience to our 099 class about study skills and tutoring resources available to students. Student Services is developing these sections and will add them to the 099 course this fall semester.")

Financial Aid updates to the website and student portal are in discussion. This project is correctly at the beginning phase at around 20%, with a completion target by the end of Winter 2023.

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

Cognitive Emphasis¹- *Cognitive load theory distinguishes three different types of contributions to total cognitive load.*

<p>A. Intrinsic cognitive load relates to inherent characteristics of the content to be learned---<i>getting us to focus on essential content</i></p> <p>B. Extraneous cognitive load is the load that is caused by the instructional material used to present the content, ---<i>getting us to determine the most effective way to present certain content—like using videos to present definitions</i></p> <p>C. Germane cognitive load refers to the load imposed by learning processes—how much is required to calculate, say, read, do, or write, etc. <i>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</i></p>	
<p>Emphasis:</p> <p>Measure by:</p>	
<p>Criteria for success (target)</p>	<p><i>Example:</i></p> <p>Set achievable targets; unlike the program student learning outcomes assessment, programs must meet the quality achievement targets set for program outcomes.</p>
<p>Rationale for criteria</p>	<p><i>Example:</i></p> <p><i>Explain the rationale for the level you set for criteria for success (achievement target). Why is this level a reasonable (achievable but still rigorous) target for student achievement in your department programs? Consider relating the criteria to department goals, previous levels of student success, and/or student success at benchmark institutions.</i></p>
<p>Results</p>	<p><i>Example:</i></p> <p><i>List detailed results [The Vice President of Academic Affairs will receive enrollment, retention, course completion, and graduation data from the</i></p>

¹ This can also apply to new curriculum maps

	<p><i>Registrar and provide them to you. Alumni Relations will also provide as much information about job and graduate school placement as possible.]</i></p>
<p>Discussion of results</p>	<p><i>Example:</i></p> <p><i>Discuss interpretations of results and factors that may have contributed to the results.</i></p>
<p>Use of Results for Program Improvement—Describe changes you have made to improve achievement in regard to this outcome:</p>	
<p><i>Example:</i></p> <p><i>Identify specific items/areas that can be improved.</i></p> <p><i>List specific, minor, or major changes to courses, curriculum, faculty development, recruitment efforts, management of student organizations, extracurricular activities, tutoring, student services offered by the department, etc.</i></p> <p><i>If applicable, list any changes made to improve the accuracy or usefulness of assessments. (For example, improved tracking of student awards, honors, and professional accomplishments)</i></p> <p><i>Clearly state whether changes have already been implemented or will be implemented during the upcoming academic year. Provide a timeline for making changes. (For example: “To improve student retention, we will add formation experience to our 099 class about study skills and tutoring resources available to students. Student Services is developing these sections and will add them to the 099 course this fall semester.”)</i></p>	