

**COMPREHENSIVE REVIEW CYCLE –DATA AUDITING AND FINDINGS**

**Program Quality & Viability Outcomes:**

<b>Tuesday, Nov. 15</b>	<b>Wednesday, Nov. 16</b>	<b>Thursday, Nov. 17</b>
AM—Degree and Certificate Programs	AM- Institutional Committees & Administrative Coordination	AM- Student Support & Instructional Technology
PM- DMIN program	PM-Community Engagement and Field Services	PM- Initiatives & Other Ed. Programs  PM-Adjunct Virtual Session on Integrated Lifelong Learning

**YEAR:**

**Instructions:** From the annual review report, use the measures as determined in the logic model portion and share no more than three outcomes assigned to those measures. Be prepared to communicate the criteria by which you/your committee has decided as indicator of achievement

Example:

1. The MTS Office/Department will increase its feedback review to quarterly intervals
2. The degree/certificate/center program will recruit and retain learners/participants.
3. Once admitted to the program, students will persist to completion/graduation.
4. Learners/Participants proceed to subsequent educational and occupational endeavors for which the degree/certificate/program was designed to prepare/equip/train them.

Quality Outcomes:

1. Administrative Result \_\_\_\_\_
2. Institutional Learning \_\_\_\_\_
3. Professional Development \_\_\_\_\_
4. Other: \_\_\_\_\_

**Meeting Record**

<b>Date of review meeting</b>	
<b>Number of instructors who engage in this program</b>	
<b>Persons directly engaged who are present at meeting</b>	<i>Nate Ramsey, Chioma</i>

Note: Please keep records of all assessment meetings, such as meeting minutes and/or the narratives included in the assessment reports.

## Results and Continuous Improvement

<b>Outcome 1:</b>	
<b>Measure 1</b>	Example: Financial Aid Budget Relining
<b>Criteria for success (target)</b>	<i>Balance Financial Aid budget make sure funds are properly allocated.</i>
<b>Rationale for criteria</b>	<i>In the year of 2021-2022 Financial Budget exceeded amount available. The financial aid distribution to student was almost 30-40% over budget.</i>
<b>Results</b>	<p><i>The Finance Department provides the Financial Aid Department with available funding for scholarship awarding.</i></p> <p><i>Work with Advancement Department to find additional student support.</i></p>
<b>Discussion of results</b>	<p><i>The target is year 2023-24 to reline financial aid budget to support the adequate amount of students within amount presented. The financial aid director will report budget to Director of Recruitment so financial aid decision can be made based on available pool amount.</i></p> <p><i>Discuss interpretations of results and factors that may have contributed to the results.</i></p>
<b>Use of Results for Program Improvement—</b> Describe changes you have made to improve achievement in regard to this outcome:	
<p><i>Example: The adoption of a 20% increase yearly is a crucial step towards bettering the numbers of recruitment in the degree.</i></p>	

*Identify specific items/areas that can be improved.*

*Financial Aid Letters to be updated where they are clear and understandable to students.*

*Financial Aid Letters will be updated to reflect time periods*

*Financial Aid Director will interview and hold counseling session with prospective student upon admission*

*List specific, minor or major changes to courses, curriculum, faculty development, recruitment efforts, management of student organizations, extracurricular activities, tutoring, student services offered by the department, etc.*

*Director of Financial Aid and Director of Recruitment are working together to build a module of how students are admitted and receive financial aid. In prior years the financial aid offers were made by the DOR, going forward aid offers will be determined by the DOF, DOR and 1 person from the Student Success Committee, yet to be named.*

*If applicable, list any changes made to improve the accuracy or usefulness of assessments. (For example, improved tracking of student awards, honors, and professional accomplishments)*

*Clearly state whether changes have already been implemented or will be implemented during the upcoming academic year. Provide a timeline for making changes. (For example: "To improve student retention, we will add formation experience to our 099 class about study skills and tutoring resources available to students. Student Services is developing these sections and will add them to the 099 course this fall semester.")*

*The Director of Financial Aid and The Director of Recruitment are currently working on a student awarding model that will help determine the best offers for prospective students. This model is set to be put in place for academic year 23/24. This project is about 65% in works.*

## Three Program Outcomes & Cognitive Aims (Degree/Certificate Programs Only)

**Cognitive Emphasis<sup>1</sup>**– *Cognitive load theory distinguishes three different types of contributions to total cognitive load.*

<p>A. <b>Intrinsic cognitive</b> load relates to inherent characteristics of the content to be learned---<i>getting us to focus on essential content</i></p> <p>B. <b>Extraneous cognitive</b> load is the load that is caused by the instructional material used to present the content, ---<i>getting us to determine the most effective way to present certain content—like using videos to present definitions</i></p> <p>C. <b>Germane cognitive</b> load refers to the load imposed by learning processes—how much is required to calculate, say, read, do, or write, etc. <i>There are so many other ways we can combine and integrate tasks instead of everything being a separate tally of points/experiences/assignments. For example, the McCormick website is a composite of the other tasks/experiences/information. Everything we do becomes the content for the website</i></p>	
<p><b>Emphasis:</b></p> <p><b>Measure by:</b></p>	
<p><b>Criteria for success (target)</b></p>	<p><i>Example:</i></p> <p><b>Set achievable targets; unlike the program student learning outcomes assessment, programs must meet the quality achievement targets set for program outcomes.</b></p>
<p><b>Rationale for criteria</b></p>	<p><i>Example:</i></p> <p><i>Explain the rationale for the level you set for criteria for success (achievement target). Why is this level a reasonable (achievable but still rigorous) target for student achievement in your department programs? Consider relating the criteria to department goals, previous levels of student success, and/or student success at benchmark institutions.</i></p>
<p><b>Results</b></p>	<p><i>Example:</i></p> <p><i>List detailed results [The Vice President of Academic Affairs will receive enrollment, retention, course completion, and graduation data from the</i></p>

<sup>1</sup> This can also apply to new curriculum maps

	<p><i>Registrar and provide them to you. Alumni Relations will also provide as much information about job and graduate school placement as possible.]</i></p>
<p><b>Discussion of results</b></p>	<p><i>Example:</i></p> <p><i>Discuss interpretations of results and factors that may have contributed to the results.</i></p>
<p><b>Use of Results for Program Improvement—Describe changes you have made to improve achievement in regard to this outcome:</b></p>	
<p><i>Example:</i></p> <p><i>Identify specific items/areas that can be improved.</i></p> <p><i>List specific, minor, or major changes to courses, curriculum, faculty development, recruitment efforts, management of student organizations, extracurricular activities, tutoring, student services offered by the department, etc.</i></p> <p><i>If applicable, list any changes made to improve the accuracy or usefulness of assessments. (For example, improved tracking of student awards, honors, and professional accomplishments)</i></p> <p><i>Clearly state whether changes have already been implemented or will be implemented during the upcoming academic year. Provide a timeline for making changes. (For example: “To improve student retention, we will add formation experience to our 099 class about study skills and tutoring resources available to students. Student Services is developing these sections and will add them to the 099 course this fall semester.”)</i></p>	