

Directions: Please fill in the 6 blue shaded items below with brief sentences – required for reporting to the Learning Council.

Save and Send Your Work...

To type in this form please “save” this file to your computer. Exit your e-mail. Open this file on your computer.

Select “save as” and rename the file to add your program and last name.

For example the file “...template” would be renamed and saved as “...template Subject Area Jones.” Save your work along the way.

Due Date: *Please e-mail your completed form by attaching it to an e-mail message and sending it to Jessica King (jking84@valenciacollege.edu) by Tues., May 15th.*

We will have attached this page from your original plan, please complete this only if your leadership team has changed.

| Academic Program / Discipline Area (for General Education) or Co-Curricular Program Area | | | | |
|--|--------|----------------|-----------------|-----------|
| Hospitality Management | | | | |
| Planning Team Leader(s) ¹ | Campus | E-mail Address | Phone Extension | Mail Code |
| | | | | |
| | | | | |
| Planning Team Members ² | Campus | E-mail Address | Phone Extension | Mail Code |
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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; Students representation when possible.

Please fill in the blue shaded areas with brief sentences. A second page is provided for longer comments.

These six items are required for the report to the Learning Council.

Documenting the Assessment Process

1. In a sentence or two, what did you do and who was responsible for coordinating the collection of student artifacts / data?
Instructors should make the Excel "Test Your Skills" assignments a requirement of the course and make completion a portion of the final course grade.
2. At what point in the academic year / semester were the student artifacts / data collected?
Excel exercises were collected during the Fall 2011 semester.

Improvement Plan and Use of the Assessment Results – Next Year's Cycle

3. What were your results? (Please e-mail the data when you submit this form if possible, for example rubric scores in an Excel sheet.)
All students who completed all or most of the assignments.
4. What are the changes / improvements you plan to make within the curriculum (targeted courses), co-curricular program, or student activity over the next year? (Please use the following page if you need more space for your response.)
Access to a computer lab/classroom should be required for the class. In addition, class time should be dedicated to guiding students through the assignments to facilitate an understanding of the utilization of Excel spreadsheets as an application required by this field of study. At the instructors' discretion, assignments should be collected weekly or at various intervals, such as four times a semester.
5. What changes, if any, will be made to the common course outlines, the catalog, etc.
No changes are needed.

Next Steps – Planning for Next Year's Cycle— Academic Year 2012-2013

6. What are your next steps – acting on the results? (These steps will guide others in the next cycle... moving the process forward.) If these steps include the development and implementation of a new assessment, include that information here. If you plan to change the current assessment or the program learning outcome that you focus on, you will want to do that here.
We will look at changes in curriculum that may include requiring an advance Excel class as a prerequisite to this course.

Please include the name of the person completing this page and your program:

***Jim Inglis
Craig Rapp***

Additional Space for Comments (Optional)

3) *If you have additional comments for the following question, please share them here:* What were your results?

4) *If you have additional comments for the following question, please share them here:* What are the changes / improvements you plan to make within the curriculum (targeted courses), co-curricular program, or student over the next year?

6) *If you have additional comments for the following question, please share them here:* What are your next steps – acting on the results? If these steps include the development and implementation of a new assessment, include that information here. If you plan to change the current assessment or the program learning outcome that you focus on, you will want to do that here.

