Annual Department Report

Computer Applications Department
Computer Applications Technology 108/109

Document Prepared By:
Timothy Koets

Year of Report
2011 – 2012
Please describe in detail your accomplishments for this past year for both your degree and certificate program. Your 2011-2012 Departmental goals are included on page 4. Data to support your information is required. This report serves to combine both Perkins reporting and year-end departmental planning.

**Accomplishments**

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**Curriculum**

1. **CARP Updates**

   Please list the courses for which you updated or plan to update the CARP during the 2011/2012 academic year:

   CO152, CO155, CO156, CO145, CO146, CO162, CO170, CO224, CO230, CO233

   Please list the courses for which you plan to update the CARP during the 2012/2013 academic year:

   CO140

2. **Program/Curriculum Changes**

   Document the following for the 2011/2012 academic year. If something does not apply, indicate N/A:

   - New, revised or discontinued courses: None
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - New, revised or discontinued programs: N/A
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - New, revised or discontinued certificates: None
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - New, revised or discontinued degrees: No
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - Courses or Programs approved for online: No
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - Highlight any new or exciting curricular or co-curricular activities within courses or programs: None
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - List any courses for which a Service Learning component has been added: None
     PERKINS PROGRAM IMPROVEMENT PROJECT? No

   - List and new articulation or transfer agreements that have been developed: None
     PERKINS PROGRAM IMPROVEMENT PROJECT? No
PERKINS REPORT COMPONENT: Describe the contributions of the Advisory Committee to program/course improvements: S:\School of Workforce Development\Workforce Development\PERKINS\Advisory Committees-2011-12\Computer Applications

None

PERKINS REPORT COMPONENT: Discuss any work that has been done on a Program of Study. What are the outcomes of this work and next steps? None

PERKINS REPORT COMPONENT: Summarize program/course improvements not mentioned above: None

3. Faculty & Staff

Describe any faculty & staff accomplishments: None

List any awards, presentations, publications: None

PERKINS REPORT COMPONENT: Describe any professional development activities for faculty or staff within your department that contributed to program and curriculum development and/or revisions? None

Describe any faculty/student advising that occurred. Does this work relate to the departmental plan? Was this work effective? Faculty conducted student advising, which was effective since the students took the appropriate courses or changed degree programs based on advising advice given.

PERKINS REPORT COMPONENT: Describe how EOL/Release time positions have contributed to your program outcomes? Not Applicable

4. Department

Provide an update on any accreditation activities or plans. Do you plan to pursue accreditation? None

Describe any new department/program specific partnerships or grants: None

Describe any department/program projects or initiatives not previously mentioned: None

Goals

A. 2011-2012 Goals

List the 2011-2012 goals here along with a progress update for each:

Computer Applications certificate:

1. More clearly define the program on the department web site so that students better understand the jobs associated with this certificate.

Ron Higgins put together a revised program description and presented it to the Department on our April 2012 staff meeting. The proposed description has been posted on our CO organization site in Blackboard. After our faculty review the statement, our plan is to put the update out on the departmental web site. This work will be accomplished over the Summer of 2012.
B. **2012-2013 Goals**

List 2012-2013 goals here:

As part of our Program Review, we will begin an assessment that considers:

1. If CO101, CO110, CO155, and CO156 – critical courses in the program to gauge success – are sufficiently equipping the students with the skills they need in the two programs.

In addition to this work, we need to address:

1. Whether we need a separate certificate and degree program
2. Why CO105 or CO205 are accepted for the certificate and only CO105 is listed for the degree.
3. If we should modify the CIP code from 11.0201 to 11.0601 for the programs.

C. **2012-2013 Perkins Request Form:**

Please complete the 2012-2013 Perkins request form as necessary/appropriate given your stated goals.

Please attach the Perkins Curriculum Development Projects Excel Spreadsheet to this report (separate email attachment is fine)

No request made

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**Program & Curriculum Assessment**

Please report on outcomes separately if program has both an Associates Degree and a Certificate

A. **2011-2012 Assessment**

This year all departments and programs are writing Program Outcomes, Program Learning Outcomes, and choosing an Assessment Project to work on. You should have received the template for reporting this information from Patti Trepkowski. This form is also included on the next page for your convenience. You can simply cut and paste the Program Outcomes & Assessment grid that you will be sending to Patti once it is finalized (replace the blank grid on the next page with your completed grid).

B. **Other Assessment Activities**

Please describe any other assessment activities in which this program was involved this year.

None

C. **Program Outcomes/Perkins Core Indicator related projects**

List and describe your 2012-2013 improvement projects here and describe what core indicators/program outcomes they will improve. S:\School of Workforce Development\Workforce Development\PERKINS\CORE INDICATOR LEVELS\October 2011\Computer Apps\Computer Apps

Luann Keizer developed a plan to improve Program CORE indicators by examining data that includes student enrollment, assessment, and completion. The results of her work, once presented, will be used in 2012-2013 to determine what improvement projects should be undertaken for this program.
# 2011-2012 Program Outcomes and Assessment Report Form

Use this form to compile the Program Outcomes, Program Learning Outcomes, and Assessment Project description and methods.

When you have completed your planning, fill out the following form and email it to ptrepkowski@grcc.edu.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Outcomes</th>
<th>Student Learning Outcomes at the Program Level and Associated ILOs</th>
<th>Assessment Project</th>
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</table>
| Computer Applications Technology Certificate [108] | 1. Provide students with the courses needed to use computers and software (word processor, spreadsheet, web browser, and slides) in the business environment in order to obtain employment in that environment without a degree credential. 2. Provide students with the courses needed to use computers and software (word processor, spreadsheet, web browser, and slides) in the business environment in order to supplement their existing skills and knowledge. | 1. Create meaningful and accurate office documents, spreadsheets and presentations. (Critical Thinking ILO) 2. Be able to revise office documents, spreadsheets and presentations that were created by someone else. (Critical Thinking ILO) 3. Communicate effectively with co-workers in person and in writing (Communication ILO) 4. Interact in a professional and effective manner with individuals of varying cultural and social diversities (Social Responsibility ILO) 5. Develop timeliness, reliability and organizational skills demonstrated by regular attendance and participation in class. (Students who have poor attendance patterns rarely complete this program) (Personal Responsibility ILO) | Student Learning Outcome/ILO to be assessed:  
Create meaningful and accurate office documents, spreadsheets and presentations. (Critical Thinking ILO)  
Assessment Project Description:  
This project will determine if CO101, CO110, CO155, and CO156 – the courses that satisfy the outcome listed above – are successfully meeting the student learning outcome described above.  
Assessment Methods:  
To determine student success, we will begin by determining the pass rate of these courses. We will then examine the CARPs and course material of instructors who teach the course to see if the program and student learning outcomes are being adequately met. Success will be determined by asking industry contacts if the course materials are sufficiently equipping students for employment. This data |
3. Complete some of the courses required for an Associates Degree in Computer Applications Technology (109). will be collected and used to evaluate the courses. The outcome of the assessment will be used to improve the courses in the programs in order to improve them for students, transfer institutions, and employers.

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| **Computer Applications Technology Degree (AAAS) [109]** | 1. Provide students with the courses needed to use computers and software (word processor, spreadsheet, web browser, and slides) in the business environment in order to obtain employment in that environment. | 1. Create meaningful and accurate office documents, spreadsheets and presentations. (Critical Thinking ILO) 2. Be able to revise office documents, spreadsheets and presentations that were created by someone else. (Critical Thinking ILO) 3. Communicate effectively with co-workers in person and in writing (Communication ILO) 4. Interact in a professional and effective manner with individuals of varying cultural and social diversities (Social Responsibility ILO) | **Student Learning Outcome/ILO to be assessed:**  
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<td>Develop timeliness, reliability and organizational skills demonstrated by regular attendance and participation in class. (Students who have poor attendance patterns rarely complete this program) (Personal Responsibility ILO)</td>
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<td>Material of instructors who teach the course to see if the program and student learning outcomes are being adequately met. Success will be determined by asking industry contacts if the course materials are sufficiently equipping students for employment. This data will be collected and used to evaluate the courses. The outcome of the assessment will be used to improve the courses in the programs in order to improve them for students, transfer institutions, and employers.</td>
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