College Action Project Worksheet for NEW CAP Projects – August 7, 2015 Update

CAP: 1.4.1

Champion: Katie Daniels

1. Proposed CAP Team Members:

    Patti Trepkowski, Bill Faber, Paula Sullivan, Raynard Ross, Scott Matteson
    (currently seeking out participation from faculty)

2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

    The purpose of this project is to develop and implement a system wide plan to assess student learning, which meets the expectations of HLC, aligns with the New Leadership Alliance for Student Learning and Accountability standards, and includes all existing GRCC requirements; to integrate existing GRCC assessment practices (assessment of Institutional Learning Outcomes, Program Learning Outcomes, and Course Learning Outcomes for curricular and co-curricular experiences) into a comprehensive system; and to ensure the sustainability of the GRCC assessment practices

3. Describe the **goals** of this Action Project (in 100 words or fewer) (Wildly important goals)
    a) Develop an institutional system for assessment of student learning
    b) Align current practices with the New Leadership Alliance for Student Learning and Accountability standards
    c) Evaluate effectiveness of current assessment of Program Learning Outcome strategies and make changes as deemed necessary
    d) Develop/enhance the capacity of faculty and administrators at GRCC to engage in assessment to enhance sustainability

4. What **measureable criteria** will be used to determine this project's success? (Lead measures)

5. Please provide the results of your lead measures to date (either tables or charts) (Compelling Scoreboard)
        Not Available

6. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
        End #2: Workforce Pathways
        2 - GRCC workforce student performance against state standards (Perkins) (Direct)
        3 - GRCC student performance on state/national certification exams (Direct)

7. What **personnel resources** will be required to deliver the project successfully?
   Meeting time of Assessment of Student Learning Steering Committee

8. What **additional resources** will be required to develop and/or sustain the project?

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies	$500	Assessment resources- Assuring Quality: An Institutional Tool for Excellent Practice in Student Learning Outcomes Assessment Other publications, as necessary	Will seek STL funds
Training	Approx $6-8,000	Conference travel and attendance	Will seek SLT funds
Equipment/ Software			
Other			
TOTAL Cost Estimate			

9. Will this project require any **additional budget dollars** for the 2015-16 academic year that have not already been secured?   TBD   XNO   ___ Yes

   If yes, please describe briefly:

10. Please provide an update on the activities from your spring report:

Month	Activity	Person Responsible	Current Status
July, 2014	Development/finalization of the team membership.	Katie Daniels	Complete
August, 2014	Creation of project timeline and activities.	Katie Daniels	Complete
September,		Katie Daniels	Complete

2014	First team meeting.		
October, 2014	Review of current assessment practices and association/alignment with HLC expectations.	CAP Team	Complete
November, 2014	Finalize review of current assessment practices and association/alignment with HLC expectations.	CAP Team	Complete
January-April, 2015	Begin creation of institutional assessment plan to be implemented Fall 2015.	CAP Team	Complete
May/June , 2015	Continue with creation of institutional assessment plan to be implemented Fall 2015. Finalize institutional assessment plan to be implemented Fall 2015. Identify longer term advisory team for assessment. Identify additional CAP team members based on the structure identified. Identify capacity building needs and activities. Identify implementation needs for Fall 2015.	CAP Team	Work plan for 2015-2016 complete. CAP administrators have been identified, faculty in process of being invited.
June, 2015	Develop infrastructure for assessment (WEAVEonline), training materials, etc.	Curriculum Office	In progress
July, 2015	Develop infrastructure for assessment (WEAVEonline), training materials, etc.	Curriculum Office	In progress

11. Please provide a 12 month workplan for 2015-16:

Month	Activity	Person Responsible
July, 2015		

August, 2015	Review of FPE expectations & resources for assessment	CAP Team
	Revision of the Assessment Planning & Reporting Guide for faculty	
	Development of Associate Dean Checklist for FPE Assessment Projects	
	Delivery of Faculty Development opportunity in assessment: Understanding Teaching Effectiveness and Assessment Projects session through the Center for Teaching Excellence	Katie
	Finalization of 2015-2016 work plan	Patti/Katie
	Present 2015-2016 work goals for CAP team to ProDeans.	
September, 2015	Finalization of Associate Dean membership for CAP team	Katie/Patti
	Delivery of Faculty Development opportunity in assessment: Understanding Teaching Effectiveness and Assessment Projects session through the Center for Teaching Excellence	Katie
	Review of WEAVEonline capabilities/functionality	Katie/Kristen
	Career/Professional (only)- Develop methodology (work in conjunction with CAPS 2.1.1, 2.1.2) to incorporate industry standards and feedback into the development & Program Learning Outcomes.	Katie/Mark C./Julie P.
October, 2015	Attend the IUPUI Assessment Institute	Interested CAP and General Education Team members
	Weaveonline Set-Up	Katie/Kristen
	Career/Professional (only)- Develop methodology (work in conjunction with CAPS 2.1.1, 2.1.2) to incorporate industry standards and feedback into the development & Program Learning Outcomes.	Katie/Mark C./Julie P.
	Meeting to create plan for the following work for the year: ***Program Learning Outcomes: Co-Curricular***	

	Programs- Assessment team to define co-curricular programs and then develop a plan for the assessment of general education outcomes. *General Education Outcomes-* General Education Team to develop a plan for the assessment of general education outcomes *Institutional Learning Outcomes-* Assessment Team to determine oversight and strategies	
November, 2015	Finalize Faculty membership for Assessment Steering Committee WEAVEonline Set-Up Career/Professional (only)- Develop methodology (work in conjunction with CAPS 2.1.1, 2.1.2) to incorporate industry standards and feedback into the development & Program Learning Outcomes.	Katie/Patti Katie/Kristen Katie/Mark C./Julie P.
December, 2015	WEAVEonline Set-Up WEAVEonline Demonstration- ProDeans	Katie/Kristen Katie/Patti
January 2016	WEAVEonline- Department/Faculty Training Development	TBD
February 2016	WEAVEonline- Department/Faculty Training delivery	TBD
March 2016	WEAVEonline- Department/Faculty Training delivery	TBD
April 2016	TBD	
May 2016	TBD	
June, 2015	TBD	
July, 2015	TBD	

12. When will your Team meet? Please provide **Team meeting dates** for August 2015 to June 2016 (Create a Cadence of Accountability)
NOTE 1: We highly recommend that your team meets, at minimum, one time per month. You are encouraged to find ways to communicate within your team between scheduled meetings, perhaps weekly.

NOTE 2: If you choose to hold Team meetings on the SLT meeting dates immediately following SLT, lunch and a meeting space will be provided for your team

I am going to plan to meet every three weeks. We have already had 2 meetings with the general team and Julie, Mark, and I have already had three meetings.