



STARK STATE COLLEGE
ASSESSMENT SUMMARY REPORT

Department/Division Business, Engineering, and Information Technologies Division	Chair/Dean Dr. Donald M. Ball, Dean
Degree Program(s)/Major(s)/Certificate(s) Industrial Technology Department: <u>Two Year Degrees:</u> <ul style="list-style-type: none">• INDUSTRIAL TECHNOLOGY• INDUSTRIAL TECHNOLOGY – INDUSTRIAL MAINTENANCE MAJOR• INDUSTRIAL TECHNOLOGY – ADVANCED MANUFACTURING TECHNOLOGY MAJOR• ELECTRICAL MAINTENANCE TECHNOLOGY• ELECTRICAL MAINTENANCE TECHNOLOGY – SOLAR ENERGY MAJOR• ENVIRONMENTAL WATER AND WASTEWATER TECHNOLOGY• HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY• AUTOMATION AND ROBOTICS TECHNOLOGY• INDUSTRIAL PROCESS OPERATION TECHNOLOGY• PETROLEUM INDUSTRIAL MECHANICS TECHNOLOGY• SHALENET PIPELINE TECHNICIAN• PETROLEUM TECHNOLOGY – PIPELINE TECHNICIAN MAJOR• PETROLEUM TECHNOLOGY – PRODUCTION TECHNICIAN MAJOR• PETROLEUM TECHNOLOGY – INSTRUMENTATION ELECTRONICS TECHNICIAN MAJOR• PETROLEUM TECHNOLOGY - MEASUREMENT & MECHATRONICS TECHNICIAN MAJOR <u>One Year Certifications:</u> <ul style="list-style-type: none">• CNC TECHNICAL• WELDING TECHNOLOGY• INDUSTRIAL MAINTENANCE• HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY• AUTOMATION AND ROBOTICS TECHNOLOGY• PREVENTIVE AND PREDICTIVE MAINTENANCE TECHNOLOGY• PETROLEUM INDUSTRIAL MECHANICS TECHNOLOGY• INDUSTRIAL PROCESS OPERATION TECHNOLOGY• PETROLEUM INSTRUMENTATION AND ELECTRONICS TECHNICIAN• PRODUCTION TECHNICIAN	Academic Year (20xx/20xx) 2021-2022

Career Enhancement Certificates:

- INDUSTRIAL TECHNOLOGY – CAD/CAM SPECIALIST (COMPUTER-AIDED DRAFTING/COMPUTER-AIDED MACHINING)
- INDUSTRIAL TECHNOLOGY – MECHANICAL DRIVE SYSTEMS
- INDUSTRIAL TECHNOLOGY – PRECISION MACHINING AND CNC PROGRAMMING
- GENERAL MIG, TIG, ALUMINUM, AND OXYFUEL WELDING
- INDUSTRIAL TECHNOLOGY – 3G WELDING CERTIFICATION EXAM PREPARATION
- INDUSTRIAL TECHNOLOGY – 6G WELDING CERTIFICATION EXAM PREPARATION
- INDUSTRIAL TECHNOLOGY – TITANIUM/STAINLESS STEEL WELDING
- ENVIRONMENTAL, HEALTH, AND SAFETY TECHNOLOGY – SAFETY – HEAVY INDUSTRY
- INDUSTRIAL TECHNOLOGY – BASIC INDUSTRIAL MAINTENANCE
- ENVIRONMENTAL, HEALTH AND SAFETY TECHNOLOGY – ENVIRONMENTAL REMEDIATION TECHNICIAN
- ENVIRONMENTAL, HEALTH AND SAFETY TECHNOLOGY – OSHA 40-HOUR HAZWOPER
- ENVIRONMENTAL HEALTH AND SAFETY – DEPARTMENT OF TRANSPORTATION (DOT) SAFETY CERTIFICATE
- HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY – HVACR TECHNICIAN (LEVEL 1)
- HEATING VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY – HVACR TECHNICIAN (LEVEL II)
- INDUSTRIAL TECHNOLOGY – BASIC ROBOTICS
- INDUSTRIAL TECHNOLOGY – AUTOMATION AND ROBOTICS SPECIALIST
- ENVIRONMENTAL, HEALTH AND SAFETY TECHNOLOGY – GREEN TECHNOLOGY ESSENTIALS
- ENVIRONMENTAL, HEALTH AND SAFETY TECHNOLOGY – ENVIRONMENTAL TECHNICIAN SUPERVISOR
- PETROLEUM BASIC INDUSTRIAL CORE
- PETROLEUM BASIC INDUSTRIAL PROCESS CONTROLS
- OIL AND GAS TECHNOLOGY – PETROLEUM BASIC INDUSTRIAL PROCESS OPERATION CORE
- OIL AND GAS TECHNOLOGY – RIGGING OIL AND GAS INDUSTRY
- OIL AND GAS TECHNOLOGY – WELDING TECHNOLOGY FOR GAS & OIL PRODUCTION
- OIL AND GAS TECHNOLOGY – LEASE OPERATOR
- SHALENET INSTRUMENTATION AND MEASUREMENT TECHNICIAN
- OIL AND GAS TECHNOLOGY – COMMERCIAL DRIVER'S LICENSE (CDL)
- NATURAL GAS AND OIL TECHNOLOGY SHALENET C1

Engineering Technology Department:

Civil ET, Civil ET – Architectural Major, Civil ET – Construction Management Major, Civil ET – Architectural Drafting CEC, Civil ET – Civil/Surveying CEC, Civil ET – Civil/Surveying Drafting CEC, Civil ET – Construction Materials Inspection CEC, Civil ET – Construction Technician CEC, Civil ET – Transportation Construction Inspection Level I CEC, Civil ET – Transportation Construction Inspection Level II CEC, Electrical/Electronic ET, Electrical/Electronic ET – Electro Mechanical Major, Electrical/Electronic ET – Electrical/Electronic Troubleshooting CEC, Electrical/Electronic ET – Industrial Controls CEC, Electrical/Electronic ET – Industrial Electricity and Electronics CEC, Mechanical ET, Mechanical ET – Design Major, Mechanical ET – Machine Design CEC, Mechanical ET – Mechanical Power CEC, Mechanical ET – Design Major – Advanced CAD CEC, Mechanical ET – Design Major – AutoCAD CEC, Mechanical ET – Design Major – Precision Gauging and Inspection CEC, Pre-Engineering Mechanical Engineering, Pre-Engineering Electrical Engineering, Pre-Engineering Civil Engineering, Electric Power Utility

Automotive & Transportation Department:

Automotive Technology AAS (2250)/GM ASEP AAS (2251)/ One Year Certificate Automotive (2256)/Comprehensive Automotive Cert (2257)/ASE Test Prep Cert (2258)/Automotive Aftermarket Vehicle Modification (2259)/Automotive Detailing (2260)/Automotive Maintenance and Light Repair (2261)/Automotive Transmission & Driveline (2262)/CAT Lift Truck (2263)/Honda PACT (2264)/Toyota T-TEN (2265)/Toyota T-TEN Electrical, Manual Transmission, HVAC (2266)/Toyota T-TEN Engine Repair, Engine Control, Automatic Transmission (2267)/Toyota T-TEN Electrical, Brakes, Steering & Suspension (2268)

Digital Media and Administrative Technologies Department:

3D Motion Graphics Technology, Administrative Office Professional, Computer Graphics Arts, Computer Graphic Arts – Photography, Digital Video and Media Technology, Judicial Court Reporting, Legal Assisting, and Music Production and Engineering

Computer Science and Information Systems Department:

Computer Engineering, Computer Science (including Video Game and Mobile Application Development Major, and 1-year Mobile Development Certificate), Computer Programming and Database (including Geographic Information Systems major, 1-year Geographic Information Specialist Certificate, and 1-year Database Systems Certificate), Computer Technology (Including Help Desk, 1-year Computer Maintenance and Desktop Support Certificate and 1-year Data Analytics Certificate), Web Design and Development (including 1-year Web Design Certificate), Computer Network Administration & Security Technology, Cyber Security and Computer Forensics

Management and Marketing Department:

Business Management (#2055)
Business Management-Health Services Option (#2060)
Business Management-Finance Option (#2061)
Business Management-Human Resources Option (#2062)
Business Management, KSU-BBA Option (#2067)
Business Management-Entrepreneurship Major (#2079)
Business Management-Culinary Arts Major (#2080)
Business Management-Sports Management Major (#2081)
Marketing and Sales Management (#2300)
Entrepreneurship One Year Certificate (#2071)
Entrepreneurship Career Enhancement Certificate (#2072)

Accounting and Finance Department:

Accounting – Corporate Major, Accounting – CPA Major, Bookkeeping One-Year Certificate, Enrolled Agent – One-Year Certificate, Fundamental Payroll – One-Year Certificate (inactivated), Accounting – Tax Major, Accounting – Computer Information Major, Accounting Services for Health Administration Major, Banking Associate – One-Year Certificate, Accounting – Forensic Accounting Major, Computer-Integrated Accounting – One-Year Certificate, Finance

The annual assessment summary report assists the College in documenting assessment progress and provides department chairs with assessment data needed to complete their academic program review. Department chairs will summarize information for the courses assessed in their department during the academic year. Chairs will forward their department summary report to their dean by June 3. Deans will summarize information for the courses assessed in their division and forward their division report to the Provost by June 24. The Provost will prepare an Academic Affairs' assessment report by July 22.

1. Briefly summarize the data that was collected related to each of the General Learning Outcomes and the plans for improvement if below 70%.

During the 2021 - 2022 AY the BEIT Division continued to review course content and assessments for the fall 2019 – spring 2023 assessment cycle. Faculty were provided training and/or refresher training to make sure they understood the process in order to determine areas of improvements for student learning. Any achievement level for any evaluation method that fell below the 70% minimum college standard was reassessed during the fall 2021/spring 2022 AY. Many of the courses that were assessed this academic year met the 70% or above GLO outcomes. Below are the five courses that fell below the 70% minimum college standard:

- AOT110
- JRC2104
- JRC2106
- ACC132
- ACC232

Some of the courses have been completely revised, new textbooks and technology have been implemented, and course objectives and general learning outcomes have been reviewed/revised where appropriate using Bloom's taxonomy.

We retired low enrolled programs and classes this past year as well.

1a. Courses assessed/total number of eligible courses in your department or division during this past academic year = $195 / 520 = 37.5\%$ (ex. $8 / 45 = 18\%$)

Eligible courses reflect all approved courses in your department/division, including courses with an effective date, during this academic year. Re-assessed courses should not be included in this section. Report re-assessed courses in 1b below. (Please provide numbers, including zero (0), in the blanks below. If not applicable, indicate with an NA.)

Faculty:	35 FT	43 Adjunct		
Modality:	264 F2F	21 W2	71 W3	10 W4
Campus:	141 Main	161 Satellite	13 College Credit Plus	0 Early College 59 Online

Time:	79 Day	20 Evening	0 Weekend	43 Online
1b. Courses re-assessed/total number of eligible courses in your department or division = 2/520 = .003% (ex. 8/45=18%) (Please provide numbers, including zero (0), in the blanks below. If not applicable, indicate with an NA.)				
Faculty:	2 FT	0 Adjunct		
Modality:	1 F2F	0 W2	1 W3	0 W4
Campus:	1 Main	0 Satellite	0 College Credit Plus	0 Early College 1 Online
Time:	1 Day	0 Evening	0 Weekend	1 Online
1c. Programs, options, certificates affected by assessment/eligible programs, majors, certificates= 111/142 = 78% (ex. 1/3=33%)				
1d. Departments participating in assessment/eligible departments= 7/7 = 100% (To be completed by Deans ONLY) (ex. 4/4=100%)				
2. List the evaluation methods used to evaluate the GLOs and PLOs. Refer to examples on the course assessment templates and in the assessment handbook available on <i>mystarkstate</i> .				
General Learning Outcomes (GLOs)			Program Learning Outcomes (PLOs)	
Critical Thinking Exercises	GLO 1, 3, 4, 5		Business Decision Making, Capsim Simulation	
Class Discussions	GLO 1, 2, 3, 4, 5, 6		Capstone Quizzes	
Tests	GLO 1, 2, 3, 4, 5, 6		Capstone Team Meetings	
Homework Assignments	GLO 1, 2, 3, 4, 5, 6		Capstone Final Marketing Plan	
Article review	GLO 1, 3, 5, 6		Strategic Plan	
Practical Exams	GLO 1, 2, 3, 4, 6		Annual Report and Presentation	
Standardized Exams	GLO 1, 2, 3, 4, 6		CompXM Exam	
Performance-based Assessments	GLO 1, 2, 3, 4, 6		Practicum	
Quizzes	GLO 1, 2, 3, 4, 5, 6			
Research Papers	GLO 1, 2, 3, 4, 6			
Discussion Forum	GLO 1, 2, 3, 4, 5, 6			
Review Assignments	GLO 1, 2, 3, 4, 5, 6			
Experience & Apply	GLO 1, 2, 3, 4, 5, 6			
Class Project	GLO 1, 2, 3, 4, 5, 6			
Presentation	GLO 1, 2, 3, 4, 5, 6			
Practical Projects	GLO 1, 2, 3, 4, 6			
Demonstration	GLO 1, 2, 3, 4, 6			
Case Study	GLO 1, 2, 4, 5, 6			

Exams	GLO 1, 2, 3, 4, 5, 6	
Production Evaluation	GLO 1, 2, 3, 4, 6	
Research Projects	GLO 1, 2, 3, 4, 6	
Essay/Written Assignments	GLO 1, 2, 3, 4, 6	
Written Products (including submitted drawings)	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4);	Capstone Projects
Cap Stone Experience	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global & Diversity Awareness (GLO5); Civic Professional and Ethic Responsibility (GLO6)	Capstone Projects
Oral Presentation	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global & Diversity Awareness (GLO5); Civic Professional and Ethic Responsibility (GLO6)	Capstone Projects
Juried Review and Performance	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global & Diversity Awareness (GLO5); Civic Professional and Ethic Responsibility (GLO6)	Capstone Projects
Chapter Exercises		Submitted CNASt APR (Fall 2021)
Chapter Tests		Submitted CP&DB APR (Fall 2021)
Discussion Postings		Submitted Computer Technology APR (Spring 2022)
Class Assignments		
Case Studies		

Participation		
Final Exams		
Final Projects		
Final Presentations		
Final Research Papers		
Attendance		
Chapter Tests and Exams	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Quizzes	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Research Projects	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Case Studies and Briefs	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .

Discussion Forums	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Team Research Paper	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
In-Class Team Presentations	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Online Assignments	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Homework Assignments	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .

Peer Evaluations	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Written Reports	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Class Discussions and participation	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Comprehensive Final Exam	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Accounting and Finance programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs. .
Practice Documents (keyboarding)	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Documents (keyboarding)	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.

Prescriptive Analysis	Effective Communication (GLO1) Information Literacy (GLO3)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Presentations	Effective Communication (GLO1) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Production progress checks	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Class discussions and participation	Effective Communication (GLO1) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Writing skills	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
In class activities	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Quizzes	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.

Tests and Final Exams	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Research assignments	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Case Studies	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Practice Documents (keyboarding)	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Documents (keyboarding)	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Prescriptive Analysis	Effective Communication (GLO1) Information Literacy (GLO3)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Presentations	Effective Communication (GLO1) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.

Production progress checks	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Class discussions and participation	Effective Communication (GLO1) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Writing skills	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
In class activities	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Quizzes	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Tests and Final Exams	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.

	Civic, Professional, and Ethical Responsibility (GLO6)	
Research assignments	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Case Studies	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Practice Documents (keyboarding)	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4)	PLO's are being reviewed for the Digital Media and Administrative Technologies programs for the 2019-2022 three-year cycle to ensure the methods of assessment align with industry standards and needs.
Exam	Quiz	
Test	Homework	
Laboratory Assignment	Attendance	
Classroom Participations	Hands-On Assessment	
Individual Project	Web Training	
Exams and Quizzes	Effective Communication - GLO1; Quantitative Literacy - GLO2; Critical Thinking - GLO4; Civic, Professional and Ethical Responsibility - GLO6	Demonstrate knowledge of theory and practice acquired through lectures, demonstrations, and laboratory practice
Attendance and Participation	Civic, Professional, and Ethical Responsibility - GLO6	Demonstrate and practice good work/employment habits
Homework Assignments	Effective Communication - GLO1; Quantitative Literacy - GLO2;	Demonstrate learned knowledge and practice

	Information Literacy - GLO3; Critical Thinking - GLO4	
Performance Based Assessments (Lab Assignments)	Effective Communication - GLO1; Quantitative Literacy - GLO2; Critical Thinking - GLO4; Civic, Professional and Ethical Responsibility - GLO6	Working Effectively in Teams Demonstrate safety and skill set being developed
Written Assignments (including submittal of drawings)	Effective Communication - GLO1; Information Literacy - GLO3; Critical Thinking - GLO4; Civic, Professional, and Ethical Responsibility - GLO6	Demonstrate proficiency in drawing interpretation, utilization, and implementation
Oral Presentations	Effective Communication - GLO1; Information Literacy - GLO3; Critical Thinking - GLO4;	Hands-on activities containing oral presentations and interactions demonstrating acquired skill sets
Capstone Experience	Effective Communication - GLO1; Information Literacy - GLO3; Critical Thinking - GLO4; Civic, Professional, and Ethical Responsibility - GLO6	Understanding and Diagnosis applications in coursework. Completion of certifications.

3. Include evidence of students achieving or not achieving the learning outcomes. List each course assessed and re-assessed with the GLOs for each course including the complete data and percentages.

Course Assessed or Re-Assessed	GLO1: Effective Communication	GLO2: Quantitative Literacy	GLO3: Information Literacy	GLO4: Critical Thinking	GLO5: Global & Diversity Awareness	GLO6: Civic, Professional, & Ethical Responsibility
TOTAL	92%	89%	86%	90%	93%	90%

4. Outline and summarize the action plans that have been developed to improve student learning based on the evidence for this year.

Each department continually reviews and monitors each course and program to ensure student learning outcomes are achieved. In addition to improvement plans for the various methods of evaluation, improvement strategies for course sequencing/alignment, tutoring, advising, communication, training of faculty, and early intervention are discussed, reviewed, updated and/or implemented.

Many of the course offerings for the academic year that were assessed exceeded the criteria for student learning outcomes. However, there were five courses that fell below the 70% criteria; therefore, we will continue to improve learning outcomes by following the guidelines below in areas specifically where reassessment occurs.

- Instructors will reinforce key concepts from prior classes to improve student learning outcomes.
- Instructors will provide appropriate support materials on Blackboard and take advantage of web-based resources from publishers including videos and online applications of concepts.
- Online instructors will encourage better student advising regarding the rigors of and discipline and time-commitment required of web-based classes. They will also increase the use of video and audio-based learning within W2, W3 and W4 sections and continue to encourage students to take advantage of those resources.
- Instructors with assessment methods that fall below the minimum requirement will place more emphasis on the key concepts contained in the applicable sections of the course and continue to evaluate specific testing and assignments to be sure the key concepts are being practiced and explained.
- Instructors will emphasize to students the availability and benefits of utilizing our tutoring center, both in person and online in Zoom.
- We will continue to reevaluate the validity of test and quiz questions and problems to be sure they are relating closely to instruction provided.
- Re-assignment, re-organization, and facilitation of assignments for many courses to utilize strengths of our newer full-time faculty and existing full-time faculty.
- Faculty will continue to review the GLO's, PLO's, and SLO's as well as review the methods of evaluation of all the department's courses.
- Additional formula review/practice, and virtual flashcards will be added.

Courses will continue to be reassessed on a regular basis for continuous improvement purposes.

5. What steps did you take to ensure shared responsibility from faculty/staff/students/advisory boards/etc. for student learning and assessment of student learning?

We are continuing the practice of Department Chairs requiring faculty to evaluate their course/courses assessment and to review their plans for improvement that they identified on the course assessment forms from previous semesters/cycle. They are also instructed to re-assess any method of evaluation that fell below the minimum standard and report the achievement level. Chairs were asked once again to mentor and instruct any adjuncts that were teaching a course that needed to be assessed or reassessed during the 2021-2022 AY.

All Master and Class syllabi are housed on the "G" drive for easy access to full and part-time faculty. One-on-one sit down mentoring is available for full-time and part-time faculty to assure full understanding and compliance with the required assessment form completion. This aids in accurate reporting. Advisory committees meet to discuss course offerings and any proposed changes. Student attendance is always documented to help ensure student success through mentor/faculty interaction with students.

Department specific:

- Full-time faculty have continued to mentor adjunct faculty in the assessment process and implementation.
- Course assessment instructions and reminders are given to both full-time and adjunct-faculty each semester.
- All Master and Class syllabi are housed on the “G” drive for easy access to full and part-time faculty.
- One-on-one sit down mentoring is available for full-time and adjunct faculty to assure full understanding and compliance with the required assessment form completion. This aids in accurate reporting.
- Documented student attendance to help ensure student success through mentor/faculty interaction with students.
- Faculty have continued to implement new testing procedures to better evaluate student comprehension.
- Faculty have been participating in focus groups to evaluate and rearrange classroom activities for better student engagement.
- Full-time faculty evaluated/re-evaluated their Blackboard templates for courses to see where potential improvements may be needed utilizing the standards supplied by the E-Learning Department.
- Advisory Board members have been advised of the assessment process, and will continue to be updated on progress at each meeting.

6. Identify the steps you plan to take to improve the effectiveness of the efforts to assess and improve student learning for next year.

Steps for Improvement	Resource(s) Needed
Review the outcomes of faculty’s student success goals (addressed on Performance Evaluations).	Meet with faculty throughout the year to review the progress they are making on their goals and assess if additional resources are needed.
Encourage faculty attendance at Best Practices workshops and professional development opportunities.	Funding for off-campus professional development opportunities.
Track enrollment and retention data to measure the effectiveness of action plans from current and past assessment periods.	Access to reports in ARGOS.
Make tutoring available for students taking BEIT courses	Qualified Tutors
Bi-weekly department meeting	NA
Blackboard and Banner training	E-Learning/SSC Instructional and videos available, CMS
Software Updates/New Purchases	Funds allocated for the purchase of upgrades and new licenses – improvements to lab hardware and keeping current with all software
Revision of assessments/assignments	NA
Research additional/best practices of student engagement	NA

Revisions to General Learning Outcomes	NA
Implement technology in the classroom where possible to increase student success	Potential funds for purchasing these tools - improvements to labs, hardware, and software relating to new technologies
Discuss Assessment in Department Staff Meetings	N/A
Discuss Assessment in Advisory Board Meetings	N/A
Review syllabi at the beginning of each semester to ensure alignment of GLOs with course objectives and methods of evaluation	N/A
Continued mentoring of Adjunct faculty by Full-time faculty for consistent content, resources and delivery methods across all sections of each course and within the department.	N/A
Add additional review of material covered in previous courses	N/A
Creation of new homework assignments and revisions to existing homework assignments	N/A
Evaluation of and revisions to material and subjects covered in the classroom, demonstrate more in-class exercises	N/A
Implement additional small group work to reinforce concepts	N/A
Continued assessment training, including Academic Program Review training for all faculty, including Adjuncts	N/A
Conduct department "best practice" meetings (including adjunct and college credit plus instructors each semester)	NA
Development of course coordinator checklist and duties to ensure the methods of evaluation align with the GLOs.	NA
Continue to development master courses for key courses in the department. This is continually updated each semester.	NA
Monitor a newly developed advising guideline to ensure proper placement of students.	NA
Add supplemental teaching material to assist with homework	NA
Lab Book review and update	Focus Groups/Curriculum Meetings
PowerPoint review and update	Focus Groups/Curriculum Meetings

Tool and equipment needs assessment	Focus Groups/Curriculum Meetings
Course accessibility. Review all course modality options	Focus Groups/Curriculum Meetings
Revised advising format to ensure student success	Focus Groups/Curriculum Meetings