GRCC College Action Project Update
Due to SLT Exec Council: August 1, 2013

Project Title: Develop and Implement a new model of Program Review based on program learning outcomes. (5.3.2)
Champion Name: Patti Trepkowski

August 1 Update Questions

**NOTE: All current CAP projects are scheduled to be completed by July, 2014.**

The Champion’s responses should be direct and factual to provide a clear picture of its progress, accomplishments, and challenges.

1. Describe the past accomplishments and the current status of this Action Project since August of 2012. Describe any changes to your implementation plan that you have made this year. Describe concrete achievements: meetings, data gathered and analyzed, plans made or implemented, changes in processes, and measured results. If your team hasn't made expected progress, explain why things are moving slower than planned. If you implementation plan has changed, please describe why.

The following programs did Academic Program Review during the 2012-13 year. All program reviews have been submitted.

**Culinary:**
1. Culinary Arts
2. Baking & Pastry
3. Culinary Management
4. Personal and Private Chef

**Business and Business Services Programs:**
5. Accounting
6. Business Administration
7. Office Administration
8. Entrepreneurship
9. Management & Supervision

**Retail and Marketing**
10. Fashion Merchandising
11. Marketing/Certificate

**Health – Nursing and Allied Health**
12. Occupational Therapy Assistant

**Automotive**
13. Automotive/certificate
14. Automotive Technician - JT

Trepkowski – August 1, 2013
Other accomplishments of 2012-13

- The first year of Academic Program review was evaluated by Deans and by the Programs who did the review. The results of this evaluation were used to make improvements to the process which included:
  - Using a question format in the form to clarify the analysis required in the process.
  - Better defining and more clearly presenting the data to be used by the programs
  - Offering workshops on transfer and data analysis to facilitate program’s work on those sections.
  - Including course success data for SWD programs
  - Incorporating the department year end report into the Academic Program Review process
  - Working with student services/co-curricular programs on student learning outcomes assessment.
- The items from the Follow-up Action Checklists were combined into a report and support offices followed up with programs to work on the needs they identified.
- A report was created that summarized the Program Student Learning outcomes assessments done by the 11-12 APR programs.
- Two lunch meetings were held with the 2011-12 Program Review faculty sharing their learning with the current year’s APR programs.
- Two meetings were held with faculty and the English department head to develop a plan to support writing in the discipline – a need identified in the 11-12 reviews.
- Program review data from the 11-12 reviews was entered into WEAVE online.
- 11-12 Program reviews were posted to the curriculum web site.
- The GRCC Curriculum Model was developed and approved – this clarifies the types of programs we offer and will allow further customization of the APR process by program type.

2. Describe the next steps for this Action Project for 2013-14
   Be specific about the next critical steps planned to move the Action Project ahead for next year. In many cases you will need to assemble your team and develop a Work Plan that you all agree on. This plan should be detailed as to guide your team’s activities for the next year.
Focus this year: tracking impact of APR; follow-up on assessment; individual, departmental and interdisciplinary learning and sharing opportunities related to APR; partner with IRP to organize department/program data, and to provide data on time and in usable format for department analysis; phase 2 WEAVE implementation; coordination with Deans and ADs across the college; incorporating the Program of Study methodology into the Program Review process.

**Calendar of Work**

**July**
- Create summary report of Follow-up Action items from 2012-13 APRS.
- Create summary report of Assessment projects from APRs and Year End Reports.
- Enter 2012-13 APR and Yearly report data in WEAVEonline
- Track impact, accomplishments of 2011-12 APR and create final report.
- Coordinate with IRP to gather and organize data for 2013-14 APR and Year End Reports.
- Academic Administrators evaluate the 2012-13 APR and Yearly Report process.

**August**
- Finalize data for 2013-14 APR and Year End Reports.
- Survey Faculty about 2012-13 APR and Yearly Report process.
- Do Teaching and Learning Quality Model Report to Deans Council

**September**
- Schedule presentation sessions for last year’s APR programs
- Schedule meetings with 2013-14 APR programs
- Follow-up on assessment project plans
- Schedule curriculum mapping/curriculum planning work
- Support APR programs
- Bring student curriculum code assignment issue that had been identified in the 11-12 APR to the Curriculum Operations Support Team – this work will be part of ISIS Action Project #1 – Implement the Infrastructure to Support a College-wide Curriculum Model

**October**
- Hold kick-off meeting for 2013-14 Academic Program Reviews
- Support APR programs
- Support Assessment work
- Support department curriculum work
- Begin planning on Program Outcome data, working with IRP
- Report on APR to AGC
- Provide WEAVE training for pilot group.

**November**
- Support APR programs
- Support assessment work
- Support department curriculum work
- Revise APR and Yearly Report forms and have ready complete with data.
- Continue to work on Program Outcome plan.

**December**
- Support APR programs
Support assessment work
Support department curriculum work
Distribute APR forms and data and Year End Reports and Data to all departments.

**January**
Support APR programs
Support assessment work
Support department curriculum work
Remind all of Winter assessment work

**February**
Support APR programs
Support assessment work
Support department curriculum work

**March**
Support APR programs
Support assessment work
Support department curriculum work
Midsemester check in on APR and Assessment work by both ISIS and Deans

**April**
Support APR programs
Support assessment work
Support department curriculum work

**May**
2013-14 APRs and Year End reports due. Pilot group enters report in WEAVE.

**June**
Begin analysis of APRS and Year End Reports.
Track progress on Follow-up Action Items from previous year’s APRs and generate report.

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*What challenges, if any, are you facing regarding this Action Project?*
This is an opportunity to get constructive, actionable feedback, advice, and help from the SLT Executive Team. In your response, specify blocks, gaps, sticking points, or problems.

This is year three of the new process. At this point, we don’t forsee any particular difficulties or barriers.

*What are the measures (data) you are using to document success of your project? How are you performing on those measures?* Each project champion should be collecting data that demonstrates the progress they are making. Provide a table outlining this data. The SLT Exec Team will use this data to evaluate the success of your action project to date.
<table>
<thead>
<tr>
<th><strong>CAP Outcomes</strong></th>
<th><strong>Results</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Reviews completed for all scheduled programs</td>
<td>26/26 Programs Completed Review</td>
</tr>
<tr>
<td>Program reviews completed as scheduled</td>
<td>22/26 Programs Completed on schedule</td>
</tr>
<tr>
<td>Program reviews document use of assessment for improving programs, evidence of improvements made, and evidence of the effectiveness of improvements made.</td>
<td>42 projects in progress 2 Planning 1 Developing Assessment Tools 17 Collecting Initial data 10 Analyzing data and planning improvements 2 Implemented improvements 12 Assessing impact of improvements.</td>
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<tr>
<td>Institutional decisions were made as a result of the new Program Review process</td>
<td>Action steps identified in the 2011-12 APRs that require administrative attention regarding issues, concerns and requests were addressed by the appropriate Dean and by the support areas responsible for addressing issues and needs. The 2012-13 Program checklists will be used to do similar follow-up this year.</td>
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<td>Faculty and academic administrators are satisfied with the process</td>
<td>Deans’ analysis will be completed by August 15. Faculty survey will go out in August.</td>
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*Do you anticipate that this CAP will NOT be completed by July, 2014? If yes, please discuss those components which you anticipate not being completed.*

The process will continue, but should no longer need to be a CAP.

*From your perspective as a CAP Champion, how could the strategic planning process be improved?*

Focus all work more clearly on Persistence, Retention and Completion.