

Assessment Plan

Long Beach City College

Admin - Academic Services (Outcomes)

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Intended Outcome: Catalog and Schedule

Faculty, staff, and students will report that the catalog is error free and up to date and accurately reflects course and program offerings. Faculty and students will receive a Schedule of Classes that is accurate, organized, and user-friendly.

Start Date: 08/01/2009

Outcome Status: Active - Currently Assessing

Strategies for Outcome: Develop clearer directions for building the Schedule of Classes.
 Emphasize that departments check information carefully.
 Validate and quality control the Catalog and Schedule of Classes Data.
 Maintain the Catalog and Schedule of Classes databases.
 Ensure curriculum changes are entered in the People Soft database so these are reflected in the Catalog.
 Communicate with Marketing to ensure information is up-to-date.
 Obtain feedback from various user groups on the usability of the Catalog and Schedule of Classes.
 Include a different colored section for Distance Learning Courses.

Means of Assessment			
Assessment Task	Criteria/Expected Level of Achievement	Responsible Parties	Active
Survey a representative group of faculty, staff, and students on the Catalog and Schedule of Classes. Assessment Method Category: Survey - Satisfaction	At least eighty percent of respondents should indicate their feedback.	Joanne Breton-Schedule Specialist Monique Fernandez-Curriculum Database Specialist	Yes

Intended Outcome: Curriculum

Curriculum will reflect the required mandates and changes outlined by the Chancellor's Office (MIS Coding, TBA, Associate Degree requirements). Faculty will better understand the timeline as it pertains to local and state approval of courses and programs, and course changes.

Start Date: 08/01/2009

Outcome Status: Active - Currently Assessing

Strategies for Outcome: Maintain all curriculum and instructional programs in the PeopleSoft system.
 Maintain a web database of all official course outlines of record and provide help in its use.
 Provide support to the Articulation office.
 Provide technical assistance to faculty and staff regarding college curriculum.
 Quality control regarding legal requirements and good practice for all curriculum documents and review/approval processes.
 Collaborate with the faculty chair for the Course Evaluation Subcommittee to manage a peer review process to recommend approval of courses, changes to existing courses and approval of new instructional programs.

Means of Assessment			
Assessment Task	Criteria/Expected Level of Achievement	Responsible Parties	Active
Survey the faculty to determine if they understand the procedures and timelines related to curriculum, and course and program changes. Assessment Method Category: Survey - Satisfaction	It is hoped that ninety percent of faculty will indicate that they have an improved understanding of the curriculum related procedures and timelines.	Nancy Ratsamy- Business Systems Analyst III Monique Fernandez-Curriculum Database Specialist Meena Singhal- Dean, Academic Services	Yes

Intended Outcome: PeopleSoft Reports

Administrators, faculty, and staff will receive more accurate and user-friendly reports that meet their needs.

Business processes relating to various operations such as the Schedule of Classes, Catalog, Curriculum, Enrollment Reports, Term Workload, and other reports will be streamlined and will become more efficient.

Schedule Change for will be automated by Fall 2011.

Load sheets will be automated by Spring 2011.

Data Warehouse reports will be expanded and refined.

Start Date: 08/01/2009

Outcome Status: Active - Currently Assessing

Strategies for Outcome: The staff will document processes so consistent practices are in place.
 The staff will work with IITS to develop queries and tools to produce needed reports.
 The staff will communicate the needs to this area so that they can be implemented in the data warehouse.

Means of Assessment			
Assessment Task	Criteria/Expected Level of Achievement	Responsible Parties	Active
Survey will be administered to administrators, faculty, and staff to determine if reports are supporting their decision-making. Assessment Method Category: Survey - Satisfaction	It is hoped that at least ninety percent of respondents will indicate that reports are meeting their needs and supporting their decision-making.	Academic Services; Meena Singhal -Dean -Academic Services Julie Daniels - Academic Administrative Assistant Nancy Ratsamy - Business Systems Analyst III Joanne Breton - Schedule Specialist Cheryl Glover - Curriculum/Schedule Technician Nancy Miyao-Moore - Curriculum/Schedule Technician Monique Fernandez -Curriculum Database Specialist Brent Gilmore- Business Process Support Supervisor	Yes

Intended Outcome: Schedule 25

Schedule 25 will allow the staff in Academic Services to automatically assign classes to rooms based on specific features resulting in more effective and efficient room scheduling.

Start Date: 08/01/2009

Outcome Status: Active - Currently Assessing

Strategies for Outcome: The staff will need to attend training sessions by CollegeNet to better understand how Schedule 25 works.
 An individual in IITS or in Academic Services will be needed to assist with the implementation of Schedule 25.

Means of Assessment			
Assessment Task	Criteria/Expected Level of Achievement	Responsible Parties	Active
College-wide survey will be administered to determine the effectiveness of Schedule 25.	Ninety percent of respondents will indicate that this tool is facilitating their schedule needs.	Meena Singhal- Dean, Academic Services Nancy Ratsamy- Business Systems Analyst III	Yes