Annual Department Report

Computer Applications Department
*Digital Pre-Press 135/136*

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

Curriculum

1. CARP Updates

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

CO205, CO120, CO122, CO152, CO162, CO252, CO254, CO262, CO279

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

CO105

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:

No goals directly linked to Digital Pre-Press as reported in SWD Goals 2011-2012. Please address what was accomplished in this certificate and degree program.

B. 2012-2013 Goals

List 2012-2013 goals here:

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

1. Examine CO152 and CO252 to see if (a) they integrate properly without any gaps or needless redundancy, and (b) if CO152 covers enough material and is being taught with the right tools and techniques.
In addition to this work, we need to address:

2. Whether we need a separate certificate and degree program
3. Whether or not we want to modify the CIP code for the degree.

C. 2012-2013 Perkins Request Form: [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

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\Digital Pre-Press](#)

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>
2. Provide students with courses necessary to build knowledge and further skills in the digital printing field.  
3. Complete some of the courses required for an Associates Degree in Digital Prepress (145).  
4. Complete some of the courses required for an Associates Degree in Computer Applications Technology (109). | 1. Communicate with others by creating clearly written advertising and business communications. (Communication ILO)  
2. Understand the print production process (Critical Thinking ILO)  
3. Produce the highest-quality printed output from screen development. (Critical Thinking ILO)  
4. Identify and use best software for optimal results at each stage of the prepress process. (Critical Thinking ILO)  
5. Work with print providers to quote and preflight final project files. (Communication ILO)  
6. Effectively interact with individuals, including buyers and vendors, of diverse social, cultural and ethnic backgrounds. (Social Responsibility ILO) | Student Learning Outcome/ILO to be assessed: 
Identify and use best software for optimal results at each stage of the prepress process. (Critical Thinking ILO) 
Assessment Project Description: 
This project will examine CO152 and CO252 to see if (a) they integrate properly without any gaps or needless redundancy, (b) if CO152 covers enough material and is being taught with the right tools and techniques, and (c) whether the courses are successfully meeting the student learning outcome listed above. 
Assessment Methods: 
We will then examine the CARPs and course material of instructors who teach the courses 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
7. Develop timeliness, reliability and organizational skills demonstrated by regular attendance and participation in class. (Personal Responsibility ILO) 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.

2011-2012 Program Outcomes and Assessment Report Form

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| **Computer Information Systems – Digital Prepress (145) Degree** | 1. Provide students who complete an AAAS degree the skills needed to successfully seek employment in the digital printing field. | 1. Communicate with others by creating clearly written advertising and business communications. (Communication ILO) | **Student Learning Outcome/ILO to be assessed:**  
Identify and use best software for optimal results at each stage of the prepress process. (Critical Thinking ILO) |
|                                  | 2. Provide students who complete an AA degree the ability to transfer to a university to seek a degree in the digital printing field. | 2. Understand the print production process (Critical Thinking ILO)                                                                 | **Assessment Project Description:**  
This project will examine CO152 and CO252 to see if (a) they integrate properly without any gaps or needless redundancy, (b) if CO152 covers enough material and is being taught with the right tools and techniques, and (c) whether the courses are successfully meeting the student learning outcome listed above. |
|                                  | 3. Provide students who complete an AA                                                                 | 3. Produce the highest-quality printed output from screen development. (Critical Thinking ILO)                                      | **Assessment Methods:**  
We will then examine the CARPs and course |
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<td>degree the ability, through transfer, to obtain an advanced degree employed in the printing industry.</td>
<td>publication. (Critical Thinking ILO)</td>
<td>material of instructors who teach the courses 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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<td>6. Work with print providers to quote and preflight final project files. (Communication ILO)</td>
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