

Start of the Academic Year 2012-2013

New Cycle Program Learning Outcomes Plan Template

Please use this form as you begin your planning cycle for the up-coming Academic Year. You will want to connect this work to the plan from the prior year and the long-term plan for your program. Please only fill out the sections relevant to your program. You do not have to fill out all sections of this form.

Please return by **October 1st** to Jessica King: jking84@valenciacollege.edu

Please send questions to Laura Blasi, Director, Institutional Assessment lblasi@valenciacollege.edu

How this relates to your Program Improvement Plan: This “new cycle template” is where you and your colleagues describe the next phase of your plan to be accomplished in the 2012-2013 Academic Year. Use this template to describe what you plan to do to implement the plan for improvements (identified in spring of 2012) over this upcoming year and write out the next program outcome you and your colleagues will assess and your plan for accomplishing this over the next year.

Academic Program / Discipline Area (for General Education) or Co-Curricular Program Area:

1. What is your program name? **Office & Medical Office Administration**
2. Does this academic year’s improvement plan (2012-2013) build on your work from last year (2011-2012)? If so, how... (1-2 sentences) **Yes. It will improve the Check Sheets and directions given to students. It includes more instruction on formatting.**

Planning Team Leader(s) ¹	Campus	E-mail Address	Phone Extension	Mail Code
Betty Wanielista	East Campus	bwanielista@valenciacollege.edu	2347	3-25
Marie Howard	West Campus	mhoward@valenciacollege.edu	1423	4-32
Coleen Jones	Osceola Campus	cjones3@valenciacollege.edu	4851	6-3
Planning Team Members ²	Campus	E-mail Address	Phone Extension	Mail Code

¹ Planning Team Leaders assume the responsibility for coordinating activities associated with the expectations for the design, approval and implementation of Assessment Plans.

² Planning Team membership, whenever possible, should reflect the ***Principles for selection of members for assessment plan work teams***. For faculty teams the principles include: College-wide representation where possible; Full-time faculty from the respective program / discipline (tenured, tenure track, and non-tenure earning 4 / 8 / 10 month faculty); Adjunct faculty when an adequate number of full-time faculty do not teach in the program / discipline; Faculty from both disciplines or programs when an outcome is assessed in two programs or a program other than the primary discipline. For plans developed in Student Affairs planning teams should include the following: College-wide representation where possible; Staff from the targeted program area; Part-time Student Affairs professionals when an adequate number of full-time staff do not work in the targeted program area; Faculty / staff from other program / discipline areas working on the same or similar outcomes; Student representation when possible.

Learning Outcomes and Performance Indicators

Academic Program / Discipline Area (for General Education) or Co-Curricular Program Area: N/A	
Major finding from last year and related change, if any: Students did not do well in creating letters. As a result, directions have been revised and the check sheet has been revised to better this assignment. The other check sheets have been revised in hopes of better assessing student's work along with directions.	
Services needed as a result of the finding (Student Learning Support, Faculty Development, etc.): None	
Targeted Program Learning Outcome(s) (PLOs) for this year:	
Is this a different outcome from the one reported last year? (yes /no) No	Targeted Course(s), Co-Curricular Program or Student Activity associated with the Academic Program:
Does this assessment for this year apply to more than one PLO? (yes /no)	
National Standard(s): (This could be specific to your field or focused on overall undergraduate competencies from a national organization. Contact Laura Blasi for examples / ideas. lblasi@valenciacollege.edu)	
Performance Indicators for the Program Learning Outcome(s) selected:	Targeted Outcome(s) within the Course(s), Co-Curricular Program or Student Activity identified above:
	Performance Indicators for Outcome(s) within the Course(s), Co-Curricular Program or Student Activity selected:
Prediction (Given what you know about your students, how you expect them to perform? What do you expect to see? You will be able to compare your beliefs to the results that you receive at the end of this assessment cycle) The students will do better performing this assessment. This is a result of better directions, instruction/practice and better Check Sheets.	

Common Assessment – What assessment method (written assignment, speech, test, etc.)

will you use to assess student ability related to the program / course outcome(s) selected: Students will key in a Table, Report, Letter and Memo.

Description of the Proposed Common Assessment – Common assessments should be designed to ensure a balance between (1) the need for a consistency within the program in order to ensure comparable student artifacts and (2) the need for reasonable flexibility in order to encourage faculty judgment in the design and delivery of learning activities: This assessment is the same for all OST1100 classes. Individual instructors will determine the amount of instruction and practice each class needs. The individual instructors will do the evaluation using the Check Sheets.

What is the approximate number of students that you expect to assess? (Please indicate “Do not know at this time” if that is the case)

Approximately 150 students.

Implementation Process

Planning for Communication and the Collection of Student Artifacts / Data

1. **When will faculty seek or receive feedback on the design of the assessment, the rubrics, etc.? The faculty will receive the check sheets during the Spring Semester.**
2. **How will student artifacts or data associated with student performance be collected? The data will be collected in April. The assessment will be given the week before finals in April.**
3. **If student artifacts are to be collected based on a sample of students, what characteristics should the sample include? NA**
4. **What information needs to be communicated to students concerning the assessment process? The length of time the assessment will be allowed, what software being used and how it will be evaluated.**
5. **How will information about faculty / staff participation in the assessment project be communicated? Through email by lead faculty members.**

6. **Who will be responsible for coordinating the collection of student artifacts / data?** Lead faculty members.

7. **At what point in the academic year / semester will the student artifacts/ data be collected?** The last week of classes in April.

Evaluation of Student Artifacts and Analysis of Results: Understanding and Acting on the Impact of the Program (Program Level Assessment)

8. **When will student artifacts be assessed / evaluated?** May 2013.

9. **What is the expectation (if any) for student reflection / self-assessment (etc.) as part of this assessment?** Students will do better than last year and will be consistent within each class.

10. **Which faculty or staff from the program/discipline will evaluate student artifacts?** The three cochairs of the program.

11. **What training / preparation / information will faculty or staff need in order adequately assess / evaluate the student artifacts collected?** None, since the three cochairs teach this subject that is being assessed.

12. **When will the results / data associated with the assessment plan be analyzed?** May 2013.

13. **What training / preparation / information will faculty or staff need in order to analyze the results data associated with this assessment plan?** * None.

14. **Does this assessment relate to your assessment from last year (if so how...)? How is this assessment connected to your improvement plan?** This is the improved assessment.

15. **What additional sources of data might allow faculty / staff to better understand and act on the results of this assessment plan?**

16. **In order to ensure curricular and programmatic alignment, who else should be included in this conversation (e.g., General Education faculty)?**

Approval / Implementation Process

Activities Associated with the Approval / Implementation of Assessment Plans	Person Responsible	Target Completion Date	Actual Completion Date
Fall 2012/13 Meeting	Betty Wanielista, Marie Howard & Coleen Jones	August 23, 2012	August 23, 2012
<p>For thought (you do not need to answer...)</p> <ul style="list-style-type: none"> • Will current voter eligibility lists for the curriculum be used for any voting? • Will you have a group enroll in a related assessment methods workshop for credit or schedule your own sometime during the term? (See: http://valenciacollege.edu/faculty/development/coursesearch.cfm) • For A.S. programs – how does the 10/30/12 Viability meeting fit with your work? 			

Dean / Director Support

The Dean(s) / Directors (for Librarians, Counselors) responsible for supporting and promoting the work necessary for the implementation of the Assessment Plan need to indicate their support for the plan.

Dean Carin Gordon, East Campus Dean / Director East / Winter Park Campus	Signature
Dean / Director Osceola / Lake Nona Campus	Signature
Dean / Director West Campus	Signature

Sign In Sheet for Related Meetings

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Name	Dept.	Date	Event
Betty Wanielista	Business, IT & Public Sevices	August 23, 2012	Planning meeting
Marie Howard	Business, Behavioral & Social Sciences	August 23, 2012	Planning Meeting
Coleen Jones	Business, IT & Social Sciences	August 23, 2012	Planning Meeting