

Review of 9/02 report
Received 6/11/03



**Academic
Quality Improvement
Project**

The Higher Learning Commission NCA

Action Project Annual Update Review

Institution Name: Glen Oaks Community College

Action Project Title: Design and Implement Systems to Measure Student Learning

A. Describe the past year's accomplishments and the current status of this Action Project.

Review: Commendable progress is being made on this project. The accomplishments described in your annual report are on target with goals and objectives being met in a timely manner. Your primary focus on AQIP criteria of helping students learn and measuring that effectiveness, while understanding students' and stakeholders' needs, with a continuous improvement plan is also commendable. With seven of your seven divisions setting assessment goals with measurement instruments (exceeding your stretch target) and exceeding the goals relating to establishing budgets is another measurement of your success in this project. Assessment results being achieved with baseline data being used to develop a new pre-business program for students to complete prior to admission into degree and certificate programs will provide additional support for students, but will also provide further progress to report in the assessment of student learning. Including online learning with the already important academic and self-improvement areas included in BAM 101 will enable students to gain both technological skills as well as academic skills, and provide an additional avenue of learning more independently. Through this assessment process you have already identified the need for additional time on topic and have increased your hours of instruction in four areas as well as increasing your credit hours in EDP 233. All of these changes that have evolved because of your focus on assessment and measurement are commendable and demonstrate the calculated follow-up necessary to meet your goals.

B. Describe how the institution involved people in work on this Action Project.

Review: The focus on inclusion of faculty to demonstrate the importance of this project is also commendable and requiring specifically timed progress reports builds the academic dean into the teamwork that is needed to meet this timeline of achievement. When everyone understands the focus and their significant part in achieving the goal, then it becomes reality much more rapidly. Including regular reports by your President to the Board of Trustees also provides recognition for those involved and places additional value on the project.

C. Describe your planned next steps for this Action Project.

Review: Planned next steps may already be in place, especially with adding the Distance Learning Division and your 2002-2003 progress reports are undoubtedly being recorded at this time. You will be demonstrating your achievement in these areas accordingly.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

Review: Your own description of how this project will change student learning is on target, and the curriculum changes that have already been developed based upon the knowledge gained from assessment are the areas that you may wish to consider for future "effective practices."

E. What challenges, if any, are you still facing in regards to this Action Project?

Review: Once again you are making commendable progress and working together as an institutional team to successfully achieve the goals in this project. Any challenges that were or could have been faced must have been met since your progress is so significant and so well focused.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?

Review: N/A

9/13/02



**Academic
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Action Project Annual Update

*Submit electronically (send this file with an email) to
AQIP@HLCommission.org by December 1, 2001.*

It is not necessary to send a paper copy.

INSTRUCTIONS: Fill out one form for each Action Project on which you have worked this past year. (If you've completed a Project, fill out forms for both the one completed and the one which will replace it.) Each completed form should be no longer than three printed pages. Call AQIP at 800-621-7440, or email AQIP@HLCommission.org, if you have any questions.

Action Project title: *Design and Implement Systems to Measure Student Learning*

Name of Institution: Glen Oaks Community College

Name of Person to contact

for additional information: Dr. Richard Wedemeyer

Telephone number: (269) 467 - 9945 **Email address:** rwedemeyer@glenoaks.cc.mi.us

1. In the past year, what have you accomplished on this Action Project? What is its current status?

A. Accomplishments:

1. Both quantitative and qualitative stretch targets have been met for year one.
2. Occupational programs admission process has been implemented and tracking of the students has begun.
3. Divisions are progressing towards meeting both stretch targets for year two.
 - a. Seven of the initial seven divisions have set assessment goals by determining what learning/skills to assess. (This meets the quantitative stretch target of our Goals Commitment Declaration.)
 - b. Seven divisions have determined measurement instrument(s). (This exceeds quantitative stretch target.)
 - c. Five divisions have budgeted for the assessment and have begun the process. (This number exceeds the quantitative stretch target.)
 - d. Also exceeding the qualitative stretch target of our Goals Commitment Declaration, the Business and Computer Technology Division has reported

assessment results, established baseline data, and made a number of changes based on that data.

B. Current Status:

1. Based on data gathered and to improve student learning, the Business and Computer Technology Division has developed a pre-business program that students must complete prior to admission into degree and certificate programs. The division created BAM 101 Foundations of Business, a prerequisite course to prepare students to succeed in their educational endeavors through an exploration of topics such as attitude, self-esteem, communication styles, career choices, educational development plan, and course management skills. Based on student feedback, during the 2002 – 2003 academic year, one instructor, not three, will teach this course and a unit of instruction will be added to BAM 101 to acquaint students with On-line learning.
2. In response to data gathered in MOUS testing, course changes have been made to increase student success. EDP 121 Software Applications will now use MS Office software to give students and additional ten hours of instruction in each of four areas tested by MOUS.
EDP 233 Concepts of Word Processing: Level I will change from two to three credit hours to give students more time for instruction and practice.

2. How did you involve people in your institution in your work on this Action Project?

- A. Through faculty forums, in-service days, and division meetings, all faculty are involved in the work of measuring student learning.
- B. Faculty coordinators (division chairs) monitor the divisions' progress on their goals.
- C. The Dean of the College reports on the progress of the project to the Board of Trustees.

3. What are your planned next steps on this Action Project?

- A. By the end of year two (2002 – 2003), seven divisions will be assessing student learning.
- B. The Distance Learning Division, newly established in July 2002, will identify division and assessment goals, explore methods of assessment and measurement instruments, and will develop an assessment plan.

C. The initial seven divisions will progress on assessment activities appropriate to current status: developing an assessment plan, budgeting for and implementing the plan, gathering data, reporting results, and making improvements.

- 4. Has your work on this Project resulted in an “effective practice” of which you are proud and that we could share with the broader higher education community? If so, describe the practice.**

Work on this project has resulted in changes in curriculum such as those reported in response to question one. Hopefully the assessment cycle will reflect improvements based on those changes, especially improvements in student learning. At this time, however, we have no results that might be labeled an “effective practice.”

- 5. What challenges or problems, if any, are you still facing with regard to this Action Project?**

Although some divisions still need to develop and implement assessment plans, the Dean of the College is working with respective faculty coordinators to address challenges and progress toward goals of the project.

If you would like to discuss the possibility of AQIP’s providing you with help to stimulate progress on this Action Project, explain your need here and tell us whom to call, and when.

No help is needed at this time.