

# 2006-2011 Workforce Education Outcomes

Trinity Valley Community  
College

# Accounting Education

**Plan Period:** FY06

**Outcome ID#:** 249

## **Outcome Description**

Students will be able to examine, classify, analyze, and record accounting data, in accordance with accepted financial accounting principles. Students will be able to assess accuracy, completeness, and conformance to reporting and procedural standards.

## **Outcome Strategy**

Students will have classroom lecture, classroom lab, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities which will enable them to become familiar with Generally accepted Accounting Principle methods.

## **Outcome Method**

Accounting problem tests will be administered throughout the semester to accounting students. The test will be given to all Financial accounting student enrolled in Program. It can then be determined the level at which the students have achieved the desired accounting learning outcome.

## **Outcome Criterion**

80% of the students assessed Financial accounting will be able to achieve the desired accounting learning outcomes by achieving 75% accuracy on the accounting tests administered.

## **Strategic Plan Relationship**

Students will be required to utilize thinking skills, reading comprehension skills, and mathematical skills to achieve the learning outcome.

## **Outcome Results**

The evaluation device developed to evaluate this LEAP required the students to utilize written communication, critical thinking skills, reading comprehension and mathematical skills in order to achieve the required outcome.. The evaluative instrument administered provided feedback showing that 91.67 % of the assessed students were able to complete the learning activity successfully while 8.33 % of the students assessed were not able to complete the activity successfully. Mathematical skills, Reading comprehension, and critical thinking skills were demonstrated by those scoring in the successful category. The Accounting students assessed had to read, examine, analyze, classify, mentally prepare and write the accounting data in acceptable form for them to be successful on the activity. In addition, the student had to access accuracy, completeness, and conformance to reporting standards. In the unsuccessful category a lack of focus along with the inability to analyze, classify, and prepare as well as an inability to utilize critical thinking skills appeared to be lacking.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The unsuccessful (8.33 %) students will need additional practice and possibly tutoring in order for them to be successful. Additional practice will be provided in the accounting class in the form of additional related accounting problems and exercises. Additionally, the illustrated problems at the end of each chapter will become

a part of the student work and discussion. The student will be asked to complete an application for tutoring and a schedule for tutoring will be developed with the special services department if possible . (Assuming the student meets the application requirements) If possible students will be encouraged to form student study groups, with an accomplished student leading the study session. If accounting questions arise the group leader or any member of the study group can visit with the instructor for help and guidance. Weekly learning activities (pop tests) will be administered so that the material assigned is read. Internet activities will also assigned.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY06

**Outcome ID#:** 250

## **Outcome Description**

Students will be able to examine, analyze, classify, prepare and record accounting data for an Income Statement, Balance Sheet and an Equity or Retained Earnings Statement, in accordance with General Accounting Methods and Principles.

## **Outcome Strategy**

Students will have classroom lecture, classroom lab, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities which will enable them to become familiar with Generally Accepted Accounting Principles methods.

## **Outcome Method**

Accounting problem tests will be administered throughout the semester to accounting students. The test will be given to all Financial accounting students enrolled the Programs. It can then be determined the level at which the students have achieved the desired accounting learning outcome.

## **Outcome Criterion**

80% of the students assess in Financial Accounting will be able to achieve the desired accounting learning outcomes by achieving 75% accuracy on the accounting tests administered.

## **Strategic Plan Relationship**

Students will be required to utilize critical thinking skills, reading comprehension skills, written communication and mathematical skills to achieve the learning outcome. Students will have to read the accounting problem, assemble and classify the accounting data, calculate the accounting amounts, and write the information in an acceptable form.

## **Outcome Results**

The evaluation device developed to evaluate this LEAP required the students to utilize written communication, critical thinking skills, reading comprehension and mathematical skills in order to achieve the required outcome.. The evaluative instrument administered provided feedback showing that 87.5 % of the assessed students were able to complete the learning activity successfully while 12.5 % of the students assessed were not able to complete the activity successfully. Written Communication, Mathematical skills, Reading comprehension, and critical thinking skills were demonstrated by those scoring in the successful category. The Accounting students assessed had to read, examine, analyze, classify, mentally prepare and write the accounting data in acceptable form for them to be successful on the activity. In the unsuccessful category a lack of focus along with the inability to analyze, classify, and prepare as well as an inability to utilize critical thinking skills appeared to be lacking.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The unsuccessful (12.5 %) students will need additional practice and possibly tutoring in order for them to be successful. Additional practice will be provided in the accounting class in the form of additional related accounting problems and exercises. Additionally, the illustrated problems at the end of each chapter will become a part of the student work and discussion. The student will be asked to complete an application for tutoring and a schedule for tutoring will be developed with the special services department if possible . (Assuming the student meets the application requirements) If possible students will be encouraged to form student study groups, with an accomplished student leading the study session. If accounting questions arise the group leader or any member of the study group can visit with the instructor for help and guidance. Weekly learning activities (pop tests) will be administered so that the material assigned is read. Internet activities will also assigned.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY06

**Outcome ID#:** 251

## **Outcome Description**

Students will be able to examine, analyze, classify, prepare and record accounting data for Horizontal and Vertical Analysis, and complete ratios for Solvency and Profitability analysis.

## **Outcome Strategy**

Students will have classroom lecture, classroom lab, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities which will enable them to become familiar with Generally Accepted Accounting Principles methods.

## **Outcome Method**

Accounting problem tests will be administered throughout the semester to accounting students. The test will be given to all Managerial accounting students enrolled the Programs. It can then be determined the level at which the students have achieved the desired accounting learning outcome.

## **Outcome Criterion**

80% of the students assessed Financial Accounting will be able to achieve the desired accounting learning outcomes by achieving 75% accuracy on the accounting tests administered.

## **Strategic Plan Relationship**

Students will be required to utilize critical thinking skills, reading comprehension skills, written communication and mathematical skills to achieve the learning outcome. Students will have to read the accounting problem, assemble and classify the accounting data, calculate the accounting amounts, and write the information in an acceptable form.

## **Outcome Results**

The evaluation device developed to evaluate this LEAP required the students to utilize written communication, critical thinking skills, reading comprehension and mathematical skills in order to achieve the required outcome.. The evaluative instrument administered provided feedback showing that 75 % of the assessed students were able to complete the learning activity successfully while 25 % of the students assessed were not able to complete the activity successfully. Mathematical skills, Reading comprehension, and critical thinking skills were demonstrated by those scoring in the successful category. The Accounting students assessed had to read, examine, analyze, classify, mentally prepare and write the accounting data in acceptable form for them to be successful on the activity. In addition, the student had to access accuracy, completeness, and conformance to reporting standards. In the unsuccessful category a lack of focus along with the inability to calculate the accounting formulas caused the unsuccessful completers to not score high enough on the evaluation tool.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The unsuccessful (25 %) students will need additional practice and possibly tutoring in order for them to be successful. Additional practice will be provided in the accounting class in the form of additional related

accounting problems and exercises. Additionally, the illustrated problems at the end of each chapter will become a part of the student work and discussion. The student will be asked to complete an application for tutoring and a schedule for tutoring will be developed with the special services department if possible . (Assuming the student meets the application requirements) If possible students will be encouraged to form student study groups, with an accomplished student leading the study session. If accounting questions arise the group leader or any member of the study group can visit with the instructor for help and guidance. Weekly learning activities (pop tests) will be administered so that the material assigned is read. Internet activities will also assigned.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY07

**Outcome ID#:** 650

## **Outcome Description**

The student will be able to calculate payroll including, the calculation of regular pay, overtime pay, FICA taxes, Federal Income Tax, Medicare Tax: In addition, student will calculate volunteer deductions, employers taxes including, FICA, FUTA, SUTA, Medicare taxes and journalize the appropriate entries for the payroll register and journalize the employer payroll taxes entry.

## **Outcome Strategy**

Students will have classroom lecture, classroom lab, video presentations, internet presentations, computer projection and overhead presentations and hands on problem and exercise solving activities, which will enable them to become familiar with Generally Accepted Accounting Principles and Practices.

## **Outcome Method**

Accounting problem tests will be administered throughout the semester to accounting students. The tests will be given to students enrolled in Financial Accounting classes. A random selection of the class to be tested will be conducted. It can then be determined the level at which the students have achieved the desired accounting learning outcome.

## **Outcome Criterion**

80 % of the students assessed in Financial Accounting will be able to achieve the desired accounting learning outcome by achieving 75 % accuracy on the accounting test instrument administered.

## **Strategic Plan Relationship**

Students will be required to utilize critical thinking skills, reading comprehension skills, and mathematical skills to achieve the learning outcomes.

## **Outcome Results**

Eighty two per cent (82%)of the Financial Accounting students assessed achieved seventy five (75%)accuracy when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective. For the students who did NOT accomplish the stated objective, the instructor promptly advised the students to seek tutoring, go to the learning lab, participate in the accounting study buddy program, or use the learning videos and audios available.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Accounting Education

**Plan Period:** FY07

**Outcome ID#:** 651

## **Outcome Description**

The student will be able to Journalize the entries for notes receivable, calculate interest, calculate maturity value, calculate the proceeds from the discounting of a notes receivable, and calculate due date (maturity date). Student will be able to list the common receivables.

## **Outcome Strategy**

Students will have classroom lecture, classroom lab, video presentations, internet presentations, computer projection and overhead presentations and hands on problem and exercise solving activities, which will enable them to become familiar with Generally Accepted Accounting Principles and Practices.

## **Outcome Method**

Accounting problem tests will be administered throughout the semester to accounting students. The tests will be given to students enrolled in Financial Accounting classes. A random selection of the class to be tested will be conducted. It can then be determined the level at which the students have achieved the desired accounting learning outcome.

## **Outcome Criterion**

80 % of the students assessed in Financial Accounting will be able to achieve the desired accounting learning outcome by achieving 75 % accuracy on the accounting test instrument administered.

## **Strategic Plan Relationship**

Students will be required to utilize critical thinking skills, reading comprehension skills, and mathematical skills to achieve the learning outcomes.

## **Outcome Results**

Eighty three Percent (83%) of the Financial Accounting Students assessed scored seventy five (75%) percent accuracy when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective. For the students who did NOT accomplish the stated objective, the instructor promptly advised the students to seek tutoring, go to the learning lab, participate in the accounting study buddy program, or use the learning videos and audios available.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY07

**Outcome ID#:** 652

## **Outcome Description**

The student will be able to prepare a worksheet for the cash flow statement and then prepare and complete the cash flow statement using the indirect method. The student will be given the appropriate information from which to complete the cash flow worksheet and statement (comparative balance sheet, income statement, retained earnings statement, additional supplemental information) Student will complete the statement based on the information provided.

## **Outcome Strategy**

Students will have classroom lecture, classroom lab, video presentations, internet presentations, computer projection and overhead presentations and hands on problem and exercise solving activities, which will enable them to become familiar with Generally Accepted Accounting Principles and Practices.

## **Outcome Method**

Accounting problem tests will be administered throughout the semester to accounting students. The tests will be given to students enrolled in Financial Accounting classes. A random selection of the class to be tested will be conducted. It can then be determined the level at which the students have achieved the desired accounting learning outcome.

## **Outcome Criterion**

80 % of the students assessed in Financial Accounting will be able to achieve the desired accounting learning outcome by achieving 75 % accuracy on the accounting test instrument administered.

## **Strategic Plan Relationship**

Students will be required to utilize critical thinking skills, reading comprehension skills, and mathematical skills to achieve the learning outcomes.

## **Outcome Results**

Ninety Five Percent (95%) of the Managerial Accounting Students assessed scored seventy five (75%) percent or better when the accuracy of the learning outcome was assessed.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective. For the students who did NOT accomplish the stated objective, the instructor promptly advised the students to seek tutoring, go to the learning lab, participate in the accounting study buddy program, or use the learning videos and audios available.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY08

**Outcome ID#:** 1213

## **Outcome Description**

Students will be able to examine, analyze, classify, and record accounting transactions in a General Journal, in accordance with accepted double-entry bookkeeping practices.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully.

## **Outcome Results**

Ninety-four percent (94%) of ACNT 1303 (Introduction to Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This includes both face-to-face and distance education students.

## **Outcome Distance Learning Results**

Eighty-two percent (82%) of ACNT 1303 (Introduction to Accounting) students assessed in the distance learning course only scored seventy percent (70%) or better when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

For students who did not achieve the desired outcome, immediate intervention was given in one-on-one tutoring through re-teaching, one-on-one instruction, study buddy system, the Learning Lab, and Student Support Services.

## **Planned Distance Learning Improvement as an Outcome Result**

Plan to quiz frequently over smaller amounts of material to allow closer monitoring of the step-by-step accounting fundamentals.

# Accounting Education

**Plan Period:** FY08

**Outcome ID#:** 1214

## **Outcome Description**

Students will be able to examine, analyze, classify, prepare, and record accounting data for an Income Statement, in accordance with General Accounting Methods and Principles.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully.

## **Outcome Results**

Ninety-nine percent (99%) of the ACNT 1303 students assessed scored at least seventy percent (70%) accuracy when assessed on this learning outcome. This includes both face-to-face and distance education students.

## **Outcome Distance Learning Results**

Ninety-four percent (94%) of the ACNT 1303 students assessed scored at least seventy percent (70%) accuracy when assessed on this learning outcome. This is distance education students only.

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the high passing percentage of students who met the learning objective.

For the students who did not accomplish the stated objective, immediate attention was given to reteach this important concept. Assistance was also encouraged by providing time in the Learning Lab for one-on-one instructor tutoring.

## **Planned Distance Learning Improvement as an Outcome Result**

No changes are planned for the way the material is being presented online because of the high passing percentage of students who met the learning objective.

# Accounting Education

**Plan Period:** FY08

**Outcome ID#:** 1215

## **Outcome Description**

Students will be able to calculate employee earnings and deductions and prepare and complete a Payroll Register.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English and have an understanding of mathematical information and utilize mathematical skills. The students will have to read a written test and comprehend the questions/problems and utilize mathematical skills to answer them successfully.

## **Outcome Results**

Ninety-one percent (91%) of the ACNT 1303 students assessed scored at least seventy percent (70%) accuracy when assessed on this learning outcome. This includes both face-to-face and distance education students.

## **Outcome Distance Learning Results**

Eighty-one percent (81%) of the ACNT 1303 students assessed scored at least seventy percent (70%) accuracy when assess on this learning outcome. This represents only those students enrolled in this course via distance education.

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the high passing percentage of students who met this learning outcome.

Students who did not accomplish the stated objective were given opportunities to master the learning outcome. Several methods were employed: re-teaching/retesting, one-on-one instructor time in the Learning Lab, and additional practice through the textbook's website.

## **Planned Distance Learning Improvement as an Outcome Result**

No changes are planned for the way the material is being presented online because of the high passing percentage of students who met this learning outcome.

# Accounting Education

**Plan Period:** FY09

**Outcome ID#:** 5822

## **Outcome Description**

Students will be able to examine, analyze, classify, record, and calculate several methods of Inventory including: First in First Out, Last in First Out, Average Cost, Retail Method and Gross Profit Method.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, eye opener activities, power point slides with "RF ResponseCard" questions and answer activities and lectures

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully

## **Outcome Results**

Eighty-six (86%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students.

## **Outcome Distance Learning Results**

Ninety per cent (90%) of the students assessed in the ACCT 2401 class scored better than (70%) when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

For students who did not achieve the desired outcome, immediate intervention was given in one-on-one tutoring through re-teaching, one-on-one instruction, study buddy system, study presentations through the use of accounting modules, the Learning Lab, and tutoring provided through the Student Support Services.

## **Planned Distance Learning Improvement as an Outcome Result**

For students who did not achieve the desired outcome, immediate intervention was given online through

CengageNOW, the publisher's software program, utilizing flash cards, quiz bowls, and intensive re-teaching of concepts

# Accounting Education

**Plan Period:** FY09

**Outcome ID#:** 5823

## **Outcome Description**

Students will be able to examine, analyze, classify, record, and calculate several methods of Depreciation including: Straight Line, Double Declining Balance, Units of Production, and Sum of the Years Digits. Students will also be able to record journal entries for Depletion and Intangible Assets including Patents, Copyrights, Trademarks, and Goodwill.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, eye opener activities, power point slides with RF ResponseCard questions and answer activities and lectures

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully

## **Outcome Results**

Ninety per cent (90%) of the students assessed in the ACCT 2401 class scored better than (70%) when assessed on the learning outcome.

For students who did not achieve the desired outcome, immediate intervention was given online through CengageNOW, the publisher's software program, utilizing flash cards, quiz bowls, and intensive re-teaching of concepts

## **Outcome Distance Learning Results**

Ninety per cent (90%) of the students assessed in the ACCT 2401 class scored better than (70%) when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.



### **Planned Distance Learning Improvement as an Outcome Result**

For students who did not achieve the desired outcome, immediate intervention was given online through CengageNOW, the publisher's software program, utilizing flash cards, quiz bowls, and intensive re-teaching of concepts

# Accounting Education

**Plan Period:** FY09

**Outcome ID#:** 5824

## **Outcome Description**

Students will be able to examine, analyze, classify, record, and calculate partnership establishment (purchase of an interest and/or contribution of assets) and division of income and the division of gain or loss on liquidation of the partnership. Additionally, students will journalize the entries necessary to record the sale of the assets including showing the gains or losses, payments of liabilities and the distribution of cash to the partners.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, eye opener activities, power point slides with RF ResponseCard questions and answer activities and lectures

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully

## **Outcome Results**

Ninety percent (90%) of the students assessed in the ACCT 2401 class scored better than (70%) when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Ninety percent (91%) of the student assessed in the Accounting 2402 class scored better than (70%) when assessed on the learning objective

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

For students who did not achieve the desired outcome, immediate intervention was given in one-on-one tutoring through re-teaching, one-on-one instruction, study buddy system, study presentations through the use of accounting modules, the Learning Lab, and tutoring provided through the Student Support Services.

### **Planned Distance Learning Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

# Accounting Education

**Plan Period:** FY10

**Outcome ID#:** 5938

## **Outcome Description**

Students will be able to examine, analyze, classify, and record accounting transactions in a General Journal, in accordance with generally accepted double-entry bookkeeping practices. Measured using test on Chapters 1-4.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, accounting transparencies, power point slides, and questions and answer activities and lectures

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully.

## **Outcome Results**

Ninety two (92%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way material is presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY10

**Outcome ID#:** 5939

## **Outcome Description**

Students will be able to examine, analyze, classify, prepare, and record accounting data for an income statement, in accordance with Generally Accepted Accounting Methods and Principles.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, power point slides, questions and answer activities and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully.

## **Outcome Results**

Seventy-eight (78%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY10

**Outcome ID#:** 5940

## **Outcome Description**

Students will be able to calculate earnings and deductions and prepare and complete a Payroll Register.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, power point slides, questions and answer activities and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions/problems to answer then successfully

## **Outcome Results**

Eighty-two (82%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY11

**Outcome ID#:** 6185

## **Outcome Description**

Students will be able to assemble, analyze, and record the accounting data necessary to complete the ten column accounting worksheet. This will be done in accordance with generally accepted double-entry bookkeeping practices. Students will also be able to journalize the necessary adjusting entries from the worksheet.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, accounting transparencies, power point slides, and question and answer activities and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy percent of the students that are assessed will be able to achieve a score of 70 percent or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems and scenarios to answer successfully.

## **Outcome Results**

Eighty three (83%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way material presented because of the passing percentage of the students who met the learning activity objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Accounting Education

**Plan Period:** FY11

**Outcome ID#:** 6186

## **Outcome Description**

Students will be able to calculate the various methods of Depreciation, including: Straight-Line, Double-Declining Balance, and Sum of the Years Digits and explain the tax implications.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, accounting transparencies, power point slides, and questions and answer activities and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy percent of the students that are assessed will be able to achieve a score of 70 percent or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems and scenarios to answer successfully.

## **Outcome Results**

Ninety (90%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is presented because of the passing percentage of the students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Accounting Education

**Plan Period:** FY11

**Outcome ID#:** 6187

## **Outcome Description**

Students will be able to describe and illustrate the characteristics of stock, classes of stock, and journalize the entries for issuing of stock. Additionally, students will illustrate and journalize the journal entries for cash and stock dividends.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises/problems, accounting transparencies, power point slides, question and answer activities, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a written and problem examination that will contain questions/problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy percent of the students that are assessed will be able to achieve a score of 70 percent or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems and scenarios to answer successfully.

## **Outcome Results**

Eighty four (84%) of Financial Accounting 2401 (Financial Accounting) students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned at this time in the way the material is presented because of the passing percentage of the students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Adult Education

**Plan Period:** FY11

**Outcome ID#:** 6183

## **Outcome Description**

Students entering the GED Preparation course in Adult Education will make significant gains in their abilities to apply basic math principles to solve problems for passing the GED test, to gain employment, and to function in real life situations requiring math skills. Skills to be addressed are addition, subtraction, division, multiplication, percentage, ratio and proportion, fractions, decimals, geometry, algebra and basic trig.

## **Outcome Strategy**

Students are enrolled in a GED preparation course for one month, four days a week, 16 hours per week, and 64 hours a month. This intensive course provides instruction in all of the math areas listed in the following ways: (a) computer supported instruction using the Aztec learning program (b) project-based instruction (c) design-based instruction (d) pairing and sharing (e) personalized instruction and distance learning remedial opportunities.

## **Outcome Method**

Students are pre-tested at the beginning of each class with the TABE and scores are provided to the instructor and student for review/interpretation. Students use the specific test results as a roadmap to study areas of weakness and need. At the end of the sixty-four hour course, students are post-tested with the TABE in order to assess their progress.

## **Outcome Criterion**

Students will demonstrate mastery of math skills by being able to: (a) solve problems that reflect knowledge of each area of math presented (b) utilize problem solving ability in project-based instruction (c) utilize problem solving ability in design-based instruction (d) solve real-life situational math problems presented by the instructor and (e) utilize math skills to perform work related tasks. 59% of all students will demonstrate gains in mathematical abilities in the one month course.

## **Strategic Plan Relationship**

Out of the ten general education goals established in the 2011-2014 Trinity Valley Community College Strategic Plan, this plan address three out of the ten goals established by the college. By introducing the student to math computation in all of the prescribed areas, the student will understand mathematical information and utilize mathematical skills. Students will develop skills and become engaged learners as they use their acquired math skills in project and designed based learning. These same skills will be reflected in their abilities to solve real life situational math problems and workplace tasks. Students, by using the Aztec learning programs for remedial purposes, will enhance their computer based knowledge in being able to access information, solve problems and communicate solutions.

## **Outcome Results**

The following summarizes the gains in this goal:

Educational Functioning Level	No./students	% of gains
1.ABE Beginning Literacy	3	100% (3)
2.ABE Beginning Basic Education	24	79% (19)
3.ABE Intermediate Low	49	90% (44)
4.ABE Intermediate High	46	74% (34)

5.ABE Subtotal	122	82% (100)
6.ASE Low	9	89% (8)
7.ASE High	1	100% (1)
8.ASE Subtotal	133	83% (110)

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Adult Education

**Plan Period:** FY11

**Outcome ID#:** 6184

## **Outcome Description**

Students entering the GED Preparation course in Adult Education will make significant gains in their abilities to write a cohesive essay for passing the GED test, improve written communication skills for employment and write communications for real life situational occurrences in a clear and concise manner. Skills to be addressed are understanding the writing assignment; gathering ideas; organizing; writing topic sentences and paragraphs; writing introductory, body, developing and concluding paragraphs; evaluating the essay; revision and editing; employment memos; employment documents; letters requesting solutions to problems; and a understanding of how written communication helps resolve matters that arise in real life.

## **Outcome Strategy**

Students are enrolled in a GED preparation course for one month, four days a week, 16 hours per week, and 64 hours a month. This intensive course provides instruction in all areas of writing listed in the following ways: (a) personalized instruction (student/instructor) (b) practice and remedial work using the computer based learning program Aztec (c) practice producing finished writing assignments on the computer (d) design-based instruction (e) project-based instruction (f) pairing for revision, editing and peer evaluation (g) distance learning opportunities.

## **Outcome Method**

Students are pre-tested at the beginning of each class with the TABE and scores are provided to the instructor and student for review/interpretation. Students use the specific test results as a roadmap to study areas of weakness and need. At the end of the sixty-four hour course, students are post-tested with the TABE in order to assess progress. Students are encouraged to also take the practice GED test in order to assess their writing skills.

## **Outcome Criterion**

Students will demonstrate mastery of writing skills by being able to (a) write a good essay (b) write memorandums for the workplace (c) write letters to address real life problems with the goal of resolution. Students will demonstrate in these three areas their knowledge of planning, organizing, writing, evaluating and revising. 59% of all students will demonstrate gains in writing/language abilities in the one month course.

## **Strategic Plan Relationship**

Out of the ten general education goals established in the 2011-2014 Trinity Valley Community College Strategic Plan, this plan addresses three of the ten goals established by the college. By introducing the student to proper planning, organizing, writing, evaluating and revision techniques, the student will be able to communicate well in written assignments. Students will develop skills and become engaged learners as they work through project based and designed based assignments that address employment and everyday needs. Students will enhance their computer based knowledge by utilizing the Aztec learning program and by producing assignments with computers and emailing these assignments to instructors.

## **Outcome Results**

The following summarizes the above goal:

Educational Functioning Level	No./students	%of students with gain
1.ABE Beginning Literacy	15	100% (15)

2.ABE Beginning Basic Education	45	78% (35)
3.ABE Intermediate Low	40	90% (36)
4.ABE Intermediate High	20	85% (17)
5.ABE Subtotal	120	86% (103)
6.ASE Low	6	83% (5)
7.ASE High	1	100% (1)
8.ASE Subtotal	7	86% (6)

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Adult Education

**Plan Period:** FY11

**Outcome ID#:** 6188

## **Outcome Description**

Students entering the GED Preparation course in Adult Education will make significant gains in their abilities to read and comprehend in order to pass the GED test, to gain employment and to possess a reading level that will allow them to function in real life situations. Skills to be addressed are reading and comprehending materials from varieties of passages taken from: (a) instructional manuals (b) personnel handbooks (c) applications (d) novels of all types (mystery, science fiction, thriller, folk, classical, etc.) (e) essays (f) newspapers (g) magazine articles (h) simple and complex directions (i) television, film and book reviews (j) charts and graphs (k) diagrams and drawings (l) poetry and (m) brochures and advertisements.

## **Outcome Strategy**

Students are enrolled in the GED Preparation course for one month, four days a week, 16 hours per week and 64 hours a month. This intensive course provides instruction in the areas of reading listed in the following ways: (a) computer supported instruction using the Aztec Learning program (b) practice reading and comprehension assignments taken from a variety of Pre-GED and GED workbooks provided by the department (c) reading/sharing with peer group partners (d) oral presentations of knowledge gathered from reading and listening assignments (e) emphasized comprehension practice with timed passages (f) articulation of main ideas underscored by the author of reading passages.

## **Outcome Method**

Students are pre-tested at the beginning of each class with the TABE and reading level scores are provided to the instructor and student for review/interpretation. Students use the specific test results in interpreting graphs, words in context, recalling information, contrasting meaning, and evaluating and examination of meaning as a roadmap to study areas of weakness and need. At the end of the sixty-four hour course, students are post-tested with the TABE in order to assess their progress.

## **Outcome Criterion**

Students will demonstrate mastery of reading skills by being able to read and comprehend a variety of printed materials representing academic, workplace and real life assignments. Students will improve their abilities in identification of main topics, important points and ability to pass comprehensive tests on information acquired through the reading assignments. 57% of all students will demonstrate gains in the area of reading/reading comprehension in the one month course.

## **Strategic Plan Relationship**

Out of the ten general goals established in the 2011-2014 Trinity Valley Community College Strategic Plan, this plan addresses three out of the ten goals established by the college. By introducing the student to a variety of reading materials using the Aztec learning program, the students will enhance his/her knowledge of using technology for learning and remedial work. Students will also develop reading skills and become engaged learners by reading in paired groups, sharing aloud knowledge of reading passages with classmates and practicing the art of reading for comprehension, enjoyment and entertainment. Students will also become aware of the importance of reading skills in the workplace and in real life situations. Comprehending, analyzing, interpreting and evaluating printed material will be emphasized in this month long course.

## **Outcome Results**

The following summarizes gains in this goal:

Educational Functioning Level	No./students	% of gains
1.ABE Beginning Literacy	9	100% (9)
2.ABE Beginning Basic Education	16	75% (12)
3.ABE Intermediate Low	29	86% (25)
4.ABE Intermediate High	19	79% (15)
5.ABE Subtotal	73	84% (61)
6.ASE Low	5	100% (5)
7.ASE High	1	100% (1)
8.ASE Subtotal	6	100% (6)

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY06

**Outcome ID#:** 257

## **Outcome Description**

Students will be able to demonstrate an understanding of the various types, breeds, market classes and grades of livestock including factors influencing the efficiency of feeding, marketing, breeding, care, and management.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in the course through reading the textbook material, class interaction and discussion, practice exercises, and class and lab demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

Using exams to assess the desired outcome, I found that students were able to demonstrate a good understanding of the various types, breeds, market classes and grades of livestock including factors influencing the efficiency of feeding, marketing, breeding, care, and management. Students also demonstrated their ability to comprehend the desired learning outcome by reading various agricultural articles and writing summaries of the articles they read.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Improvements/changes will be made in my instructional technique to try and stimulate more student interest in the classroom and out of the classroom in studying for exams and completing outside assignments. Also, changes in data presentation to maintain student alertness in the classroom will be made.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Agriculture Education

**Plan Period:** FY06

**Outcome ID#:** 413

## **Outcome Description**

Students will be able to demonstrate an understanding of the basic principles and concepts in the selection, and evaluation of beef cattle, sheep, swine, and horses including the ability to present concise and accurate oral and written reasons for selection, grading, and ranking.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through lecture, textbook material, related educational videos, group projects, classroom demonstrations, and laboratory assignments.

## **Outcome Method**

The assessment of the desired outcome will be assessed through verbal question and answer sessions between students and professor during class, written abstracts pertaining to various topics related directly to the desired outcome, and a comprehensive test that will measure at what level the student mastered the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students that were assessed will be able to achieve the desired learning outcome based upon a compilation of the results from the assessment activities.

## **Strategic Plan Relationship**

Students will be required to utilize reading comprehension skills to achieve an understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, written communication skills to demonstrate their understanding of the desired learning outcome, and oral communication skills in order to demonstrate their competence of the desired learning outcome.

## **Outcome Results**

A minimum of 80% of students within the program did achieve the desired learning outcome. Peer teaching and self-graded videos lectures were a key ingredient in this success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Based upon overall grades, graduates, and the achievements of the desired learning outcome I don't foresee any immediate changes for this desired learning outcome at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY06

**Outcome ID#:** 414

## **Outcome Description**

Students will be able to demonstrate an understanding of the movement of agricultural commodities from the producer to consumer, including essential marketing functions of buying, selling, transporting, storing, financing, standardization, pricing, and risk bearing.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

Using exams to assess the desired outcome, I found that students were able to demonstrate an understanding of the movement of agricultural commodities from the producer to consumer, including essential marketing functions of buying, selling, transporting, storing, financing, standardization, pricing, and risk bearing. Students also demonstrated their ability to comprehend the desired learning outcome by reading various agricultural articles and writing summaries of the articles they read. Students also kept up with the commodity market by recording price changes in a selected commodity for several weeks during the semester.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Using exams to assess the desired outcome, I found that students were able to demonstrate an understanding of the movement of agricultural commodities from the producer to consumer, including essential marketing functions of buying, selling, transporting, storing, financing, standardization, pricing, and risk bearing. Students also demonstrated their ability to comprehend the desired learning outcome by reading various agricultural articles and writing summaries of the articles they read. Students also kept up with the commodity market by recording price changes in a selected commodity for several weeks during the semester.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY07

**Outcome ID#:** 683

## **Outcome Description**

Students will be able to demonstrate an understanding of the microeconomic and macroeconomic forces that influence the decisions of producers and consumers of food and fiber products. Examples of these producers and consumers include:

- 1) farmers and ranchers
- 2) the agribusinesses that supply them with production inputs
- 3) the agribusinesses that process food products and manufacture fiber products
- 4) the agribusinesses that provide marketing services at the wholesale and retail levels to both US consumers and the export markets

Understanding these concepts will enable students to make economic decisions, accompanied by an awareness of the basic fundamentals of agricultural economics.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in the course through reading the textbook material, class interaction and discussion, practice exercises, and class and lab demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

The student assessment by examination indicated that their understanding of the microeconomic and macroeconomic forces that influence the decisions of agricultural producers and consumers of food and fiber products was very good.

Students also utilized their written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcomes.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

I will continue to encourage students to participate more in classroom discussions over the course material and related current topics.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY07

**Outcome ID#:** 684

## **Outcome Description**

Students will be able to demonstrate an understanding of the geography, classification, botany, history, and basic production practices involved in the growing of agronomic and some horticultural crops of Texas, the U.S. and the World. Students will also become familiar with recent and current research findings involving crop improvement, better techniques of crop production, and advancements in seed technology, soil and water management, and genetic engineering of crop plants.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in the course through reading the textbook material, class interaction and discussion, practice exercises, and class and lab demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

The student assessment by examination indicated that their understanding of the geography, classification, botany, history, and basic production practices involved in the growing of agronomic and some horticultural crops of Texas, the U.S. and the World was very good.

The student assessment by examination also indicated that they did become familiar with recent and current research findings involving crop improvement, better techniques of crop production, and advancements in seed technology, soil and water management, and genetic engineering of crop plants.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to encourage students to participate more in classroom discussions over the course material and related current topics. Their increased engagement is vital to an even higher level of the desired learning outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY07

**Outcome ID#:** 685

## **Outcome Description**

Students will be able to demonstrate an understanding of recognizing that insects are of major economic importance, differentiation between beneficial vs. harmful vs. neutral insects and their respective roles in the plant and animal kingdom, and design and implement effective control measures of economically destructive insects utilizing biological, chemical, mechanical, and or other methods.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in the course through reading the textbook material, class interaction and discussion, practice exercises, and class and lab demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

The student assessment by examination indicated that their understanding of recognizing that insects are of major economic importance, differentiation between beneficial vs. harmful vs. neutral insects and their respective roles in the plant and animal kingdom, and design and implement effective control measure of economically destructive insects utilizing biological, chemical, mechanical, and or other methods was very good. Students also utilized their written communication skills and their reading comprehension skills to achieve an understanding of the desired learning outcome as they completed written study assignments. In completing the required insect collection, students used their critical thinking skills to comprehend the desired learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will not make any major changes. I will continue to encourage my students to participate more in class discussions, although they are doing a fairly good job at participating now.

## **Planned Distance Learning Improvement as an Outcome Result**



NA

# Agriculture Education

**Plan Period:** FY08

**Outcome ID#:** 1234

## **Outcome Description**

Students will be able to demonstrate an understanding of the use of an electronic heat or estrus detection system on cattle which determines the appropriate time to artificially inseminate the female.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in the course through reading of documents, class and instructor interactions, practice in attaching the electronic transmitters to cows, and using the computer software that collects the data on each animal.

## **Outcome Method**

The assessment of the desired outcome will be determined by the instructor evaluating each student as they operate the system.

## **Outcome Criterion**

A minimum of 90 percent of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize their reading comprehension skills to achieve an understanding of the learning outcome along with critical thinking skills to comprehend the desired learning outcome, and computer skills to achieve an understanding of the learning outcome.

## **Outcome Results**

Student performance exceeded the expected learning outcome with 100% of students demonstrated competence when assessed.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY08

**Outcome ID#:** 1235

## **Outcome Description**

Students will be able to demonstrate a higher level of understanding of the feeding, daily care, training, and preparing of beef cattle for livestock shows.

## **Outcome Strategy**

Student will gain an understanding of the desired outcome through reading documents, viewing video, interaction with the instructor and other students, demonstrations, practice using live animals.

## **Outcome Method**

The assessment of the desired outcome will be determined by how well the cattle perform in the show ring and by instructor observation during the entire eight month period. If the cattle are well fed, trained to lead and stand properly, groomed, and cared for during the weeks prior to the show, as well as fitted well the day of the show, the outcome at the show will assess in a large degree how well the students have learned the desired outcome.

## **Outcome Criterion**

A minimum of forty percent of the show cattle will finish in the top fifty percent of their perspective show classes. All cattle will look and perform well at a high level of competition.

## **Strategic Plan Relationship**

Students will be required to utilize written and oral communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

Student performance exceeded the expected learning outcome with 100% of students demonstrated competence when assessed.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY08

**Outcome ID#:** 1241

## **Outcome Description**

Students will be able to demonstrate an understanding of what plant scientist do as they perform various research test on new and old crop plants through developing and completing a fertilizer test on a cool-season annual crop plant.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in the course by first writing a lab project proposal which includes a valid test along with mathematical calculations for determining the seeding and fertilizer rates for the small plots. Second, they will follow through with their lab project proposal by utilizing an assigned five foot by ten foot test plot at the college ranch. Third, the student will write a term paper over their project including the results from observations and measurements taken each week on their test plot throughout the semester.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a term paper which will include all the information gathered during their project, such as measurements and observations of the plants in each sub-plot, photos taken of their test plot each week of the test, and an evaluation of their fertilizer/plant test results.

## **Outcome Criterion**

A minimum of 90 percent of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be able to utilize written communications skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and mathematical skills to achieve an understanding of the learning outcome.

## **Outcome Results**

All desired outcomes were accomplished with good results.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are necessary as the desired outcomes were accomplished under the current strategy.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY09

**Outcome ID#:** 5704

## **Outcome Description**

Improve the weed control program on the TVCC Ranch.

## **Outcome Strategy**

Request the purchase of a 500 gallon tractor pulled pot driven weed sprayer to be purchased in the fall of 2009. This will enable that weeds on the college ranch are sprayed at the proper time and at the proper chemical rate so that they are controlled much better. Agriculture students will be instructed on the proper use of herbicides for the control of weeds in pastures. These students will also be given demonstrations on how to use the new weed spraying equipment.

## **Outcome Method**

The instructor and the students will evaluate first hand the results of the chemical applications to weed control in pastures.

## **Outcome Criterion**

The expected outcome is a much better control of weed pests in the TVCC Ranch pastures which will demonstrate to the student the techniques that are learned in the classroom.

## **Strategic Plan Relationship**

Students will be required to participate in the calibration of the new spray equipment and to calculate the proper rate for the selected herbicide. Students will be required to learn about the detrimental effects of weeds species in pastures. They will also be required to learn to identify many of these species so as to select the proper herbicide to put in to the new spray equipment.

## **Outcome Results**

I requested a 500 gallon weed sprayer with an additional global positioning satellite system for applying herbicides to pasture. The GPS system will greatly improve coverage and usage of the chemicals applied as well as give us the opportunity to instruct students on this new technology. The funds to purchase this equipment did not come available until the summer of 2009 when the equipment was purchased. I will not have a full evaluation available until after its use in the spring of 2010.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY09

**Outcome ID#:** 5705

## **Outcome Description**

Update technology in agriculture and ranch management building to enhance learning and interest in material presented to the student.

## **Outcome Strategy**

Request that a "Smart Room" be installed in the large classroom in the agriculture and ranch management building.

## **Outcome Method**

Poll agriculture and ranch management students at the end of the first semester smart room is installed on whether or not the new technology has enhanced their ability to learn or grasp the material covered in the courses. Evaluate test scores to see if they have improved over the scores from the previous course taught without the new technology.

## **Outcome Criterion**

I expect the new technology to increase the instructors ability to keep the students attention and allow for a better platform to present information in a way that enhances learning.

## **Strategic Plan Relationship**

The smart room will enable students to enhance their learning of the course material by the use of computer based technology to access information, solve agricultural problems, and receive this information by clear communications. One of the features on the smart room will allow for various insects or other actual items to be viewed and even magnified on a large screen.

## **Outcome Results**

A smart room was installed in the Agriculture/Ranch Management building September 2008. I feel it enhanced student learning this past year. Students commented that they really liked the technology when viewing slides, videos, and other items. I was able to put plants and insects on the screen from the document camera (part of the smart room). Student interest in lecture definitely increased over not using the smart room technology. There was also an overall increase in average grades during this semester. I cannot say for sure that the grade increase was due solely to using the smart room technology, but I have no doubt that the smart room played a significant role in grade improvement.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY10

**Outcome ID#:** 6228

**Outcome Description**

Following agriculture courses at Trinity Valley Community College, students will be able to properly tattoo cattle and understand the importance of marking individual animals in the registered cattle industry.

**Outcome Strategy**

I will use classroom and hands on lab instruction at the TVCC Ranch to teach the students how to properly tattoo cattle and it's importance to the registered cattle industry.

**Outcome Method**

The students will tattoo a calf for the practical portion and the importance of doing of tattooing registered cattle will be addressed by a question in one of the major exams.

**Outcome Criterion**

100% of the students will be able to properly tattoo cattle.

**Strategic Plan Relationship**

**Outcome Results**

100% of students successfully learned how to properly tattoo cattle.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Agriculture Education

**Plan Period:** FY10

**Outcome ID#:** 6229

## **Outcome Description**

Following Agriculture Courses at Trinity Valley Community College students will be able to properly collect a soil sample, send it to a soils lab for analysis, and interpret/evaluate the analysis report.

## **Outcome Strategy**

I will use classroom and practical lab instruction at the TVCC Ranch to teach students how to properly collect the soil sample, send it to a soils lab, and interpret/evaluate the soil analysis report.

## **Outcome Method**

I will assign all students a field at the TVCC Ranch to properly collect soil for analysis. I will also evaluate their knowledge of the soil analysis report individually as we go over it in class after the report has been sent to us from the soils lab.

## **Outcome Criterion**

100% of the students will be able to collect a soil sample and interpret/evaluate the soil analysis report.

## **Strategic Plan Relationship**

## **Outcome Results**

100% of students learned how to properly collect a soil sample and interpret the analysis report.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY11

**Outcome ID#:** 6230

**Outcome Description**

Following agriculture courses at Trinity Valley Community College students will be able to perform a soil test analysis for various primary plant nutrients, pH, and texture using a field soil test kit.

**Outcome Strategy**

I will use the TVCC Agriculture building lab and the department's field soil test kit for students to learn how to test soil.

**Outcome Method**

I will evaluate students on an individual basis during lab as they work with other students in their group to perform the required soil nutrient, pH, and texture test on the soil sample given them.

**Outcome Criterion**

100% of the students will be able to perform a soil test for primary plant nutrients, pH, and texture using a field soil test kit.

**Strategic Plan Relationship**

**Outcome Results**

100% of the students learned to perform a soil test for primary plant nutrients, pH, and texture using a field soil test kit.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Agriculture Education

**Plan Period:** FY11

**Outcome ID#:** 6232

## **Outcome Description**

Following agriculture courses at Trinity Valley Community College students will be able to evaluate steers on a live basis to determine their value and potential value in the livestock markets.

## **Outcome Strategy**

Students will be lectured to in a classroom setting using slides and then taken on a field trip to a steer feeding operation where myself and the local county extension agent will help them in evaluating the steers and determining their potential market value.

## **Outcome Method**

I will evaluate the students knowledge with a couple of questions on the following major exam, assess a written lab exercise over the topic, as well as individually evaluate students participation and knowledge during the field trip and discussion after the field trip.

## **Outcome Criterion**

100% of students will be able to evaluate steers on a live basis to determine their potential market value.

## **Strategic Plan Relationship**

## **Outcome Results**

100% of students learned how to evaluate steers on a live basis to determine their potential market value.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY06

**Outcome ID#:** 259

**Outcome Description**

The student will be able to repair, reline, replace, and adjust brakes utilizing safe use of equipment.

**Outcome Strategy**

Students will gain an understanding of the desired outcome in lectures and laboratory experience.

**Outcome Method**

A test will be given to all students in the accounting program enrolled in AUMT 1410 to determine the level students have achieved the desired outcome.

**Outcome Criterion**

80% of the students enrolled in AUMT 1410 will be able to achieve the desired outcome.

**Strategic Plan Relationship**

Students will be required to utilize computer literacy, critical thinking skills, reading comprehension skills, and mathematical skills to achieve the learning outcome.

**Outcome Results**

Ninety-percent of the students that were assessed met the desired outcome

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The curriculum will be changed to include additional hands-on laboratory experience related to brakes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY06

**Outcome ID#:** 260

## **Outcome Description**

The student will be able to demonstrate the ability to diagnose and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems utilizing advanced engine performance diagnostic equipment.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in class lecture and laboratory practices.

## **Outcome Method**

A test will be given to all students in the accounting program enrolled in AUMT 2434 to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

80% of the students enrolled in AUMT 2434 will be able to achieve the desired outcome.

## **Strategic Plan Relationship**

Students will be required to utilize computer literacy, critical thinking skills, reading comprehension skills, and mathematical skills to achieve the learning outcome.

## **Outcome Results**

One-hundred percent of students assessed met this desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Change the curriculum to provide students an opportunity to familiarize themselves with personal computers and their operation in a computer lab prior to providing instruction to meet this desired outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY06

**Outcome ID#:** 261

## **Outcome Description**

The student will be able to demonstrate the ability to test electronic computer components in automobiles to ensure they are working properly.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in class lecture and laboratory experiences dealing with sensors and computer operations and functions.

## **Outcome Method**

A practical test using the computer equipment will be given to all students to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

80% of the students enrolled will be able to achieve the desired outcome.

## **Strategic Plan Relationship**

Students will be required to utilize computer literacy, critical thinking skills, reading comprehension skills, and mathematical skills to utilize the computer scanner.

## **Outcome Results**

One-hundred percent of students assessed met this desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will be changed to provide a computer lab opportunity for students to learn about personal computers prior to instruction on this competency

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY07

**Outcome ID#:** 686

## **Outcome Description**

The student will demonstrate a mastery of the fundamentals of engine inspection, removal, and installation procedures

## **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome. .

## **Outcome Method**

The student will perform a mechanical engine test to determine the extent of repair and proficiency in engine removal and installation techniques at the end of the semester to determine if the students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

40% of the students enrolled were able to achieve a minimum score of 80 or above in demonstrating a mastery of the fundamentals of engine inspection, removal, and installation procedures. This did not meet the expected outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The classroom teaching techniques will include additional hands-on lab experiences related to the fundamentals of engine inspection, removal, and installation procedures. Students will work together in teams and ensure each team member has met the expected outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY07

**Outcome ID#:** 687

## **Outcome Description**

The student will demonstrate a mastery of the fundamentals of automotive suspensions and steering systems including tire and wheel diagnosis, component repair, and alignment procedures.

## **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

The student will perform a content mastery exercise at end of the semester to determine if the students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

25% of the students enrolled were able to achieve a minimum score of 80 or above on the desired learning outcome. The expected outcome was not achieved.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The classroom teaching techniques will include additional hands-on lab experiences related to the fundamentals of automotive suspensions and steering systems including tire and wheel diagnosis, component repair, and alignment procedures. Students evaluations will be administered to determine the mastery of each component of the competencies.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Automotive Technology Education

**Plan Period:** FY07

**Outcome ID#:** 688

## **Outcome Description**

The student will demonstrate a mastery of the fundamentals of the air conditioning and heating systems with emphasis on basic refrigeration cycle and diagnosis and repair of system malfunctions.

## **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

The student will perform a content mastery exercise at end of the semester to determine if the students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

55% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome of demonstrating a mastery of the fundamentals of the air conditioning and heating systems with emphasis on basic refrigeration cycle and diagnosis and repair of system malfunctions.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The classroom teaching techniques will include additional hands-on lab experiences related to the fundamentals of automotive suspensions and steering systems including tire and wheel diagnosis, component repair, and alignment procedures. Students will be divided into teams ensuring that each team member achieves the expected outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1278

**Outcome Description**

Improve the students ability to use basic engine performance diagnostic equipment

**Outcome Strategy**

Purchase update state-of the art electronic engine performance diagnostic equipment

**Outcome Method**

a performance test will be given at the end of the semester on the utilization of the electronic engine performance diagnostic equipment

**Outcome Criterion**

One-hundred percent of the students will achieve competency, as determine by the instructor, in the utilization of the diagnostic equipment

**Strategic Plan Relationship**

Student will be required to utilize critical thinking skills in performing basic engine analysis.

**Outcome Results**

80 per cent of the students enrolled were able to achieve a minimum score of 70 or above in demonstrating a mastery of the fundamentals of engine performance analysis.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Teaching techniques will include additional hands-on lab experiences related to the fundamental of electronic computers. Students will work together in group to ensure each group member has met the expected outcome.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1279

**Outcome Description**

Improve student skills in shop and repair order management

**Outcome Strategy**

Purchase a computer software program designed to record and organize customer repair orders in the automotive shop

**Outcome Method**

Students will be able to operate the computer software program at the end of the spring semester

**Outcome Criterion**

One-hundred percent of the students will be able to operate the computer software program as determined by the instructor

**Strategic Plan Relationship**

The student will demonstrate qualitative and quantitative critical thinking skills with the utilization of the additional software program

**Outcome Results**

75% of students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome: (a) critical thinking (b) reading comprehension and (d) oral communication

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Data Projector purchased to help the students look at illustration of equipment and components being studied. Also group to be more responsible in making decisions on work to be performed.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1280

**Outcome Description**

Automotive technology students will improve their manipulative skills

**Outcome Strategy**

A manipulative skills test will be developed and implemented at the beginning of the spring semester

**Outcome Method**

One-hundred percent of the automotive students will be tested at the beginning of the spring semester and the same students will be tested at the end of the semester.

**Outcome Criterion**

Fifty-percent of the students will improve their manipulative skills during the spring semester

**Strategic Plan Relationship**

Automotive technology students will be actively engaged in improving their manipulative skills.

**Outcome Results**

100% of the students were evaluated on their ability to follow direction and work together to perform assigned manipulative skills. Each student had to perform 80% of the skills assigned.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Work Station will be set to better evaluate the students performance.  
Computer will set up so student will have better access to information need to perform the task.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5874

**Outcome Description**

The student will demonstrate a mastery of diagnosing bearing noise in a standard transmission.

**Outcome Strategy**

Class discussion, classroom presentation and hands-on exercises to obtain desired outcome.

**Outcome Method**

Student will listen to a transmission for noise while turning the input shaft and identify the parts affected by disassembling the unit.

**Outcome Criterion**

90% of the students enrolled will be able to diagnose in the desired outcome.

**Strategic Plan Relationship**

Student required to listen to a transmission while it is working and diagnose the problem using power flowchart.

**Outcome Results**

65% of the students enrolled will received a score of 80 or above on the desired learning outcome by demonstrating a mastery of the diagnosing noise in a transmission.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The classroom teaching techniques included additional hands-on lab experiences related to the fundamentals of the automotive transmission. Student divided into teams ensuring that each team member achieves the expected outcome.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5875

**Outcome Description**

Student will be able to make a thorough diagnosis of the automatic transmission.

**Outcome Strategy**

Class discussion, lecture used to inform student of procedure of diagnosing problems.

**Outcome Method**

Student will use the steps presented in the lecture to find problem and diagnosis of overall condition.

**Outcome Criterion**

80% of the students enrolled will be able to diagnose problems of the desired outcome.

**Strategic Plan Relationship**

Student will be required to inspect transmission fluid level and condition using reference material.

**Outcome Results**

100% of the students were able to diagnosis the basic problems that occur in an automatic transmission. The student must complete 7 out of the 10 basic problem as outlined by the instructor.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Student utilize the use of pass out sheet. Smaller groups were used for students to have more input. Computer program was developed to better help the student learn the material presented.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5876

**Outcome Description**

Student will master the ability to comprehend what he/she reads about automotive engine repair.

**Outcome Strategy**

Student will answer questions about article assigned.

**Outcome Method**

The assessment of the desired outcome will be determined by student identifying the parts of the automotive engine.

**Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

**Strategic Plan Relationship**

Student will be required to read assigned article and discuss what information the article conveyed.

**Outcome Results**

100% of the students were evaluated and were successful in their ability to follow directions and work together to perform the task of engine repair

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students placed in smaller groups with more input from group leaders.  
Computer used to show over head screen.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY10

**Outcome ID#:** 6198

## **Outcome Description**

The student will be able to power bleed a hydraulic brake system

## **Outcome Strategy**

Class discussion, classroom presentation and computer program identifying the basis component parts and procedure for bleeding system

## **Outcome Method**

Student will identify the master cylinder, brake bleeder, and type of brake fluid need to perform task

## **Outcome Criterion**

100% of the students will be able to perform the desired outcome at

## **Strategic Plan Relationship**

Student will determine if vehicle has proper brakes with no fluid leaks

## **Outcome Results**

Student bleed brake system using the pressure bleed system, the vacuum pump system, and manual system. Student evaluated the bleed procedure by pedal feel and ability of the vehicle stop properly. 100% of students passed with a 70% or better score on the evaluation

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More accurate record kept and procedure for bleeding brake system used.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Automotive Technology Education

**Plan Period:** FY10

**Outcome ID#:** 6606

**Outcome Description**

Students will inspect, test, and replace engine serpentine belt.

**Outcome Strategy**

Students will receive written instructions and practical demonstrations on inspection, testing and replacement of the serpentine belt system used in todays modern vehicles.

**Outcome Method**

Each student will inspect, perform tests and install serpentine belt on an engine. The engine will operate properly after the performed maintenance.

**Outcome Criterion**

100% of the students will be able to perform the desired outcome at

**Strategic Plan Relationship**

Student will determine if vehicle operates properly with new serpentine belt installed.

**Outcome Results**

Students inspected and tested old belts. They remove the old belt and tested pulley and overall belt system for defects. Student tested installation of new belts and started engine for operational test of the new serpentine belt. 100% of students passed with a 70% or better score on the evaluation

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Upgrade manuals to compensate for changes in new vehicle models.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6717

**Outcome Description**

The student will be able to diagnose and replace front disk brake pads.

**Outcome Strategy**

Class discussion, classroom presentation, and computer program will be used in identifying the basic component parts and procedure for repair of front disk pads

**Outcome Method**

Student will identify the front brake calipers, brake rotors, and brake pads. Students will be able to diagnose and identify which parts are defective and need replacing.

**Outcome Criterion**

85% of the students will be able to perform the desired outcome at

**Strategic Plan Relationship**

Students will be able to diagnose and identify which parts are defective and need replacing.

**Outcome Results**

90% of the students that completed this learning outcome scored 70% on the diagnosis and steps required to perform the brake repair.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Updating the instructional material dealing with the diagnosis and repair procedure. ( text, software and tools.)

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6718

**Outcome Description**

The student will be able to diagnose the proper operation of an alternator.

**Outcome Strategy**

Class discussion, classroom presentation, computer program, and required tools will be used in identifying the basic component parts and procedure for diagnosing the proper operation of an alternator.

**Outcome Method**

Student will identify the alternator and the parts related to proper operation.

**Outcome Criterion**

85% of the students will be able to perform the desired outcome at

**Strategic Plan Relationship**

Students will be able to diagnose and identify which parts are defective and need replacing or repair.

**Outcome Results**

87% of the students that completed this learning outcome scored 70% or above in the steps required to determine the proper operation of an alternator.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Updating the instructional material dealing with this diagnosis and repair procedure. ( text and software)

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Automotive Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6719

**Outcome Description**

The student will be able to diagnose the proper operation of a fuel pump.

**Outcome Strategy**

Class discussion, classroom presentation, computer program, and required tools will be used in identifying the basic component parts and procedure for diagnosing the proper operation of a fuel pump.

**Outcome Method**

Student will identify the fuel pump and the parts related to proper operation.

**Outcome Criterion**

85% of the students will be able to perform the desired outcome at

**Strategic Plan Relationship**

Students will be able to diagnose and identify which parts are defective and need replacing or repair.

**Outcome Results**

88% of the students that completed this learning outcome scored 70% or above in the steps to determine the proper operation of a fuel pump.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Updating the instructional material dealing with this diagnosis and repair procedure. ( text and software)

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY06

**Outcome ID#:** 415

## **Outcome Description**

Students will acquire an understanding of early childhood as a profession by exploring types of programs in child care, early education, and social services.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students tested will show mastery of 7 of the 10 examination questions.

## **Strategic Plan Relationship**

Students will apply reading comprehension, critical thinking, and oral communication to gain a thorough understanding of the desired outcome. Reading comprehension and written communication will be utilized as a means of demonstrating comprehension of the desired outcome.

## **Outcome Results**

Test results show that twenty-four of the twenty-five students tested correctly answered at least seven of the ten questions – or 96% of the students answered at least seven of the ten questions correctly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will be changed to include a tutoring class available for students not achieving the desired outcome on the assessment test

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY06

**Outcome ID#:** 416

## **Outcome Description**

Students will gain an understanding of current issues and trends impacting the early childhood profession.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students tested will show mastery of 7 of the 10 examination questions.

## **Strategic Plan Relationship**

Students will apply reading comprehension, critical thinking, and oral communication to gain a thorough understanding of the desired outcome. Reading comprehension and written communication will be utilized as a means of demonstrating comprehension of the desired outcome.

## **Outcome Results**

Test results show that nineteen of the nineteen students tested correctly answered at least seven of the ten questions – or 100% of the students answered at least seven of the ten questions correctly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes were made as 100% reached the desired outcome

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY06

**Outcome ID#:** 417

## **Outcome Description**

Students will gain the ability to recognize family factors that affect the development of the young child.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students tested will show mastery of 7 of the 10 examination questions.

## **Strategic Plan Relationship**

Students will apply reading comprehension, critical thinking, and oral communication to gain a thorough understanding of the desired outcome. Reading comprehension and written communication will be utilized as a means of demonstrating comprehension of the desired outcome.

## **Outcome Results**

Test results show that 80% of the students achieved the desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will be changed to include a tutoring class available for students not achieving the desired outcome on the assessment test

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY07

**Outcome ID#:** 689

## **Outcome Description**

Students will gain an understanding of issues specifically related to the conception, prenatal, and neonatal period of child development.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions

## **Strategic Plan Relationship**

Students will apply reading comprehension, critical thinking, and oral communication to gain a thorough understanding of the desired outcome. Reading comprehension and written communication will be utilized as a means of demonstrating comprehension of the desired outcome.

## **Outcome Results**

Results of the evaluations showed that 13 of the 14 students assessed, correctly answered at least 7 of the 10 components of the evaluation. This calculates to a ninety-three (93%) of the students met the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students not meeting the objective, met with the instructor for one class period to discuss and review the correct answers and to see what they did wrong.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Child Development Education

**Plan Period:** FY07

**Outcome ID#:** 690

## **Outcome Description**

Students will gain an understanding of issues specifically related to the physical and emotional development of children during middle childhood (ages 6-years to 12-years) and adolescence.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions

## **Strategic Plan Relationship**

Students will apply reading comprehension, critical thinking, and oral communication to gain a thorough understanding of the desired outcome. Reading comprehension and written communication will be utilized as a means of demonstrating comprehension of the desired outcome.

## **Outcome Results**

Results of the evaluation of the students showed that 12 of the 14 students correctly answered at least 7 of the 10 components of the evaluation instrument correctly. This is an eighty-six (86%) percent success rate for the accomplishment of the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students that did not achieve the necessary percent of successful achievement for the learning objective, met with the instructor for one class period to review and discuss the correct answers for the objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY07

**Outcome ID#:** 691

## **Outcome Description**

Students will gain an understanding of issues specifically related to the physical and emotional development of a child's first year of life.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions

## **Strategic Plan Relationship**

Students will apply reading comprehension, critical thinking, and oral communication to gain a thorough understanding of the desired outcome. Reading comprehension and written communication will be utilized as a means of demonstrating comprehension of the desired outcome.

## **Outcome Results**

The results of the evaluation instrument show that 12 students out of 12 scored higher than the required mastery for success on the learning objective. One hundred percent scored satisfactorily on the assessment of the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY08

**Outcome ID#:** 1198

## **Outcome Description**

Students will acquire an understanding of the licensing requirements, enrollment criteria and program guidelines for ten specific early childhood programs.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

For Outcome #1, twenty-two of the twenty-two students enrolled took the test designed for the outcome. 100% (twenty-two students) answered at least seven of the ten questions correctly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The success rate was good on this assessment - no changes are planned.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY08

**Outcome ID#:** 1199

## **Outcome Description**

Students will develop a knowledge base for Developmentally Appropriate Guidance and the assessment of young children.

## **Outcome Strategy**

Students will develop the knowledge base by attending class lectures, reading the related text material and by participating in class interactions, discussions and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions

## **Strategic Plan Relationship**

The outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Twenty-one of the twenty-one students enrolled completed the assessment designed for Outcome #2. Eighteen students, 86%, answered seven out of the ten questions correctly. Fourteen percent of the students made a score less than 70%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

In order to improve student success on this assessment, I will assign study groups and have them meet at least one time during the class period so that I will be available to answer questions.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY08

**Outcome ID#:** 1201

## **Outcome Description**

Students will gain the ability to recognize signs of physical, emotional, and sexual abuse in young children.

## **Outcome Strategy**

Students will gain this ability by attending class lectures, reading the related text material and by participating in class interactions, discussions and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Of the twenty-one students enrolled in the course, twenty-one students completed the assessment designed for Outcome #3. One-hundred percent of the students answered at least seven of the ten questions correctly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Student success was very high on this assessment - no changes are planned.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY09

**Outcome ID#:** 5617

## **Outcome Description**

Students will gain an understanding of issues specifically related to the conception, prenatal and neonatal periods of child development.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions.

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Eight of the eight students enrolled completed the assessment designed for Outcome #1. Eight students, 100%, answered ten of the ten questions correctly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes will be made

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY09

**Outcome ID#:** 5618

## **Outcome Description**

Students will gain an understanding of issues specifically related to the physical and emotional development of children during middle childhood - ages 6-years to 12-years.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions.

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Of the eight students enrolled in the course, eight students participated in the assessment and 100% met the criteria for success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY09

**Outcome ID#:** 5619

## **Outcome Description**

Students will gain an understanding of issues specifically related to the physical and emotional development of a child's first year.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 examination questions.

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Eight of the eight students enrolled completed the assessment designed for Outcome #3. Eight students, 100%, answered seven out of the ten questions correctly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Child Development Education

**Plan Period:** FY10

**Outcome ID#:** 5924

## **Outcome Description**

Students will acquire an understanding of early childhood as a profession by exploring types of programs in child care and early education.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 exam questions

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Of the twenty-six students enrolled in the course, twenty-six students participated in the assessment and 100% met the criteria for success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes will be made

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY10

**Outcome ID#:** 5925

## **Outcome Description**

Students will gain an understanding of Developmentally Appropriate Assessment and become familiar with the procedures used.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 exam questions.

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Of the twenty-one students enrolled in the course, twenty-one of the students participated in the assessment and 95% met the criteria for success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY10

**Outcome ID#:** 5926

## **Outcome Description**

Students will gain an understanding of current issues and trends impacting the early childhood profession.

## **Outcome Strategy**

Students will develop the knowledge base by attending class lectures, reading the related text material and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed exam to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 exam questions

## **Strategic Plan Relationship**

The outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

NA

## **Outcome Distance Learning Results**

Of the twenty-one students enrolled in the course, twenty-one students participated in the assessment and nineteen or 90% met the criteria for success.

## **Planned Improvement as an Outcome Result**

No changes were made

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY11

**Outcome ID#:** 6199

## **Outcome Description**

Measured on Test#1 – TECA 1354 Child Growth & Development

Students will be made aware of key issues dealt with during pregnancy and the neo-natal period.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions, and presentations

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 exam questions

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Fall 2010- Of the twenty-five students enrolled, twenty-five students participated in the assessment and 80% met the criteria for success.

Spring 2011 - Of the thirteen students enrolled, eleven students participated in the assessment and 73% met the criteria for success.

2010-2011 total - Of the thirty-eight students enrolled, thirty-six students participated in the assessment and 78% met the criteria for success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of this evaluation, I will re-evaluate my assessment tool. If I decide to continue using the current assessment, then I will spend more time preparing students on what is expected on a short essay examination.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY11

**Outcome ID#:** 6200

## **Outcome Description**

Outcome#2

Measured on Test#2 – TECA 1354 Child Growth & Development

Children age two-years through six-years will be examined with emphasis on their physical, cognitive, social and emotional development.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions, and presentations

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 exam questions.

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Fall 2010- Of the twenty-five students enrolled, nineteen students participated in the assessment and 95% met the criteria for success.

Spring 2011 - Of the thirteen students enrolled, nine students participated in the assessment and 100% met the criteria for success.

2010-2011 total - Of the thirty-eight students enrolled, twenty-eight students participated in the assessment and 96% met the criteria for success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of this evaluation, I will re-evaluate my assessment tool. If I decide to continue using the current assessment, then I will spend more time preparing students on what is expected on a short essay examination.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Child Development Education

**Plan Period:** FY11

**Outcome ID#:** 6201

## **Outcome Description**

Outcome#3

Measured on Test#3 – TECA 1354 Child Growth & Development

Students will examine physical, social and emotional issues faced by adolescents.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading the related text material and by participating in class interactions, discussions, and presentations

## **Outcome Method**

Assessment will be determined by a ten-question, short essay, specifically developed examination to be given after the presentation of material covering the desired outcome

## **Outcome Criterion**

80% of the students will show mastery of 7 of the 10 exam questions.

## **Strategic Plan Relationship**

This outcome involves the student being able to communicate effectively in both oral and written language as they practically apply textbook knowledge. Through group projects and class participation, students will develop skills to become an engaged learner.

## **Outcome Results**

Fall 2010- Of the twenty-one students enrolled, nineteen students participated in the assessment and 95% met the criteria for success.

Spring 2011 - Of the thirteen students enrolled, nine students participated in the assessment and 100% met the criteria for success.

2010-2011 total - Of the thirty-four students enrolled, twenty-eight students participated in the assessment and 96% met the criteria for success.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of this evaluation, I will re-evaluate my assessment tool. If I decide to continue using the current assessment, then I will spend more time preparing students on what is expected on a short essay examination.

## **Planned Distance Learning Improvement as an Outcome Result**

# Computer Science Education

**Plan Period:** FY06

**Outcome ID#:** 400

## **Outcome Description**

Students will demonstrate the ability to design, create, query, and modify a database.

## **Outcome Strategy**

Students will gain the knowledge of database design, creation, implementation, and modification through reading the textbook material, interaction with Instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment database design, creation, querying, and modification will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or /tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will have meet the desired competency level for the desired learning outcome.

## **Strategic Plan Relationship**

The outcome directly relates to students reading comprehension ability to analyze and understand the given problem. The critical thinking outcome will be demonstrated by the student's engagement in analyzing and solving the problem. The student's computer literacy will be directly evaluated as they are challenged to apply computer concepts to their solution to the given problem.

## **Outcome Results**

A minimum of 75% of the students that were assessed were able to achieve 75% of the desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are deemed necessary.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Computer Science Education

**Plan Period:** FY06

**Outcome ID#:** 401

## **Outcome Description**

Students will demonstrate the ability to accomplish file management tasks using Windows Explorer and use of a Zipping utility for compression/decompression of folders/files.

## **Outcome Strategy**

Students will gain the knowledge of file management and zipping through reading the textbook material, interaction with Instructor, and completing assigned homework.

## **Outcome Method**

The assessment of file management & zipping will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level at which students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will have meet the desired competency level for the desired learning outcome.

## **Strategic Plan Relationship**

This learning outcome directly relates to the students ability to demonstrate computer literacy. This outcome also relates to Reading Comprehension, as they are required to interpret not only material from a textbook, but instructions from an assignment and then apply critical thinking skills to achieve a solution to the assignment.

## **Outcome Results**

Fifty-percent of the measured students achieved this desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional technique will be changed to engage students early to ensure completion of desired outcome

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY06

**Outcome ID#:** 402

## **Outcome Description**

Students will demonstrate fundamental programming skills for problem solving by using a structured top down methodology. Given a typical business application, the student will analyze, design, code, debugging, execute and document a computer program. This program will require the student to demonstrate their ability to 1) create and assign proper data types/variables, 2) employ the basic logic control structures including sequence, selection and repetition, 3) count and/or accumulate, and 4) create a well defined user interface for input/output.

## **Outcome Strategy**

Students will gain the knowledge of writing a computer program through reading the textbook material, interaction with the Instructor, and completing assigned homework.

## **Outcome Method**

The assessment of writing a computer program will be determined by students completing an examination, after presentation of the learning outcomes, that will contain questions and/or tasks specifically developed to determine the level at which students have achieved the desired learning outcome.

## **Outcome Criterion**

A minimum of 75% of the students will have met the desired competency level for the desired learning outcome.

## **Strategic Plan Relationship**

This learning outcome directly relates to the students ability to demonstrate computer literacy. This outcome also relates to Reading Comprehension, as they are required to interpret not only material from a textbook, but instructions from an assignment and then apply critical thinking skills to achieve a solution to the assignment.

## **Outcome Results**

One-hundred percent of the students met the desired outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The syllabus will change to emphasize the amount of individual student work and self-discipline required to achieve the desired outcomes. It should be placed in the syllabus and discussed with students at the beginning of class.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY06

**Outcome ID#:** 404

## **Outcome Description**

Students will be able to demonstrate an understanding of the use of the internet, internet services, fundamentals of HTML, web page design, and web site development.

## **Outcome Strategy**

Students will achieve the desired outcomes by classroom lecture, overhead demonstrations, internet activities, and hands-on lab activities.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination that will contain questions and/or hands-on activities specifically developed to demonstrate the level of achievement that students have completed.

## **Outcome Criterion**

90% of the students who are assessed will be able to achieve 80% of the desired outcome.

## **Strategic Plan Relationship**

Students will be required to utilize reading comprehension skills, computer literacy skills, written communication skills, and critical thinking skills to achieve the learning outcome.

## **Outcome Results**

A minimum of 90% of the students were able to achieve at least 80% of the desired outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students will become more engaged in the learning process by working in groups and teams and ensuring that each team member has learned desired outcomes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY07

**Outcome ID#:** 658

## **Outcome Description**

Students will demonstrate an understanding of the difference between a “bit” and a “byte” as each refer to data representation.

## **Outcome Strategy**

Students will gain the knowledge of understanding the difference between a “bit” and “byte” through reading the textbook material, interaction with the instructor and working on labs.

## **Outcome Method**

The assessment of understanding the difference between a “bit” and “byte” will be determined by students answering specific questions that will be embedded on a quiz or discussed on an essay.

## **Outcome Criterion**

A minimum of 75% of the students will score at least 70% to demonstrate that the desired competency level for the learning outcome has been met.

## **Strategic Plan Relationship**

This learning outcome directly relates to the students ability to demonstrate computer literacy. This outcome also relates to Reading Comprehension, as the students are required to interpret material from a textbook and labs.

## **Outcome Results**

Ninety two percent (92%)of the students assessed achieved seventy five (75%)accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY07

**Outcome ID#:** 659

## **Outcome Description**

Students will demonstrate the knowledge of data conversion by converting decimal numbers to binary numbers and binary numbers to decimal numbers.

## **Outcome Strategy**

Students will gain knowledge of converting decimal numbers to binary numbers and binary numbers to decimal numbers through reading the textbook, interacting with the instructor, and completing interactive labs.

## **Outcome Method**

The assessment of converting binary numbers to decimal numbers and decimal numbers to binary numbers will be determined by students completing lab assignments that will contain exercises developed to determine the level at which students have achieved the desired learning outcome.

## **Outcome Criterion**

A minimum of 70% of the students will score at least 70% to demonstrate that the desired competency level for the learning outcome has been met.

## **Strategic Plan Relationship**

The learning outcome directly relates to the students ability to demonstrate qualitative and quantitative critical thinking skills because the students have to think about the data conversion. Reading and analyzing skills are also applied because the students have to analyze their textbook material that relates to data conversion and apply this knowledge to their lab problems. The learning outcome also relates to developing skills and strategies to help the student become an engaged learner. By linking hands-on labs to textbook material, the students learn to apply their knowledge in an engaged manner.

## **Outcome Results**

Ninety six percent (96%) of the students assessed achieved seventy five (75%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY07

**Outcome ID#:** 660

## **Outcome Description**

Students will demonstrate the ability to design, create, query, and modify a database.

## **Outcome Strategy**

Students will gain the knowledge of database design, creation, implementation, and modification through reading the textbook material, interaction with Instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of database design, creation, querying, and modification will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the course and who are assessed will be able to achieve 75% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to read, analyze a problem, and comprehend the tasks necessary to solve the problem. The student must be able to demonstrate qualitative and quantitative critical thinking skills in solving the problem. The student must be proficient in using the computer as the tool used in solving the problem. The student must use skills and strategies of an engaged participant in his/her learning.

## **Outcome Results**

Seventy five percent (75%)of the Micro Computer Applications students assessed achieved seventy five (75%)accuracy when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

For students who did not meet the objective: The instructor will concentrate on giving tutorials and examples on how to design, create, query, and modify a database. The students will participate in groups to enhance their learning of this objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY07

**Outcome ID#:** 661

## **Outcome Description**

Students will be able to demonstrate an understanding of the basic principles of electronic spreadsheets for business applications including formula building, formatting the worksheet, graphics, and printing.

## **Outcome Strategy**

Students will achieve the desired outcomes by classroom lecture, overhead demonstrations, internet activities, and hands-on lab activities.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination that will contain questions and/or hands-on activities specifically developed to demonstrate the level of achievement that students have completed.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the course and who are assessed will be able to achieve 75% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to read, analyze a problem, and comprehend the tasks necessary to solve the problem. The student must be able to demonstrate qualitative and quantitative critical thinking skills in solving the problem. The student must utilize mathematical skills in solving a spreadsheet problem. The student must be proficient in using the computer as the tool used in solving the problem. The student must use skills and strategies of an engaged participant in his/her learning.

## **Outcome Results**

Eighty two percent (82%)of the students assessed achieved seventy five (75%)accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY07

**Outcome ID#:** 943

## **Outcome Description**

Student will be able to design and create a custom report in Access including the date, page number, and a summary sub report

## **Outcome Strategy**

Student will learn this objective through lecture, and/or demonstration, and/or hands on practice.

## **Outcome Method**

Students who complete ITSW 1307 will be given a practical problem to access this goal.

## **Outcome Criterion**

75% of the students assessed will have a grade of 70% or better on this assessment.

## **Strategic Plan Relationship**

The outcome directly relates to understanding mathematical information and using mathematical skills as mathematical functions will be needed to achieve the desired outcome. Critical thinking skills will be addressed and measured in the design aspect of the report. Computer based technology in assessing information, solving problems and communicating will be directly measured.

## **Outcome Results**

Eight two percent (82%)of the students assessed achieved seventy five (75%)accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Computer Science Education

**Plan Period:** FY07

**Outcome ID#:** 944

## **Outcome Description**

Student will be able to compress a set of files/folders into a single file, retaining the original hierarchical structure, utilizing file utility compression software. Student will also be able to extract the files/folders from the zipped file back to their original hierarchical structure.

## **Outcome Strategy**

Student will learn this outcome through lecture, class demonstration, detailed instruction document, and/or hands on practice.

## **Outcome Method**

Students who complete COSC 1336 or any one of the following courses: COSC 2320, ITSC 1305, ITSW 1304, IMED 1316, ITSE 2413, will be given a practical problem that will assess this learning outcome.

## **Outcome Criterion**

75% of the students will have a grade of 70 or better on this assessment.

## **Strategic Plan Relationship**

This learning outcome directly relates to the student's ability to utilize a computer based technology skill. The student must also demonstrate reading comprehension in order to process written instructions and follow those instructions. The student will have to utilize critical thinking skills in order to determine whether or not the files have been zipped/unzipped properly.

## **Outcome Results**

One hundred percent (100%)of the students assessed achieved seventy five (75%)accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY08

**Outcome ID#:** 1242

## **Outcome Description**

Students will demonstrate an understanding of the basic principles a word processor for business applications, including formatting margins, font size, text enhancement, saving, opening, cut and paste, spell check, word wrap, alignment, indention, bullets, headers/footers, graphics, and printing..

## **Outcome Strategy**

Students will gain the knowledge of Word Processing through reading the textbook material, interaction with instructor, and completing assigned homework/lab work

## **Outcome Method**

The assessment of Word Processing, including formatting margins, texts, graphics, headers/footers, graphics, and printing will be determined by students completing an examination using SAM (Skills Assessment Manager) after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 70% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Eighty Seven per cent (87%) of the (474 of 546), students assessed achieved seventy (70%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Sixty six per cent (66%)of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

Since ninety percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP.

### **Planned Distance Learning Improvement as an Outcome Result**

Quizzes were multiple choice/true/false. Quizzes need to include on-hands activities.

# Computer Science Education

**Plan Period:** FY08

**Outcome ID#:** 1243

## **Outcome Description**

Students will demonstrate the ability to design, create, query, and modify a database.

## **Outcome Strategy**

Students will gain the knowledge of database design, creation, implementation and modification through reading the textbook material, interaction with instructor, and completing assigned homework/lab work

## **Outcome Method**

The assessment of database design, creation, querying and modification will be determined by students completing an examination using SAM (Skills Assessment Manager) after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 70% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Eighty percent (80%)(253/318) of the students assessed achieved Seventy (70%) accuracy or greater when assessed on the learning outcome.

The software, SAM, that was planned for use for the assessment was not ready due to publisher issues.

Instructors need to encourage students to complete their Access lab assignments. Access is covered at the last of the semester. It is the hardest product to use for the students. Concentrate more on doing assignments in class.

## **Outcome Distance Learning Results**

Fifty eight percent (58%)of the students assessed achieved seventy (70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

No changes are anticipated in the delivery and homework for the Face to Face classes.

## **Planned Distance Learning Improvement as an Outcome Result**

The software, SAM, that was planned for use for the assessment was not ready due to publisher issues.

Instructors need to encourage students to complete their Access lab assignments. Access is covered at the last of the semester. It is the hardest product to use for the students.

# Computer Science Education

**Plan Period:** FY08

**Outcome ID#:** 1244

## **Outcome Description**

Students will demonstrate an understanding of the basic principles of electronic spreadsheets for business applications, including formula building, formatting the worksheet, "what if" forecasting, charting, and printing..

## **Outcome Strategy**

Students will gain the knowledge of spreadsheet design, creation, implementation and modification through reading the textbook material, interaction with instructor, and completing assigned homework/lab work

## **Outcome Method**

The assessment of spreadsheet creation, formatting, formula building, graphing, and printing will be determined by students completing an examination using SAM (Skills Assessment Manager) after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 70% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Eighty three percent (83%) (272/328) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Sixty four percent (64%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

No changes are anticipated for the Face to Face classes.

## **Planned Distance Learning Improvement as an Outcome Result**

Quizzes were multiple choice/true/false

# Computer Science Education

**Plan Period:** FY09

**Outcome ID#:** 5720

## **Outcome Description**

Students will demonstrate an understanding of the basic principles of a word processor for business applications, including formatting margins, font size, text enhancement, saving, opening, cut and paste, spell check, word wrap, alignment, indention, bullets, headers/footers graphics, and printing.

## **Outcome Strategy**

Students will gain the knowledge of Word Processing through reading the textbook material, interactions with instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of Word Processing including formatting margins, texts, graphics, headers/footers, graphics, and printing will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessments will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

The outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

90% of students in on campus classes achieved this objective.

## **Outcome Distance Learning Results**

82% of distance students achieved this objective.

## **Planned Improvement as an Outcome Result**

This Leap has been achieved, and a new Leap will be developed for the Fall 2009.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY09

**Outcome ID#:** 5721

## **Outcome Description**

Students will demonstrate the ability to design, create, query, and modify a database.

## **Outcome Strategy**

Students will gain the knowledge of database design, creation, implementation and modification through reading the textbook material, interaction with the instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of database design, creation, querying and modification will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

77% of students in on campus classes achieved this objective.

## **Outcome Distance Learning Results**

78% of distance students achieved this objective.

## **Planned Improvement as an Outcome Result**

The learning outcome has been achieved, and a new Leap will be developed for Fall 2009.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Computer Science Education

**Plan Period:** FY09

**Outcome ID#:** 5722

## **Outcome Description**

Students will demonstrate an understanding of the basic principles of electronic spreadsheets for business applications, including formula building, formatting the worksheet, "what if" forecasting, charting, and printing.

## **Outcome Strategy**

Students will gain the knowledge of spreadsheet design, creation, implementation, and modification through reading the textbook material, interaction with instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of spreadsheet creation, formatting, formula building, graphing, and printing will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcomes.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

83% of students in on campus classes achieved this objective.

## **Outcome Distance Learning Results**

72% of distance students achieved this objective. This is below the desired 75% goal of achievement.

## **Planned Improvement as an Outcome Result**

The combined achievement level for this objective is 81%. This Leap has been achieved, and a new Leap will be developed for the Fall of 2009.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Computer Science Education

**Plan Period:** FY10

**Outcome ID#:** 6016

## **Outcome Description**

Student will demonstrate an understanding of the basic principles of a word processor for business applications; including page numbering, proper use of footnotes, creation of a bibliography, headers/footers, graphics, and printing

## **Outcome Strategy**

Students will gain the knowledge of Word Processing through reading the textbook material, interactions with their instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of Word Processing including page numbering, proper use of footnotes, creation of a bibliography, headers/footers, graphics, and printing will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessments will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

The outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Ninety one per cent (91%) of the students assessed achieved seventy percent(70%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Ninety percent (90%) of the students assessed achieved seventy percent(70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

Since ninety one percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP.

## **Planned Distance Learning Improvement as an Outcome Result**

A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses.

# Computer Science Education

**Plan Period:** FY10

**Outcome ID#:** 6017

## **Outcome Description**

Students will demonstrate an understand of the basic principles of functions in an electronic spreadsheet; specifically using SUM, AVERAGE, MAX, MIN, and IF.

## **Outcome Strategy**

Students will gain the knowledge of functions within Excel through reading the textbook material, interactions with their instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of this leap including specifically using SUM, AVERAGE, MAX, MIN, and IF will be determined by students completing an examination after presentations of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessments will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

The outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Ninety one per cent (91%) of the students assessed achieved seventy percent(70%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Ninety one per cent (91%) of the students assessed achieved seventy percent(70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

Since ninety one percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP.

## **Planned Distance Learning Improvement as an Outcome Result**

A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses.

# Computer Science Education

**Plan Period:** FY10

**Outcome ID#:** 6018

## **Outcome Description**

Students will gain the knowledge of using query in a database. They will be able to create queries of the following types: use text data in a criterion; use a wildcard; use AND in the criteria; use OR in the criteria; and create a calculated query.

## **Outcome Strategy**

Students will gain the knowledge of using a "query" in a database through reading the textbook material, interactions with their instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of this leap including specifically using query in a database of the following types: use text data in a criterion; use a wildcard; use AND in the criteria; use OR in the criteria; and create a calculated query will be determined by students completing an examination after presentations of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessments will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

The outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Eighty five per cent (85%) of the students assessed achieved seventy percent(70%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Ninety percent (90%) of the students assessed achieved seventy percent(70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

Since eighty six percent (86%)of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP.

## **Planned Distance Learning Improvement as an Outcome Result**

A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses.

# Computer Science Education

**Plan Period:** FY11

**Outcome ID#:** 6300

## **Outcome Description**

Students will demonstrate ability to: create a right aligned header with their name and page number in it utilizing the proper page code, and be able to change a selection of text from single to double space.

## **Outcome Strategy**

Students will gain the knowledge of Word Processing through reading the textbook material, interactions with instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of this will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessments will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

The outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Eighty three per cent (83%) of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Seventy seven percent (77%) of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

Since eighty three percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP. A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses.

## **Planned Distance Learning Improvement as an Outcome Result**

Since seventy seven percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP. A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses.

# Computer Science Education

**Plan Period:** FY11

**Outcome ID#:** 6301

## **Outcome Description**

Students will demonstrate the ability to accurately use the following Functions in Excel: SUM, AVERAGE, MAX, MIN, and IF.

## **Outcome Strategy**

Students will gain the knowledge of the proper use of Excel Functions through reading the textbook material, interaction with the instructor, and completing assigned homework/lab work

## **Outcome Method**

The assessment of the correct use of Excel Functions will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Seventy per cent (70%) of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

Seventy eight percent (78%) of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome.

## **Planned Improvement as an Outcome Result**

On campus students did not achieve this LEAP. Distance students marginally achieved this LEAP. The computer science department has adopted a new book with an online assessment training program. This training should provide hands on reinforcement for this LEAP. This LEAP should be retained in its present form.

## **Planned Distance Learning Improvement as an Outcome Result**

Distance students marginally achieved this LEAP, but on campus students did not achieve it. The computer science department has adopted a new book with an online assessment training program. This training should provide hands on reinforcement for this LEAP. This LEAP should be retained in its present form.

# Computer Science Education

**Plan Period:** FY11

**Outcome ID#:** 6302

## **Outcome Description**

Students will demonstrate the ability to use Access to query a table using the following query types: Criteria, Compound with OR, Compound with AND; and single field sort.

## **Outcome Strategy**

Students will gain the knowledge of query design, creation, implementation, and modification through reading the textbook material, interaction with instructor, and completing assigned homework/lab work.

## **Outcome Method**

The assessment of query design will be determined by students completing an examination after presentation of the learning outcomes that will contain questions and/or tasks specifically developed to determine the level students have achieved the desired outcomes.

## **Outcome Criterion**

A minimum of 75% of the students who have completed the assessment will be able to achieve 70% of the desired outcome.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in critical thinking by analyzing a problem and implementing a solution.

## **Outcome Results**

Eighty four per cent (84%) of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome

## **Outcome Distance Learning Results**

Seventy six percent (76%) of the students assessed achieved seventy percent (70%) accuracy or greater when assessed on the learning outcome

## **Planned Improvement as an Outcome Result**

Since eighty four percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP. A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses

## **Planned Distance Learning Improvement as an Outcome Result**

Since seventy six percent of the students achieved the objective no changes are planned in the delivery and assessment of this LEAP. A new LEAP needs to be developed. It should include a standard method of evaluation across all campuses

# Cosmetology Education

**Plan Period:** FY06

**Outcome ID#:** 382

## **Outcome Description**

Students will be able to demonstrate an understanding of basic work place competencies related to haircutting and finishing techniques, terminology related to haircutting and finishing techniques and the use of implements and various sectioning, haircutting and finishing.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in Introduction to Haircutting and Related Theory through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination containing questions and hands-on applications that are specifically developed to determine the level students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written and practical communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

100 percent of the students assessed demonstrated a strong grasp of technical concepts in haircutting including use of all implements and finishing techniques.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will be changed to reinforce the desired outcomes in weekly class exercises demonstrating progress in meeting the desired outcomes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY06

**Outcome ID#:** 383

## **Outcome Description**

Students will be able to demonstrate an understanding of basic work place competencies related to Skin Care and Facial Techniques, theory involved and cosmetic products used.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in Skin Care and Facial Techniques through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination that will contain questions and practical applications that are specifically developed to determine the level students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written and practical communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

After repetitious applications of cosmetics, and skin care products the students have an understanding of practical procedures as well as facial knowledge.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategy will be changed to include weekly exercises to continually emphasize the progress regarding the desired outcomes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Cosmetology Education

**Plan Period:** FY06

**Outcome ID#:** 384

## **Outcome Description**

Students will be able to demonstrate an understanding of terminology related to chemical reformation, demonstrate the proper application of chemical reformation and exhibit work place competencies related to chemical reformation.

## **Outcome Strategy**

Students will gain an understanding of the desired outcomes in Chemical Reformation and Related Theory through reading textbook material, class interaction and discussion, manipulative practice exercises and class demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination that will contain questions and hands-on application that are specifically developed to determine the level students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written and practical communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

One-hundred percent of the students were assessed in a written portion as well as the hands on procedures with mannequins and successfully completed the desired outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will be changed to provide students additional instruction on mannequins prior to moving into client instruction. In addition, more practical applications are needed on clients for students to reach their potential.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY07

**Outcome ID#:** 705

## **Outcome Description**

Students will have the knowledge of disinfecting foot spas in compliance with TDLR requirements, as well as the dangers involved if not properly sanitized.

## **Outcome Strategy**

Students will know the importance of correct disinfection procedures through lectures, class discussions, video presentation, guest speakers and proper documentation required by TDLR.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written examination and passing TDLR inspection of this procedure.

## **Outcome Criterion**

100% of students must achieve this desired outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written and practical communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

100% of students achieved the desired outcome of utilizing the correct disinfection procedures according to TDLR compliance standards.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to emphasize to students the need to use the correct disinfection procedures according to TDLR compliance standards.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY07

**Outcome ID#:** 706

## **Outcome Description**

Students will be able to demonstrate an understanding of basic workplace nail technology competencies by demonstrating the proper application of nail technology

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on applications that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome

## **Outcome Results**

A minimum of 90% of the students were able to achieve the desired learning outcome of the proper application of manicures and nail technology procedures.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum was changed to include greater emphasize on manicures and nail technology.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY07

**Outcome ID#:** 707

## **Outcome Description**

Students will be able to demonstrate an understanding of basic workplace competencies by demonstrating the proper application of hair color and the workplace competencies related to hair color

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on applications that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome

## **Outcome Results**

A minimum of 90% of the students were able to achieve the desired learning outcome of demonstrating the proper application of hair color.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum was changed to provide greater emphasize in the laboratory environment the proper application of hair color.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY08

**Outcome ID#:** 1252

**Outcome Description**

Students will acquire and demonstrate professional ethics and business skills involved in Salon Development.

**Outcome Strategy**

Students will gain an understanding of desired outcome through textbook and related information, class discussion and interaction with other students.

**Outcome Method**

The assessment of the desired outcome will be determined by completing a written examination specifically developed to determine the knowledge achieved from classroom discussion.

**Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

**Strategic Plan Relationship**

In order for students to become successful it is critical that they communicate effectively, develop critical thinking skills and continue to develop strategies to become an engaged learner through continuing education, reading and extracurricular learning.

**Outcome Results**

100% of the Cosmetology Students who completed the written and practical exam achieved a 75% or above to successfully pass the course.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing of students who met the learning objective.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY08

**Outcome ID#:** 1253

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology, proper application and exhibit work place competencies related to Hair Coloring.

## **Outcome Strategy**

Students will gain an understanding of the desired outcomes in Hair Coloring and Related Theory through reading textbook material, class interaction, manipulative practices and class demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination that will contain questions and hands-on application that are specifically developed to determine the level that students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will become successful in communication effectively, developing critical thinking skills and strategies to become an engaged learner in order to succeed in the profession through continued education and extracurricular learning.

## **Outcome Results**

100% of the Cosmetology Students who completed the written and practical exam achieved a 75% or above to successfully pass the course.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing of the students who met the learning objectives.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY08

**Outcome ID#:** 1254

## **Outcome Description**

Students will acquire and demonstrate an understanding of terminology, proper methods and exhibit work-place competencies related to Advanced Hair Design

## **Outcome Strategy**

Students will gain an understanding of the desired outcomes in Advanced Hair Design through reading textbook material, class interaction, manipulative techniques and instructional demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination that will contain questions and hands-on application that are specifically developed to determine the level of competency that students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will become successful in effective communication, developing critical thinking skills and strategies to become an engaged learner in order to succeed in the profession through continued education and extracurricular learning.

## **Outcome Results**

100% of the Cosmetology Students who completed the written and practical exam achieved a 715% or above to successfully complete the course.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing of students who met the learning objectives.

## **Planned Distance Learning Improvement as an Outcome Result**

# Cosmetology Education

**Plan Period:** FY09

**Outcome ID#:** 5743

## **Outcome Description**

Students will acquire and demonstrate professional ethics, business skills and technical skills involved in Advanced Cosmetology.

## **Outcome Strategy**

Students will gain an understanding of desired outcome through textbook and related information, class discussion and interaction with fellow students and hands-on applications.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination specifically developed to determine the knowledge and technical skills achieved from the course.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity

## **Strategic Plan Relationship**

In order for students to become successful, it is critical that they communicate effectively, develop critical thinking skills and technical application skills and continue to develop strategies to become an engaged learner through continuing education, reading and extra-curricular learning.

## **Outcome Results**

90% of the student population learned to adapt the skills of professional communication and critical thinking skills. We will continue to strive to increase the skills needed for success in the field. 95% of student population were proficient in the technical applications needed to be successful in the industry.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students will be incorporated into the teaching area of the program so that they will be engaged in the process and feel as though they have something to share and offer to the other students.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Cosmetology Education

**Plan Period:** FY09

**Outcome ID#:** 5759

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology, proper application and exhibit work place competencies related to Artistry of Hair.

## **Outcome Strategy**

Students will gain an understanding of the desired outcomes in Artistry of Hair and related theory through reading textbook material, class interaction, manipulative practices and class demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination that will contain questions and hands-on applications that are specifically developed to determine the level of skill and knowledge that students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will become successful in communicating effectively, developing critical thinking skills, developing strategies to become an engaged learner and developing technical skills in order to succeed in the profession through continued education and extra-curricular learning.

## **Outcome Results**

90% of student population were successful in critical thinking and communication applications needed for success in the industry. Technical skills were successfully adapted but there is still the need to engage students into the learning process.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More attention will be brought to engage the learner by allowing them to participate more in the teaching and evaluation area of this course.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY09

**Outcome ID#:** 5760

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology, proper application and exhibit work place competencies related to Principles of Skin Care, Facials and Related Theory.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome in Principles of Skin Care, Facials and Related Theory through reading textbook material, class interaction, hands-on techniques and class demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination that will contain questions and hands-on applications that are designed to determine the level that students have achieved from the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcomes based on the assessment activity.

## **Strategic Plan Relationship**

Students will become successful in communicating effectively, developing critical thinking skills, developing strategies to become an engaged learner and developing technical skills in order to succeed in the profession through continued education and extra-curricular learning.

## **Outcome Results**

80% of the student population has gained and are able to apply critical thinking skills in the field of study. Technical skills are very successful and application is highly commendable.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will strive toward improvement in all areas and especially so in involving student engagement by giving more responsibilities to students through interaction with teaching, evaluation, etc.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY10

**Outcome ID#:** 6493

**Outcome Description**

Students will be taught the proper steps needed to perform facial massages on clients.

**Outcome Strategy**

Through classroom discussion, theory and instructor demonstrations, students will learn the proper techniques and safety measures used in performing facial massages on clients.

**Outcome Method**

Students will be evaluated by instructors and by the individual receiving the service by the student.

**Outcome Criterion**

There will be 16 steps to master in order to be successful in massage applications. Students must complete 80% of the criteria at this time.

**Strategic Plan Relationship**

Students will become skilled and efficient in communicating with the client and understanding the desires and needs of that client. They must use critical thinking in meeting those needs and implementing each as well as continually staying abreast of new ideas, techniques and products available in the industry.

**Outcome Results**

After assessment and evaluation, all students scored 80% or above on massage techniques that were administered to instructors, fellow classmates and clients.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students are striving for higher scores and mastery by using the competency-based criteria in grading.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY10

**Outcome ID#:** 6494

## **Outcome Description**

Students will be taught professional ethics and business skills for the salon setting.

## **Outcome Strategy**

Through textbook material, classroom discussions and role playing, students will understand and be able to apply business skills in building and scheduling a clientele base, finance management, team working and laws and regulations pertaining to the Cosmetology industry.

## **Outcome Method**

Students will be evaluated through written tests and projects pertaining to advertisement, salon blue prints, business cards, etc.

## **Outcome Criterion**

Students will be expected to make 70% on the required work and test.

## **Strategic Plan Relationship**

In the field of Cosmetology, it is imperative to be able to communicate, develop critical thinking skills and stay abreast of what is new and upcoming in the field.

## **Outcome Results**

It seems more of a struggle to instill professionalism to some of the students of today. The lack of responsibility and respect is a hard trait to teach the college level student who didn't have this taught to them at an early age. By role-playing and interaction in the classroom setting it has become more successful and will be an ongoing process to reach mastery.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Through continual practice, role-playing and interaction with other students and clients, there is improvement but need to continue to stress professionalism and business skills on a daily basis. The criteria is very good by which we measure but this is a personal skill that has to evolve from the students themselves.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY10

**Outcome ID#:** 6495

**Outcome Description**

Students will be taught the proper techniques and safety and sanitary measures needed to perform hair removal on clients.

**Outcome Strategy**

Through classroom theory, discussion and instructor demonstration students will learn to properly and safely perform different methods of hair removal.

**Outcome Method**

Students will be evaluated by the instructors based on specific criteria.

**Outcome Criterion**

Assessment will be done through a competency based criteria specifying individual requirements per each area used. i.e.; client protection, preparation, procedure, cleanup & sanitation. Students will be expected to complete 70% on required areas.

**Strategic Plan Relationship**

Students will become skilled in the application of hair removal techniques and the safety precautions for each. They must be engaged mentally as well as technically to be successful.

**Outcome Results**

85% of the students met the criteria stated in proper and safe hair removal methods.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Safety and sanitary criteria as well as techniques will continue to be improved upon through practice on clients and students. The criteria is very precise on these areas and will continue to be taught and followed.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY11

**Outcome ID#:** 6290

## **Outcome Description**

Students will be taught the proper steps in performing hair analysis on the client before a hair service is given.

## **Outcome Strategy**

Class discussions, textbook information and hands-on demonstrations will be given to the students providing proper hair analysis procedures.

## **Outcome Method**

All students will be evaluated by the instructor on hair analysis procedures by using a competency criteria that is based on individual steps which require a yes or no answer as to whether or not they have performed the steps at a job-entry level.

## **Outcome Criterion**

Students will be scored on ten individual skills and will be expected to satisfactorily complete 70% of those skills.

## **Strategic Plan Relationship**

Students will become skilled in effective communication through consulting with future clients as well as co-workers. They must be able to demonstrate critical thinking skills in all technical areas performed when dealing with chemical as well as non chemical services and applications given to clients. In order to be successful it is of vital importance that one always be an engaged learner through reading, continuing education and any means available to gain knowledge and stay abreast of innovative ideas in the career that they have chosen.

## **Outcome Results**

All of the students that completed this course scored 70% or above in the steps required to perform the hair analysis for an individual before performing any type of hair service on that individual. Evaluation for this procedure was done by a check an balance criteria that was answered by a yes or no.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students have become more aware and prepared for this area of expertise that is needed to become successful in the field of Cosmetology.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY11

**Outcome ID#:** 6291

## **Outcome Description**

Students will learn to properly section and cut a uniform layered (90 degree) haircut.

## **Outcome Strategy**

Through textbook reading, classroom discussion and teacher demonstration, students will be given step by step instruction in performing a 90 degree haircut on the manikin.

## **Outcome Method**

The instructor will check each completed section as the student proceeds through the cut. If correction needs to be made it will be done at this time before the student proceeds to the next section. Criteria guidelines will be determined through proper steps and must be met in order to advance to the next haircut.

## **Outcome Criterion**

Students will be evaluated using a 13 step criteria in order to be satisfactory in the 90 degree haircutting process. The student will be expected to perform all 13 steps successfully since this is the basis for all haircutting procedures.

## **Strategic Plan Relationship**

All of the 3 topics mentioned must be utilized in the career of Cosmetology. Students must understand how and why they are performing certain techniques. They have to be able to communicate and consult with the client in order to give them the outcome that they desire. Education is always a must in order to become more proficient and stay abreast of new ideas and trends for the future.

## **Outcome Results**

All students have learned to properly section and cut a uniform layer or 90 degree cut on the manikin. This has been evaluated by using a 13 step criteria method. This is based on a beginning student level of perfection.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The area of performance has improved due to the criteria used to assess the techniques. By having a step by step criteria to obtain, the students tend to put forth a greater effort to accomplish the task.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cosmetology Education

**Plan Period:** FY11

**Outcome ID#:** 6292

## **Outcome Description**

Students will be taught the proper steps in client consultation before a hair color service is given.

## **Outcome Strategy**

After textbook information, class discussion and instructor demonstration, students will pair up and perform color consultations on their partners and then share their findings with the class. At this time, the consultant will determine a proper color procedure for their student partner.

## **Outcome Method**

A 10 step criteria will be followed from the Milady Cosmetology Textbook. Each student will perform the consultation on a client of their choice with the instructor present for the evaluation. They will then make suggestions to the client that will help to make the decision easier and one that the client will be happy with.

## **Outcome Criterion**

Students will be scored using a 12 step evaluation method from the Milady Cosmetology Textbook. They must score 70% in order to successfully complete this process.

## **Strategic Plan Relationship**

A Cosmetologist must always be on top of the game in that they must always stay focused on the task before them, they have to think outside of the box and be aware of what the client is NOT telling them that could have an adverse affect on the outcome of the service, and then always go the second mile to become more motivated and skilled through continuing their education.

## **Outcome Results**

Students have realized the vital importance of a proper client consultation when performing a chemical or color service. The client and student must be on the "same page" when making the decision for the desired outcome. We have a 12 step evaluation criteria that is used to rate the success of the consultation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

By using the evaluation criteria, the students have developed a level of comprehension and a communication process that prepares them to be successful when performing a hair color service on the client.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Criminal Justice Education

**Plan Period:** FY06

**Outcome ID#:** 255

## **Outcome Description**

The student will be able to demonstrate an understanding of the correctional process including sentencing, community corrections, prisons, correctional history, philosophy, methods, and techniques.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication to demonstrate their understanding of the desired outcome, critical thinking skills, and reading comprehension skills to achieve the learning outcome.

## **Outcome Results**

After presentation of the materials, videos, classroom exercises and examinations, 87% of the students completing the course achieved the desired outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students that participated in classroom demonstrations and group discussions demonstrated a better mastery of the course materials and scored higher on exams. The instructional strategy will change to include additional class participation to help students understand the desired outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY06

**Outcome ID#:** 424

## **Outcome Description**

The student will be able to demonstrate an understanding of the various aspects of deviant behavior, theories that explain criminal behavior, philosophy, methods, and techniques of studying crime.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication to demonstrate their understanding of the desired outcome, critical thinking skills, reading comprehension skills to achieve the learning outcome.

## **Outcome Results**

After presentation of the materials, internet exercises and examinations, 85% of the students completing the course achieved the desired outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategies will change to emphasize student participation in exercises, review, materials, assigned readings, and required assignments to demonstrate a better mastery of the desired outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY06

**Outcome ID#:** 425

## **Outcome Description**

The student will be able to demonstrate an understanding of the structure of the American Court System including prosecution, adjudication process, and sentencing.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication to demonstrate their understanding of the desired outcome, critical thinking skills, reading comprehension skills to achieve the learning outcome.

## **Outcome Results**

After presentation of the materials, videos, classroom exercises and examinations, 87% of the students completing the course achieved the desired outcomes. (CI)

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are necessary at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY06

**Outcome ID#:** 729

## **Outcome Description**

The student will demonstrate an understanding of the correctional process from the law enforcement through the administration of justice, probations, prisons, and correctional institutions including its history, philosophy, methods, and techniques.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through class lecture

## **Outcome Method**

A test will be given to students enrolled in CRIJ 2313 Correctional Systems and Practices to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in CRIJ 2313 Correctional Systems and Practices will be able to achieve the desired outcome

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

After presentation of the materials, videos, classroom exercises and examinations, 91% of the students completing the course achieved the desired outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students that participated in classroom exercises and group discussions demonstrated a better mastery of the course materials and scored higher on exams. More class participation is indicated in order to help students understand the course material.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY06

**Outcome ID#:** 730

## **Outcome Description**

The student will be able to demonstrate an understanding of the structure, organization, and operation of probation and parole services with emphasis on applicable state statutes and administrative guidelines.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through class lectures

## **Outcome Method**

A test will be given to students enrolled in CRIJ 1304 Probation and Parole to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in CRIJ 1304 Probation and Parole will be able to achieve the desired outcome

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

After presentation of the materials, videos, classroom exercises and examinations, 91% of the students completing the course achieved the desired outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students that participated in classroom exercises and group discussions demonstrated a better mastery of the course materials and scored higher on exams. More class participation is indicated in order to help students understand the course material.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY06

**Outcome ID#:** 731

## **Outcome Description**

The student will be able to demonstrate an understanding of the role of corrections, distinguish operations and procedures within correctional programs, and appraise rehabilitation alternative to institutionalization.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through class lectures

## **Outcome Method**

A test will be given to students enrolled in CJCR 1307 Correctional Systems and Practices to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in CJCR 1307 Correctional Systems and Practices will be able to achieve the desired outcome

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

After presentation of the materials, videos, classroom exercises and examinations, 91% of the students completing the course achieved the desired outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategies will change to emphasize student participation in exercises, review materials, assigned readings, and required assignments to demonstrate a better mastery of the desired outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY07

**Outcome ID#:** 692

## **Outcome Description**

The student will be able to demonstrate an understanding of the correctional process including sentencing, community corrections, prisons, correctional history.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication to demonstrate their understanding of the desired outcome, critical thinking skills, reading comprehension skills to achieve the learning outcome.

## **Outcome Results**

Test results indicated that 27 out of 30 students achieved a passing score of 2.0 or better at the end of the semester. This indicated that 90% of the students achieved the desired learning outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students not achieving this outcome met with the instructor and were encouraged to seek tutoring. All students were provided timely feedback on test results and correct answers to the questions they answered incorrectly.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY07

**Outcome ID#:** 693

## **Outcome Description**

The student will be able to demonstrate an understanding of the judiciary functions of the Criminal Justice System. The student will be able to describe and explain the Federal and State court systems, including pre-trial processes, prosecutor functions, and courts procedures...

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication to demonstrate their understanding of the desired outcome, critical thinking skills, reading comprehension skills to achieve the learning outcome.

## **Outcome Results**

Test results indicated that 26 out of 29 students achieved a passing score of 2.0 or better at the end of the semester. This indicated that 90% of the students achieved the desired learning outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students not achieving this outcome met with the instructor and were encouraged to seek tutoring. All students were provided timely feedback on test results and correct answers to the questions they answered incorrectly

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Criminal Justice Education

**Plan Period:** FY07

**Outcome ID#:** 694

## **Outcome Description**

The student will be able to demonstrate an understanding of the Police function in the Criminal Justice System. The student will be able to describe and explain the role of the Police in American society. The student will be able to explain the varied methods, styles, and techniques of Law Enforcement in America.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication to demonstrate their understanding of the desired outcome, critical thinking skills, reading comprehension skills to achieve the learning outcome.

## **Outcome Results**

Test results indicated that 24 out of 27 students achieved a passing score of 2.0 or better at the end of the semester. This indicated that 89% of the students achieved the desired learning outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students not achieving this outcome met with the instructor and were encouraged to seek tutoring. All students were provided timely feedback on test results and correct answers to the questions they answered incorrectly

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Criminal Justice Education

**Plan Period:** FY08

**Outcome ID#:** 1249

## **Outcome Description**

The student will be able to demonstrate an understanding of the correctional process including sentencing, community corrections, prisons, and correctional history.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

Face to face: Fall 07

Face to face:

Based on pretest and post test feedback, students retention of material was improved through the use of visual stimuli. i.e.: Video, overhead and interactive power point. The examination results indicated that 23 students (82%) achieved a passing score of 2.0 or better, while 5 (18%) made below 2.0. In addition, 61% of the students had 3.0 or better.

## **Outcome Distance Learning Results**

Distance Learning:

## **Planned Improvement as an Outcome Result**

Students in face to face classes who were not achieving the desired outcomes were encouraged to seek tutoring and do extra work. All students were provided feedback on tests and assignments. Students respond positively to visual stimuli. This warrants an increase in interactive power point (TurningPoint) to compliment lectures and written work.

## **Planned Distance Learning Improvement as an Outcome Result**

Students in distance education classes who were not achieving the desired outcomes were encouraged to seek tutoring and do extra work. All students were provided feedback on tests and assignments. Students who did not achieve the desired outcomes did not attempt the extra stimuli, extra exercises, and pretest reviews provided in the course. Many quit or did not attempt the extra assignments, extra work, quizzes, and tests during the semester as indicated by the course tracking tools provided for the instructor.

# Criminal Justice Education

**Plan Period:** FY08

**Outcome ID#:** 1250

## **Outcome Description**

The student will be able to demonstrate an understanding of the judiciary functions of the Criminal Justice System. The student will be able to describe and explain the Federal and State court systems, including pre-trial processes, prosecutor functions, and courts procedures.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

Face to face: fall 07

Based on pretest and post test feedback, students retention of material was improved through the use of visual stimuli. i.e.: Video, overhead and interactive power point. The examination results indicated that 23 students (85%) achieved a passing score of 2.0 or better, while 4 (15%) made below 2.0. In addition, 82% of the students had 3.0 or better.

## **Outcome Distance Learning Results**

Distance Learning: spring 08

## **Planned Improvement as an Outcome Result**

Students in face to face classes who were not achieving the desired outcomes were encouraged to seek tutoring and do extra work. All students were provided feedback on tests and assignments. Students respond positively to visual stimuli. This warrants an increase in interactive power point (TurningPoint) to compliment lectures and written work.

## **Planned Distance Learning Improvement as an Outcome Result**

Students in distance education classes who were not achieving the desired outcomes were encouraged to seek tutoring and do extra work. All students were provided feedback on tests and assignments. Students who did not achieve the desired outcomes did not attempt the extra stimuli, extra exercises, and pretest reviews provided in the course. Many quit or did not attempt the extra assignments, extra work, quizzes, and tests during the semester as indicated by the course tracking tools provided for the instructor.

# Criminal Justice Education

**Plan Period:** FY08

**Outcome ID#:** 1251

## **Outcome Description**

The student will be able to demonstrate an understanding of the Police function in the Criminal Justice System. The student will be able to describe and explain the role of the Police in American society. The student will be able to explain the varied methods, styles, and techniques of Law Enforcement in America.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determine by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

Face to face: spring 08

Based on pretest and post test feedback, students retention of material was improved through the use of visual stimuli. i.e.: Video, overhead and interactive power point. The examination results indicated that 23 students (89%) achieved a passing score of 2.0 or better, while 3 (11%) made below 2.0. In addition, 69% of the students had 3.0 or better.

## **Outcome Distance Learning Results**

Distance education: spring 08

## **Planned Improvement as an Outcome Result**

Students in face to face classes who were not achieving the desired outcomes were encouraged to seek tutoring and do extra work. All students were provided feedback on tests and assignments. Students respond positively to visual stimuli. This warrants an increase in interactive power point (TurningPoint) to compliment lectures and written work.

## **Planned Distance Learning Improvement as an Outcome Result**

Students in distance education classes who were not achieving the desired outcomes were encouraged to seek

tutoring and do extra work. All students were provided feedback on tests and assignments. Students who did not achieve the desired outcomes did not attempt the extra stimuli, extra exercises, and pretest reviews provided in the course. Many quit or did not attempt the extra assignments, extra work, quizzes, and tests during the semester as indicated by the course tracking tools provided for the instructor.

# Criminal Justice Education

**Plan Period:** FY09

**Outcome ID#:** 5742

## **Outcome Description**

The student will be able to demonstrate an understanding of the Police Organizational function in the Criminal Justice System. The student will be able to describe and explain the role of the Police in American society. The student will be able to explain the varied methods, and styles of law enforcement organization in America.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

No face to face.

## **Outcome Distance Learning Results**

Police internet course.

## **Planned Improvement as an Outcome Result**

No face to face.

## **Planned Distance Learning Improvement as an Outcome Result**

Police internet course.



# Criminal Justice Education

**Plan Period:** FY09

**Outcome ID#:** 5746

## **Outcome Description**

The student will be able to describe and explain the function of the different levels of the Federal and Texas Court System.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

No face to face.

## **Outcome Distance Learning Results**

Courts internet course.

## **Planned Improvement as an Outcome Result**

No face to face.

## **Planned Distance Learning Improvement as an Outcome Result**

Courts internet course.

# Criminal Justice Education

**Plan Period:** FY09

**Outcome ID#:** 5749

## **Outcome Description**

The student will be able to demonstrate an understanding of the correctional functions of community corrections and prisons.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

Face to face course.

Based on lecture, pretest, posttest, written assignments, and assessments, students were offered retention aids in the form of videos, written assignments, online study activities, and various links. The examination results indicated that 56% of students demonstrated an understanding of the corrections function.

## **Outcome Distance Learning Results**

Corrections internet course.

## **Planned Improvement as an Outcome Result**

Face to face course.

Students in face to face class who were not achieving the desired outcomes were encouraged to seek tutoring

and do extra work. All students were provided feedback on tests and assignments. Students who did not achieve the desired outcomes did not attempt the extra stimuli, extra exercises, and pretest reviews provided in the course. Many did not attempt the extra assignments, extra work, quizzes, and tests during the semester.

### **Planned Distance Learning Improvement as an Outcome Result**

Corrections internet course.

# Criminal Justice Education

**Plan Period:** FY10

**Outcome ID#:** 6013

## **Outcome Description**

The student will be able to describe and explain the function of the Police routine patrol.

## **Outcome Strategy**

The student will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a pre-examination and a post-examination after presentation of the learning outcome material that will contain questions specifically developed to determine the comprehension students have achieved the desired outcome.

## **Outcome Criterion**

The determination of the achievement will be demonstrated by the comparison of the pre-test and post-test results as well as the accuracy of the written assignments on this outcome. A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

No face to face course.

## **Outcome Distance Learning Results**

Police internet course.

## **Planned Improvement as an Outcome Result**

No face to face course.

## **Planned Distance Learning Improvement as an Outcome Result**

Students that participated in all the course activities achieved the desired outcome. No changes anticipated.

# Criminal Justice Education

**Plan Period:** FY10

**Outcome ID#:** 6014

## **Outcome Description**

The student will be able to describe and explain the function of The Supreme Court of the United States and how it influences law enforcement activity.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a pre-examination and a post-examination after presentation of the learning outcome material that will contain questions specifically developed to determine the comprehension students have achieved the desired outcome.

## **Outcome Criterion**

The determination of the achievement will be demonstrated by the comparison of the pre-test and post-test results as well as the accuracy of the written assignments on this outcome. A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

No face to face.

## **Outcome Distance Learning Results**

Courts internet course.

## **Planned Improvement as an Outcome Result**

No face to face.

## **Planned Distance Learning Improvement as an Outcome Result**

Courts internet course.

# Criminal Justice Education

**Plan Period:** FY10

**Outcome ID#:** 6015

## **Outcome Description**

The student will be able to demonstrate an understanding of the State Prison function in the criminal justice system.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a pre-examination and a post-examination after presentation of the learning outcome material that will contain questions specifically developed to determine the comprehension students have achieved the desired outcome.

## **Outcome Criterion**

The determination of the achievement will be demonstrated by the comparison of the pre-test and post-test results as well as the accuracy of the written assignments on this outcome. A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

No face to face.

## **Outcome Distance Learning Results**

Corrections internet course.

## **Planned Improvement as an Outcome Result**

No face to face.

## **Planned Distance Learning Improvement as an Outcome Result**

Corrections internet course.

# Criminal Justice Education

**Plan Period:** FY11

**Outcome ID#:** 6477

## **Outcome Description**

The student will be able to describe the function of the Police Directed patrol operations.

## **Outcome Strategy**

The student will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing written assignments and an examination after presentation of the learning outcome material that will contain questions specifically developed to determine the comprehension students have achieved the desired outcome.

## **Outcome Criterion**

The determination of the achievement will be demonstrated by the comparison of the test results as well as the accuracy of the written assignments on this outcome. A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly in written assignments. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills are necessary for criminal justice occupations.

## **Outcome Results**

Not a face to face course.

## **Outcome Distance Learning Results**

Police internet course.

## **Planned Improvement as an Outcome Result**

Not a face to face course.

## **Planned Distance Learning Improvement as an Outcome Result**

Students that participated in all the course activities achieved the desired outcome. No changes anticipated.

# Criminal Justice Education

**Plan Period:** FY11

**Outcome ID#:** 6478

## **Outcome Description**

The student will be able to describe and explain the function of the District Trial court.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written assignment and an examination after presentation of the learning outcome material that will contain questions specifically developed to determine the comprehension students have achieved the desired outcome.

## **Outcome Criterion**

The determination of the achievement will be demonstrated by the results of the examination as well as the accuracy of the written assignments on this outcome. A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

Not a face to face course.

## **Outcome Distance Learning Results**

Courts internet course.

## **Planned Improvement as an Outcome Result**

Not a face to face course

## **Planned Distance Learning Improvement as an Outcome Result**

Courts internet course.



# Criminal Justice Education

**Plan Period:** FY11

**Outcome ID#:** 6479

## **Outcome Description**

The student will be able to demonstrate an understanding of the Local Jail function in the criminal justice system.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, video presentations, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written assignment and an examination after presentation of the learning outcome material that will contain questions specifically developed to determine the comprehension students have achieved the desired outcome.

## **Outcome Criterion**

The determination of the achievement will be demonstrated by the comparison of the exam results as well as the accuracy of the written assignments on this outcome. A minimum of 85% of the students will be able to achieve the desired learning outcome based on the assessment activity

## **Strategic Plan Relationship**

The student will demonstrate the ability to communicate clearly. Reading skills will focus on comprehending, analyzing, interpreting, and evaluating printed and visual materials. Critical thinking skills and computer based technology are necessary for criminal justice occupations.

## **Outcome Results**

Not a face to face course.

## **Outcome Distance Learning Results**

Corrections internet course.

## **Planned Improvement as an Outcome Result**

Not a face to face course.

## **Planned Distance Learning Improvement as an Outcome Result**

All students were provided feedback on tests and assignments. The students that completed all the required tools for understanding jail functions achieved the desired outcomes as indicated by the course tracking tools provided for the instructor. No changes anticipated

# Drafting Education

**Plan Period:** FY06

**Outcome ID#:** 256

## **Outcome Description**

Students will demonstrate an ability to produce basic drawing projects to scale with proper dimensions in place.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge and skills necessary to complete basic drawing projects.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine ability to produce basic working drawings.

## **Outcome Criterion**

Seventy percent of student should perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension by having to read and understand the American National Standards Institute (ANSI) guidelines for drawings.

## **Outcome Results**

Eighty-seven percent of students improved their drawing ability as the semester progressed. Line quality and lettering improved as well as proper form as stated in the ANSI guidelines for drawings.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Even though the successful completion rate of this stated outcome exceeds the stated criteria, I expected a higher percentage of students to show greater progress than demonstrated. Therefore, being conscious of this, I will be emphasizing this aspect of their learning more and providing more focused exercises for the purpose of increasing the performance level of students as related to this outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY06

**Outcome ID#:** 426

## **Outcome Description**

Students will apply drafting skills, knowledge and ability in Computer-Aided Design (CAD) to produce mechanical drawings using a CAD system.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, and student execution of projects will be used to develop the knowledge and skills necessary to complete basic drawing projects.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine ability to produce mechanical drawings using a CAD system.

## **Outcome Criterion**

Eighty percent of the students will perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to Computer Literacy in that students will be required to complete all tasks using industry standard software. This outcome relates to Critical Thinking in that many projects require problem recognition and solving.

## **Outcome Results**

Ninety-two percent of students performed at or above the acceptable performance level. I expect this to be related to the use of computers and how students are more familiar with the use of computers in general.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I am currently pleased with the performance level to date. However, I will continue to monitor this and make changes as appropriate.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY06

**Outcome ID#:** 427

## **Outcome Description**

Students will demonstrate an ability to construct 3D models and associated drawings following proper procedures and manipulating the technology for desired results.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, and student execution of projects will be used to develop the knowledge and skills necessary to complete basic drawing projects.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine ability to produce mechanical drawings using a CAD system.

## **Outcome Criterion**

Eighty percent of the students will perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to Computer Literacy in that students will be required to complete all tasks using industry standard software. This outcome relates to Critical Thinking in that many projects require problem recognition and solving.

## **Outcome Results**

This stated outcome is one associated with a higher level of complexity. Therefore I examined the work of sophomore students. As expected, the majority of students performed at or above the stated criteria. Ninety-three percent of the students associated with outcome performed at the appropriate level.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I am currently pleased with the performance level to date. However, I will continue to monitor this and make changes as appropriate.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY07

**Outcome ID#:** 695

## **Outcome Description**

Students will demonstrate an ability to define, recognize, and use properly the line type definitions set form in the ANSI (American National Standards Institute) standards.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge of line type definitions. A post-test will be administered to determine to what extent the outcome was reached.

## **Outcome Method**

The student will complete a pre-test and post-test in order to determine to what extent the outcome was reached.

## **Outcome Criterion**

Eighty percent of students should perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension by having to read and understand the American National Standards Institute (ANSI) guidelines for drawings.

## **Outcome Results**

Ninety-two percent of students evaluated on this outcome demonstrated a significant understanding of the basis of the ANSI line type definitions.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I am currently pleased with the performance level to date. However, I will continue to monitor this and make changes as appropriate.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY07

**Outcome ID#:** 696

## **Outcome Description**

Students will demonstrate a thorough understanding of third-angle orthographic projection based on current standards and conventional drafting practices.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge of line type definitions.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine their ability to produce third-angle orthographic projection drawings.

## **Outcome Criterion**

Eighty percent of students should perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension by having to read and understand the American National Standards Institute (ANSI) guidelines for third-angle orthographic projection drawings.

## **Outcome Results**

Eighty-two percent of freshman students performed in the GOOD category for this outcome. While this is above the stated criteria, it is not as good as I had hoped.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I anticipate changing the way orthographic projections are taught using more visual aids and PowerPoint examples. This concept is one of the harder concepts to grasp for some students. It requires an ability to visualize in 3D space. Increasing the emphasis on orthographic projections and creating more practice problems will probably improve this outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY07

**Outcome ID#:** 697

## **Outcome Description**

Students will demonstrate a thorough understanding of the design process as it relates to mechanical design. Students should also develop an appreciation for the complexity of this process. Use of computer software to aid in the design process should also be demonstrated.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of design projects, both individual and group, will be used to develop the knowledge of the design process.

## **Outcome Method**

Written documentation of the design process for each project is required. This documentation shall conform to the high standards of accuracy and completeness that engineering documents require.

## **Outcome Criterion**

Eighty percent of students should perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to Computer Literacy in that students will be required to complete all tasks using industry standard software. This outcome relates to Critical Thinking in that projects require problem recognition and solving.

## **Outcome Results**

Ninety-two percent of sophomore students performed in the GOOD category for this outcome. This is an upper level concept for this department and therefore only sophomores were evaluated.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I am currently pleased with the performance level to date. However, I will continue to monitor this and make changes as appropriate.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY08

**Outcome ID#:** 1222

## **Outcome Description**

Students will demonstrate an ability to create properly formatted working drawings complete with correct dimensions using Computer Aided Drafting software.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge of properly formatted working drawings.

## **Outcome Method**

End of course projects containing working drawings will be evaluated for correctness and compared to earlier works.

## **Outcome Criterion**

Eighty percent of students should perform in the GOOD category on this outcome.

## **Strategic Plan Relationship**

This outcome requires the student to use Computer Aided Drafting software to achieve the desired result.

## **Outcome Results**

Ninety-five percent of students evaluated on this outcome demonstrated a significant ability to create properly formatted working drawings which is the ultimate goal of all drafting work.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As I anticipated, the expected criterion was set a bit low. This outcome is stressed on multiple occasions in almost every class. I am well pleased with this outcome. However, I will continue to monitor this and make changes as appropriate.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Drafting Education

**Plan Period:** FY08

**Outcome ID#:** 1223

## **Outcome Description**

Students will demonstrate an ability to use various output devices (laser printer, wide format plotter, 3d printer) to produce documents for dissemination and archival purposes.

## **Outcome Strategy**

Train several students, who have demonstrated a greater understanding and ability to use the devices, to peer teach other students in the use of the various drafting output devices.

## **Outcome Method**

Students will be required to demonstrate, for the instructor, their ability to use the various output devices by producing documents, for grading purposes, according to ANSI standards.

## **Outcome Criterion**

Ninety percent of students should be able to utilize the various output devices with little or no difficulty.

## **Strategic Plan Relationship**

This outcome directly relates to the use of computer technology to produce effective communication media.

## **Outcome Results**

Less than half of students demonstrated an ability to use these devices with little effort. Most could use the devices satisfactorily, but not to the level of effectiveness I set forth in the criterion.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I have had several students point out to me that they expected to receive more training on the various output devices available to them. I therefore will change my approach to the implementation of these devices. Start earlier in the semester and incorporate these devices into the Basic and Advanced Computer Aided Drafting classes. This outcome will be re-evaluated during FY09.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY08

**Outcome ID#:** 1224

## **Outcome Description**

Students will demonstrate an ability to use Descriptive Geometry to produce graphical solutions to normally mathematical problems.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge of properly formatted working drawings.

## **Outcome Method**

Periodic, unannounced quizzes will be administered to determine the amount of skill and knowledge accumulated

## **Outcome Criterion**

Eighty percent of students should score 80 or above on these quizzes.

## **Strategic Plan Relationship**

This outcome requires students to be familiar with the mathematical skills being replaced by graphical methods in order to determine accuracy.

## **Outcome Results**

Seventy percent of students showed an ability to use descriptive geometry to problems graphically by scoring 80 or better on quizzes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This is somewhat concerning to me in that the goal was not reached. However, this class had a higher than average absentee rate that no doubt effected their performance. This being said, I am re-evaluating my approach to presenting this topic and will make efforts to improve this outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY09

**Outcome ID#:** 5736

## **Outcome Description**

Students will demonstrate an ability to produce properly formatted orthographic projection drawings using third angle projection and properly label each view.

## **Outcome Strategy**

Classroom lectures, lab assignments, unit readings, and student execution of projects will be used to develop the knowledge of properly formatted orthographic projection drawings.

## **Outcome Method**

A unit pre-test/post-test will be administered to determine outcome compliance.

## **Outcome Criterion**

Eighty-five percent of students should achieve a score of 85 or better on the post-test.

## **Strategic Plan Relationship**

This outcome requires students to read and understand the proper method of formatting orthographic projection drawings.

## **Outcome Results**

93% of students performed as well as or better than expected on this outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

no changes for this group, however, this outcome should be revisited with a different group in the future

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY09

**Outcome ID#:** 5737

## **Outcome Description**

Students will demonstrate an understanding and practical proficiency in determining requirements and layout of a formal floor plan adhering to proper space requirements.

## **Outcome Strategy**

Classroom lectures, lab assignments, unit readings, and student execution of projects will be used to develop the knowledge of proper space planning.

## **Outcome Method**

Students must submit preliminary plans for approval. The preliminary plans will be compared to the final plan to determine outcome compliance.

## **Outcome Criterion**

Eighty-five percent of student in Residential Architecture should create designs that demonstrate space planning that adheres to industry standards.

## **Strategic Plan Relationship**

This outcome requires students to use Computer Aided Drafting software to achieve the desired result.

## **Outcome Results**

Only seventy-five percent of students in this years course were able to produce architectural drawings demonstrating space planning that adheres to industry standards.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

While afraid of taking some importance away from other topics I feel that space planning is something that more students need to be able to do. Therefore, I will emphasize space planning more and give better demonstrations of this topic.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY09

**Outcome ID#:** 5738

## **Outcome Description**

Students will demonstrate an understanding and practical proficiency in the use of topographical symbols on maps. The proper use of symbols on maps is important to the accuracy of the map.

## **Outcome Strategy**

Classroom lectures, lab assignments, unit readings, and student execution of projects will be used to develop the knowledge of the proper use of topographic symbols.

## **Outcome Method**

End of course projects consisting of maps containing topographic symbols will be compared to earlier work to determine outcome compliance.

## **Outcome Criterion**

Eighty-five percent of students in Topographical Drafting should demonstrate correct use of topographic symbols according to industry standards.

## **Strategic Plan Relationship**

This outcome requires students to use Computer Aided Drafting software to achieve the desired result.

## **Outcome Results**

One Hundred percent of students in Topographical Drafting were able to demonstrate correct use of topographic symbols according to industry standards.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are anticipated. This is a rather simple outcome and should be met by all students. However, this outcome is and continues to be very important to Topographical Drafting and will continue to be monitored.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY10

**Outcome ID#:** 5967

## **Outcome Description**

Students will demonstrate an ability to produce basic drawing projects to scale with proper dimensions in place.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge and skills necessary to complete basic drawing projects.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine ability to produce basic working drawings.

## **Outcome Criterion**

Seventy percent of student should perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension by having to read and understand the American National Standards Institute (ANSI) guidelines for drawings.

## **Outcome Results**

90% of the students in the introductory class were able to produce basic drawing projects to scale with proper dimensions in place. This is the backbone of all engineering drawings and this class performed as well as or better than expected.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are anticipated at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY10

**Outcome ID#:** 5968

## **Outcome Description**

Students will demonstrate an ability to construct 3D models and associated drawings following proper procedures and manipulating the technology for desired results.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, and student execution of projects will be used to develop the knowledge and skills necessary to complete basic drawing projects.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine ability to produce mechanical drawings using a CAD system.

## **Outcome Criterion**

Eighty percent of the students will perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

The 3D models are constructed in the computer environment. Therefore the software is utilized to solve the problem of fit and function as well as communicate the purpose of the model in a non-verbal manner.

## **Outcome Results**

Ninety-seven percent of students in this course were able to demonstrate an ability to construct 3D models and associated drawings following proper procedures and manipulating the technology for desired results. This is good as the industry has moved toward this concept of modeling in the virtual world as well as testing, proceeding directly to production.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are anticipated at this time. This outcome will continue to be emphasized as it is the industry standard method of design.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Education

**Plan Period:** FY10

**Outcome ID#:** 5969

## **Outcome Description**

Students will demonstrate a thorough understanding of third-angle orthographic projection based on current standards and conventional drafting practices.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge of line type definitions.

## **Outcome Method**

The student's early semester work will be compared and contrasted with later work and the final drawing project to determine their ability to produce third-angle orthographic projection drawings.

## **Outcome Criterion**

Eighty percent of students should perform in the GOOD category of the TVCC Drafting rubric.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension by having to read and understand the American National Standards Institute (ANSI) guidelines for third-angle orthographic projection drawings.

## **Outcome Results**

Eighty-nine percent of students in this course were able to demonstrate an ability to produce third-angle orthographic projection drawings based on current standards and conventional drafting practices. This outcome has to do with visualization. This is one of the hardest concepts to grasp.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I am planning to implement a interactive teaching tool to help with the learning of this concept. The hope is that if student has something in hand to help them visualize they will be able to develop this skill more.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Drafting Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6490

## **Outcome Description**

Students will define, create, and use affectively, Dynamic Blocks to increase efficiency in CAD drawings.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge and skills necessary to produce Dynamic Blocks.

## **Outcome Method**

The students will be given a pre- and post-test to assess their knowledge of Dynamic Blocks. They will be given a practical test to demonstrate Dynamic Block construction.

## **Outcome Criterion**

Seventy percent of students should correctly answer 85 percent of the post-test question. Seventy percent of students should meet 85 percent of the practical test criterion.

## **Strategic Plan Relationship**

This objective relates to General Ed outcome 5.6 by using CAD software to create a solution for producing efficient plan drawings.

## **Outcome Results**

90% of students in the Advanced Computer Aided Drafting class were able to effectively produce Dynamic Blocks meeting the minimum requirement for the objective. Students, having no prior knowledge of Dynamic Blocks performed poorly on Pre-Test. Scores on Post-Test improved substantially after classroom exposure to the process.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are anticipated at this time. The students began to explore beyond the assigned exercises to apply this concept to other exercises in this class as well as to other classes, greatly improving productivity.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6720

## **Outcome Description**

Student will demonstrate the proper use of Line Types in working drawings.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of projects will be used to develop the knowledge and skills necessary to utilize proper Line Types in working drawings.

## **Outcome Method**

Early semester work will be compared to mid and end of semester work to assess improved ability to use correct Line Types.

## **Outcome Criterion**

Seventy percent of students should be able to show proper use of Line Types with 90 percent accuracy.

## **Strategic Plan Relationship**

## **Outcome Results**

100% of students in the Basic Computer Aided Drafting class were able to show correct use of proper line types with 90% accuracy.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are anticipated at this time. Not only the use, but proper creation of custom line types emerged as a result of this objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Drafting Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6721

## **Outcome Description**

Students will demonstrate the proper use of Trigonometry to solve piping angles in Rolling Offsets.

## **Outcome Strategy**

Classroom lectures, lab demonstrations, unit readings, and student execution of skills building exercises will be used to develop the knowledge and skills necessary to solve Rolling Offset angles.

## **Outcome Method**

Unit exercises and unit exams will be utilized to indicate development of the specific knowledge and skills necessary to solve Rolling Offset angles.

## **Outcome Criterion**

Seventy percent of students should achieve 85 percent accuracy on these specific exercises.

## **Strategic Plan Relationship**

Having the proper mathematical skills and the ability to utilize these skills correctly to determine the angles of Rolling Offsets is essential.

## **Outcome Results**

75% percent of students achieved 85 percent or better accuracy in using Trigonometry to solve piping angles in Rolling Offsets.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The results of this outcome are not as good as I had hoped. I will take more time to focus on the use and examples of Trigonometry fundamentals for this objective in the future.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY06

**Outcome ID#:** 388

## **Outcome Description**

Students will demonstrate an understanding of the purpose, tools, problems and intended and possible unintended effects of Monetary Policy.

## **Outcome Strategy**

Students will attend class lectures, read the related text and discuss the logical results of the implementation of Monetary Policy. They will engage in critical thinking and an open discussion of the intended effects and the problems that could arise in Monetary Policy activity.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be devoted to the Desired Outcome statement. The questions will include a format that will evaluate simple factual information as well as more complex discussion questions that will test the students' knowledge of the effects and possible problems of Monetary Policy.

## **Outcome Criterion**

80% of the students should score a minimum of 70% correct answers on the questions related to basic factual information while 70% of the students should earn a minimum of 70% of the maximum points on the related discussion items.

## **Strategic Plan Relationship**

To prepare for successful completion of the learning outcome, students will engage in reading the textbook and will participate in class discussions. The discussions will cause students analyze the possible benefits, obstacles, and unintended outcomes of Monetary Policy. The students will be required to create written answers to related questions during the formal test.

## **Outcome Results**

The average score on this block of questions was 71.8% but only 58% of the students scored 70% or higher. Several high individual scores helped the overall average. There will be several changes in the administration of the assessment process but in terms of learning outcome concerns, I have found that students perform much better on the unit tests than they do on the same topics on the final exam.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will incorporate more comprehensive, cumulative reviews and quizzes during the semester. It seems that as we add different economic theories and policies, the students begin to become confused on all of the material.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY06

**Outcome ID#:** 389

## **Outcome Description**

Students will demonstrate an understanding of the concepts of price elasticity of demand and can calculate the elasticity coefficient based on the mid-point formula of price elasticity.

## **Outcome Strategy**

Students will engage in lectures and sample elasticity problems during class time and will analyze and discuss characteristics that cause a product or service to lean toward the elastic, inelastic, or unitary. They will read the related text material and work sample problems within groups.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions and problems will be devoted to the desired outcome statement. The questions will include a format that will evaluate simple factual information. Students will also be required to work related problems using the mid-point formula and write a response that appropriately interprets the mathematical findings.

## **Outcome Criterion**

70% of the students should score a minimum of 70% correct answers on the related block of test questions.

## **Strategic Plan Relationship**

To prepare for successful mastery of this learning outcome, students will be expected to read the related textbook information, master the mathematical skills required and be able to write responses to that show understanding of the concepts and the usefulness of the calculations.

## **Outcome Results**

Students will demonstrate an understanding of the concepts of price elasticity of demand and can calculate the elasticity coefficient based on the mid-point formula of price elasticity.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students will engage in lectures and sample elasticity problems during class time and will analyze and discuss characteristics that cause a product or service to lean toward the elastic, inelastic, or unitary. They will read the related text material and work sample problems within groups.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY06

**Outcome ID#:** 390

## **Outcome Description**

Students will gain an understanding of the basic laws of supply and demand and will further understand the difference between a change in quantity demanded or supplied and a change in demand or a change in supply.

## **Outcome Strategy**

Students will hear lectures coupled with drawings and transparencies that explain these concepts. Students will discuss and see demonstrated changes in markets that cause the shifts in demand and/or supply and will be able to read and interpret the supply and demand curves that involve movements along existing curves as well as shifts to new curves.

## **Outcome Method**

Students will be able to read and interpret information on supply and demand curve exhibits as evidenced in their responses to multiples choice questions attached to these exhibits.

## **Outcome Criterion**

70% of the students should score a minimum of 70% on the related block of multiple choice questions.

## **Strategic Plan Relationship**

Students will read and study the text and accompanying exhibits related to supply and demand. They will be able to use logic skills and critical thinking skills to understand the effects of market changes and the impact on supply and demand.

## **Outcome Results**

These concepts seem to be very difficult for the students and it is one of our first units. The class average on this block of questions was 72.6%. However, only 52% of the students scored 70% or above on theses questions.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Recognizing the level of difficulty is an important step. It is naturally more difficult when students are not familiar with the material, the College, or the instructor. The course calendar will be adjusted to allow more time here and a group approach to reviews will be incorporated for this unit.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY07

**Outcome ID#:** 662

## **Outcome Description**

Students will demonstrate an understanding of the purpose, tools, problems and intended and possible unintended effects of Fiscal Policy.

## **Outcome Strategy**

Students will be introduced to this material in lecture and in related readings. They will engage in critical thinking and an open discussion of the intended effects and the problems that could arise in Fiscal Policy. Students will also recognize Fiscal Policy implementation in recent history. Distance ed students will engage in the same learning activities in an on line venue.

## **Outcome Method**

Students will be tested at the end of the unit of study and will be tested again as a component of the final exam. The questions will include a format that will evaluate simple factual information as well as the need to identify and apply Fiscal Policy to stated economic conditions.

## **Outcome Criterion**

70% of the students should score a minimum of 70% correct answers on the block of questions on the unit test as well as score 70% of a similar block of questions on the final exam.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication (d) comprehension, (e) qualitative and quantitative critical thinking skills, and (f) basic understanding of the economic system

## **Outcome Results**

Seventy-four percent of the students achieved 70% or higher on this expected outcome of demonstrating an understanding of the purpose, tools, problems and intended and possible unintended effects of Fiscal Policy.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Evaluation methods used in to assess the LEAPs will become more thoughtful and standardized on future LEAPs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY07

**Outcome ID#:** 663

## **Outcome Description**

Students will gain an understanding of the basic laws of supply and demand and will further understand the difference between a change in quantity demanded or supplied and a change in demand or supply.

## **Outcome Strategy**

Students will hear lectures coupled with drawings and transparencies that explain these concepts. Students will discuss and see demonstrated changes in markets that cause the shifts in demand and/or supply and will be able to read and interpret the supply and demand curves that involve movements along existing curves as well as shifts to new curves. Distance ed students will have additional exercises as supplemental instruction and will be able to discuss on line with their instructor and their fellow students.

## **Outcome Method**

The students will be able to read and interpret information on supply and demand curve exhibits as evidenced in their responses to the multiple choice questions related to the exhibits.

## **Outcome Criterion**

70% of the students will be able to score a minimum of 70% on the related block of multiple choice questions. These questions will include the reading and understanding of supply and demand curves exhibits. This block of questions will be used in both macro and micro economic classes.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication (d) comprehension, (e) qualitative and quantitative critical thinking skills, and (f) basic understanding of the economic system

## **Outcome Results**

75% of the students achieved a minimum score of 70% or above on the desired outcome to understand the basic laws of supply and demand and the difference between a change in quantity demanded or supplied and a change in demand or supply.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Evaluation methods used in to assess the LEAPs will become more thoughtful and standardized on future LEAPs. All appropriate faculty will be made aware of the lower than acceptable results and instructors will be encouraged to engage in interim, formal and/or informal assessment and follow up regarding this particular outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Economics Education

**Plan Period:** FY07

**Outcome ID#:** 664

## **Outcome Description**

Students will demonstrate an understanding of the concept of price elasticity of demand and how it affects the logic of pricing goods and services.

## **Outcome Strategy**

Students will engage in lectures and case studies involving the pricing choices for particular products. They will be involved in lectures and discussions that explain consumer behavior. They will also learn about the characteristics of goods and services that stimulate certain consumer responses to price changes. These concepts will be introduced in the lectures, in reading assignments and in group work or on line exercises.

## **Outcome Method**

Tests for the students will include a block of questions related to the interpretation of price elasticity of demand. These questions will require the students to show an understanding of how the data influences pricing predictions and decisions.

## **Outcome Criterion**

70% of the students should score a minimum of 70% correct answers on the questions related to the concepts of price elasticity of demand.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication (d) comprehension, (e) qualitative and quantitative critical thinking skills, and (f) basic understanding of the economic system

## **Outcome Results**

62.5% of the students achieved a minimum score of 70% or above on expected outcome of demonstrating an understanding of the concept of price elasticity of demand and how it affects the logic of pricing goods and services.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A greater emphasis will be placed in the curriculum and delivery of course information on the concept of price elasticity of demand and how it affects the logic of pricing goods and services. Students will be provided real world examples of price elasticity and asked to work together in teams to solve price real world elasticity problems. An in-class assessment of the students achievement of this expected outcome will be provided with feedback from the instructor.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY07

**Outcome ID#:** 665

## **Outcome Description**

Students will demonstrate an understanding of the concept of price elasticity of demand and how it affects the logic of pricing goods and services.

## **Outcome Strategy**

Students will engage in lectures and case studies involving the pricing choices for particular products. They will be involved in lectures and discussions that explain consumer behavior. They will also learn about the characteristics of goods and services that stimulate certain consumer responses to price changes. These concepts will be introduced in the lectures, in reading assignments and in group work or on line exercises.

## **Outcome Method**

Tests for the students will include a block of questions related to the interpretation of price elasticity of demand. These questions will require the students to show an understanding of how the data influences pricing predictions and decisions.

## **Outcome Criterion**

70% of the students should score a minimum of 70% correct answers on the questions related to the concepts of price elasticity of demand.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication (d) comprehension, (e) qualitative and quantitative critical thinking skills, and (f) basic understanding of the economic system

## **Outcome Results**

Seventy-four percent of the students achieved 70% or higher on this expected outcome of demonstrating an understanding of the concept of price elasticity of demand and how it affects the logic of pricing goods and services.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Evaluation methods used in to assess the LEAPs will become more thoughtful and standardized on future LEAPs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY08

**Outcome ID#:** 1226

## **Outcome Description**

Students will demonstrate an understanding of the purpose, tools, problems and intended and possible unintended effects of fiscal policy.

## **Outcome Strategy**

Students will attend class and/or do the assigned readings related to fiscal policy. They will engage in face to face or on line discussions that will encourage critical thinking and problem solving appropriate to fiscal policy implementation.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be devoted to the desired outcome statement. The questions will evaluate factual knowledge as well as more complex knowledge related to the effects, problems and benefits of fiscal policy.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% correct answers on the questions within this block.

## **Strategic Plan Relationship**

## **Outcome Results**

The results of the evaluation of this particular LEAP indicate that 78% of the students tested achieved a 70% or higher mastery rate. These results are compiled from economics classes in Palestine, Terrell and Athens. This seems to be very acceptable when one considers that this assessment was taken from a demanding, comprehensive final exam.

## **Outcome Distance Learning Results**

We do not currently have data regarding this LEAP. Please read "Changes as a Result of Evaluation - Distance Learning.

## **Planned Improvement as an Outcome Result**

This particular LEAP reflects a significant component in macroeconomics and will most likely be repeated often. We will examine the possibility of increasing the number of questions on the test. This should increase the reliability of the results.

## **Planned Distance Learning Improvement as an Outcome Result**

Because of the testing arrangement currently practiced in our Internet economics class, the assessment instrument is not compatible. We will have to devise a reliable, quantitative approach to testing the Internet students.

# Economics Education

**Plan Period:** FY08

**Outcome ID#:** 1227

## **Outcome Description**

Students will demonstrate an understanding of the concepts of price elasticity of demand and how it relates to total revenue.

## **Outcome Strategy**

Students will engage in lectures, sample work and readings as they relate to the concepts of price elasticity of demand and how these concepts affect total revenue generated. Students will learn the different characteristics of products and demand and how these characteristics affect consumer responses.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions and problems will be devoted to the desired outcome statement. The questions will be included in a format that will evaluate factual information, ask the students to make logical projections and calculate the actual results.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% on this block of test questions.

## **Strategic Plan Relationship**

## **Outcome Results**

The results of the assessment for this LEAP indicate that 73% of the students mastered the material at a rate of 70% or higher. This particular LEAP is a major component in microeconomics and will most likely be repeated from time to time. Students from Palestine, Terrell and Athens were given this set of questions on a comprehensive final exam.

## **Outcome Distance Learning Results**

We do not currently have comparable data regarding our distance ed students. Please read "Changes as a Result of Evaluation - Distance Learning".

## **Planned Improvement as an Outcome Result**

This particular LEAP has been used on several occasions and has been refined to be effectively evaluated.

## **Planned Distance Learning Improvement as an Outcome Result**

Compatible evaluation instruments must be designed for our distance learning students. This particular LEAP will be repeated next year and plans are underway to evaluate this LEAP during the first test of the semester.

# Economics Education

**Plan Period:** FY08

**Outcome ID#:** 1228

## **Outcome Description**

Students will demonstrate an understanding of the basic laws of supply and demand and the effects on price and quantity equilibrium.

## **Outcome Strategy**

Students will hear lectures coupled with drawings and transparencies that explain these concepts. Distance ed students will have similar learning tools embedded in their course tools. All students will be expected to read the related materials in the text.

## **Outcome Method**

Students will be able to read and interpret information on supply and demand curves and will understand how the movement along or among different curves will effect price and quantity equilibrium. These questions will be presented in a block of multiple choice questions.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% on the related block of questions.

## **Strategic Plan Relationship**

## **Outcome Results**

A set of related questions on comprehensive final exams indicate that 67% of the students achieved a mastery rate of 70% or higher on this LEAP. Students from Palestine, Terrell and Athens were assessed.

## **Outcome Distance Learning Results**

We do not have data regarding this particular LEAP for our distance learning students. Please read "Changes as a Result of Evaluation - Distance Learning".

## **Planned Improvement as an Outcome Result**

This material is the "oldest" material our students study in macroeconomics and represents only a review to our microeconomics students. Assessment on a comprehensive final exam is perhaps a negatively skewed instrument. We will entertain evaluating this LEAP in an earlier test similar to our plans for our distance learning students and will keep our original goal of 70% achieving a mastery rate of 70%.

## **Planned Distance Learning Improvement as an Outcome Result**

This LEAP is a constant in both macroeconomics and microeconomics and is a good evaluation tool for both of the courses. It will be easy to incorporate an analysis process for this LEAP on the first test in both macro and micro.

# Economics Education

**Plan Period:** FY09

**Outcome ID#:** 5756

## **Outcome Description**

Students will be able to demonstrate an understanding of oligopoly market structures and will be able to identify the benefits and disadvantages of such structures as it relates to the consumer.

## **Outcome Strategy**

Students will read the textbook chapter that defines and explains the nature of oligopolies. They will be given review questions and opportunities to ask questions and discuss the topic. Distance learning students will have a discussion question on the discussion board that will relate to this topic.

## **Outcome Method**

All students, including distance learning students, will be required to complete a block of questions related to this outcome.

## **Outcome Criterion**

Seventy percent of the completers will be able to answer 70% of the block of questions correctly. The distance learner completers should average 8 out of 10 points on their discussion board score.

## **Strategic Plan Relationship**

## **Outcome Results**

In the face to face classes on the Athens, Palestine and Terrell campuses, 72% of the students score 70% or higher on the series of related questions.

## **Outcome Distance Learning Results**

The distance learning criteria did not work well. Because grammar and spelling are graded and student responses to other students are also a part of the score, these scores did not reflect mastery of the content.

## **Planned Improvement as an Outcome Result**

We are pleased with the results but because this is a micro goal, our student base is always small. We believe the results are accurate but increasing the number of questions could be a possible safety net for continued accurate data.

## **Planned Distance Learning Improvement as an Outcome Result**

The distance learning component still needs a valid design. We will continue to develop some form of evaluation that will be more effective.

# Economics Education

**Plan Period:** FY09

**Outcome ID#:** 5757

## **Outcome Description**

Students will be able to understand the effects of shifts in demand curves and supply curves and will be able to see how each of these shifts can impact price.

## **Outcome Strategy**

Students will read the material in the text and will see demonstrations and engage in exercises in their face to face classes. Distance learners will experience a discussion board question that will develop deeper understanding.

## **Outcome Method**

All students will be required to answer a block of questions that directly relates to this outcome.

## **Outcome Criterion**

Seventy percent of the completers will answer a minimum of 70% of these questions correctly.

## **Strategic Plan Relationship**

## **Outcome Results**

Seventy-seven percent of the students in combined data from Athens, Palestine, and Terrell, scored at least 70% on this series of related questions. Many students scored 100% and many more scored in the 90 and 80 percentage range.

## **Outcome Distance Learning Results**

We continue to struggle with an effective evaluation method for this outcome. The discussion board scoring includes so many other issues, that this form of evaluation does not reflect mastery nor the lack of mastery. Although we definitely include a series of related questions, the question numbers are scrambled so insure test security.

## **Planned Improvement as an Outcome Result**

We are very pleased with the performance on this goal. This particular goal is essential to both macro and micro studies so our student base is large. Because this goal is so fundamental to both courses, it is an ever-present goal.

## **Planned Distance Learning Improvement as an Outcome Result**

The discussion board did not prove to be an accurate method of evaluating mastery of this goal. We will look at the possibility of blocking a group of questions that will not have the scramble function in play. This option is a concern as the number of testing locations is increasing because of the growth of dual credit. This option will be used only if we cannot devise a different option.

# Economics Education

**Plan Period:** FY09

**Outcome ID#:** 5758

## **Outcome Description**

Students will demonstrate an understanding of the advantages and the limitations of Monetary Policy.

## **Outcome Strategy**

Students will read the text and hear lectures in their face to face class. Distance learners will create their own and read discussion postings that relate to the topic.

## **Outcome Method**

All students will be required to answer a block of questions related to the topic. Distance learners will also be evaluated on their discussion board work.

## **Outcome Criterion**

Seventy percent of the completers should answer a minimum of 70% of these questions correctly and the distance learners completers should also average 8 out of 10 points on their discussion postings.

## **Strategic Plan Relationship**

## **Outcome Results**

Exactly 70% of the students in combined data from Athens, Palestine, and Terrell scored at least 70% on this series of related questions. Although we would have liked a higher percentage of our students mastering this goal at this level, this is a goal related to the "off sync" macro course. Our student base for this data was a total of 40 students.

## **Outcome Distance Learning Results**

As in all of the goals, we have determined that the idea of evaluating this outcome based on the discussion board, was not a good choice. Many of the students mastered the content but lost points because of spelling, grammar and lateness of the submission.

## **Planned Improvement as an Outcome Result**

This goal is a very important goal and we will continue to use this particular LEAP. It is possible that the results will never be as impressive as we would like unless our student base increases and we can effectively include the distance learners.

## **Planned Distance Learning Improvement as an Outcome Result**

We will continue with trial and error on formulating an implementation and evaluation process that will give us accurate data.



# Economics Education

**Plan Period:** FY10

**Outcome ID#:** 6140

## **Outcome Description**

Students will demonstrate an understanding of the rationale for, the implementation of, and the possible negative outcomes of price ceilings and price floors.

## **Outcome Strategy**

Students will attend class and/or do the assigned readings related to price ceilings and floors. They will engage in face to face or in an on line discussion of actual cases related to price ceilings and price floors.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be devoted to the desired outcome statement. The questions will evaluate factual knowledge and will also require critical thinking and application skills.

## **Outcome Criterion**

Seventy percent of the tested students will score a minimum of 70% correct answers on the related questions.

## **Strategic Plan Relationship**

Economic issues are directly tied to political agendas and have serious social implications. Price ceilings and price floors are somewhat controversial and are examined in the political, social and economic institutions of our nation.

## **Outcome Results**

Seventy percent of all students evaluated scored seventy percent or above.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Implementation of additional technology in the classroom.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY10

**Outcome ID#:** 6141

## **Outcome Description**

Students will demonstrate an understanding of the purpose, tools, problems and intended and possible unintended effects of fiscal policy. Students will understand this information in relation to current events.

## **Outcome Strategy**

Students will attend class and/or do the assigned readings related to fiscal policy. They will engage in face to face or in on line discussions that will encourage critical thinking and problem solving as it relates to the use of fiscal policy.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be devoted to the desired outcome statement. The questions will evaluate factual knowledge as well as more complex knowledge related to the effects, problems and benefits of fiscal policy.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% correct answers on the questions within this block.

## **Strategic Plan Relationship**

The concept of fiscal policy is very much a part of the political, economic and social dynamics. Students will have the opportunity to understand the heart of the issues and determine their opinions on the use of fiscal policy.

## **Outcome Results**

Sixty two percent of the students evaluated made seventy percent or above.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Implementation of additional technology in the classroom.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY10

**Outcome ID#:** 6142

## **Outcome Description**

Students will demonstrate an understanding of the academic concept and the computations of income elasticity of demand. Students will also be able to apply these concepts to economic conditions and marketing issues.

## **Outcome Strategy**

Students will attend class and/or read material related to income elasticity of demand and will be given practice computations and the opportunity to analyze the meaning of the results.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be related to this outcome. The questions will require an understanding of factual information as well as an ability to apply the information.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% correct answers on the questions within this block

## **Strategic Plan Relationship**

This particular goal will ask students to prepare data using a simple formula. They will then apply what they have learned and use logic skills to determine the meaning and value of the data.

## **Outcome Results**

Seventy four percent of all students evaluated made seventy percent or above.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Implementation of additional technology in the classroom.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Economics Education

**Plan Period:** FY11

**Outcome ID#:** 6297

## **Outcome Description**

Students will demonstrate an understanding of the rationale for, the implementation of the Law of Supply & Demand.

## **Outcome Strategy**

Students will attend class and/or do the assigned readings related to the Law of Supply and Demand. They will engage in face to face or in an on line discussion of actual cases related to Supply and Demand.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be devoted to the desired outcome statement. The questions will evaluate factual knowledge and will also require critical thinking and application skills.

## **Outcome Criterion**

Seventy percent of the tested students will score a minimum of 70% correct answers on the related questions.

## **Strategic Plan Relationship**

Economic issues are directly tied to political agendas and have serious social implications. The methods to stimulate Supply and Demand in a market economy are somewhat controversial and are examined in the political, social and economic institutions of our nation.

## **Outcome Results**

Seventy five percent of the tested students scored a minimum of 70% correct answers on the related questions.

## **Outcome Distance Learning Results**

Fifty three percent of the tested students scored a minimum of 70% correct answers on the related questions.

## **Planned Improvement as an Outcome Result**

No changes expected.

## **Planned Distance Learning Improvement as an Outcome Result**

The economics department will be including "Arnold Office Hours", a series of video study aides, with the new edition of our textbook. This will be an ideal addition for the students since 100% of the students are distance learners.

# Economics Education

**Plan Period:** FY11

**Outcome ID#:** 6298

## **Outcome Description**

Students will demonstrate an understanding of the purpose, tools, problems and intended and possible unintended effects of monetary and fiscal policy. Students will understand this information in relation to current events.

## **Outcome Strategy**

Students will attend class and/or do the assigned readings related to monetary and fiscal policy. They will engage in face to face or in on line discussions that will encourage critical thinking and problem solving as it relates to the use of monetary and fiscal policy.

## **Outcome Method**

Students will be tested at the end of the units of study and a block of questions will be devoted to the desired outcome statement. The questions will evaluate factual knowledge as well as more complex knowledge related to the effects, problems and benefits of monetary and fiscal policy.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% correct answers on the questions within this block.

## **Strategic Plan Relationship**

The concept of monetary and fiscal policy is very much a part of political, economic and social dynamics. Students will have the opportunity to understand the heart of the issues and determine their opinions on the use of monetary and fiscal policy.

## **Outcome Results**

Eighty five percent of the tested students scored a minimum of 70% correct answers on the related questions.

## **Outcome Distance Learning Results**

Fifty eight percent of the tested students scored a minimum of 70% correct answers on the related questions.

## **Planned Improvement as an Outcome Result**

No changes expected.

## **Planned Distance Learning Improvement as an Outcome Result**

The economics department will be including "Arnold Office Hours", a series of video study aides, with the new edition of our textbook. This will be an ideal addition for the students since 100% of the students are distance learners.

# Economics Education

**Plan Period:** FY11

**Outcome ID#:** 6299

## **Outcome Description**

Students will demonstrate an understanding of the academic concept and the methods of the computation of elasticity. Students will also be able to apply these concepts to economic conditions and marketing issues.

## **Outcome Strategy**

Students will attend class and/or read material related to the application of elasticity to economics and will be given practice computations and the opportunity to analyze the meaning of the results.

## **Outcome Method**

Students will be tested at the end of the unit of study and a block of questions will be related to this outcome. The questions will require an understanding of factual information as well as an ability to apply the information.

## **Outcome Criterion**

Seventy percent of the students should score a minimum of 70% correct answers on the questions within this block.

## **Strategic Plan Relationship**

This particular goal will ask students to prepare data using a simple formula. They will then apply what they have learned and use logic skills to determine the meaning and value of the data.

## **Outcome Results**

Seventy five percent of the tested students scored a minimum of 70% correct answers on the related questions.

## **Outcome Distance Learning Results**

Eighty five percent of the tested students scored a minimum of 70% correct answers on the related questions.

## **Planned Improvement as an Outcome Result**

No changes expected.

## **Planned Distance Learning Improvement as an Outcome Result**

The economics department will be including "Arnold Office Hours", a series of video study aides, with the new edition of our textbook. This will be an ideal addition for the students since 100% of the students are distance learners.

# Fire Sciences Education

**Plan Period:** FY06

**Outcome ID#:** 274

## **Outcome Description**

Students will be able to demonstrate and understanding of the detection of arson including investigation techniques, case histories, gathering and preserving of evidence, preparing for a court case, selected discussions of laws, decisions, and opinions, kinds of arsonists, interrogations procedures, and cooperation between firefighters and arson investigations.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook materials, class interaction and discussion, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve and understanding of the learning outcome.

## **Outcome Results**

ONE-HUNDRED PERCENT OF THE STUDENTS DEMONSTRATED THEIR UNDERSTANDING OF THE DESIRED LEARNING OUTCOME ON AN ASSESSMENT TEST

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

THE CURRICULUM WAS CHANGED TO DEVELOP MORE CLASS PARTICIPTION USING THE INTERNET, CASE STUDIES, FIELD EXPERIENCE.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY06

**Outcome ID#:** 275

## **Outcome Description**

The student will be able to identify types of building construction; recognize hazards associated with construction practices; identify fire resistive levels of building materials; and recognize signs of potential structural collapse.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook materials, class interaction and discussion, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after preservation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understandings of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

ONE-HUNDRED PERCENT OF THE STUDENTS DEMONSTRATED THEIR UNDERSTANDING OF THE OVERALL FIRE SCENE AND HIDDEN DANGERS IN BUILDING FIRES AND THE DESIRED LEARNING OUTCOME ON AN ASSESSMENT TEST

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

THE CURRICULUM WAS CHANGED TO INCLUDE MATERIAL NOT IN THE TEXTBOOK REFLECTING THE MOST RECENT TRAGEDIES THAT HAVE OCCURRED AND LESSONS TO BE LEARNED AND UTILIZED REGARDING THE LEARNING OUTCOME

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Fire Sciences Education

**Plan Period:** FY06

**Outcome ID#:** 277

## **Outcome Description**

The student will be able to identify water distribution systems and fire stream development as related to fire protection and suppression; describe basic principles of hydraulics including principles of fluids and fluid dynamics; determine fire flows for various types of occupancies; recognize and explain various types of fire pumps and pump operational procedures and describe various types of nozzles and the application of each type.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook materials, class interaction and discussion, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learning outcome.

## **Outcome Results**

ONE-HUNDRED PERCENT OF THE STUDENTS WERE ASSESSED AND DEMONSTRATED AN AWARENESS OF THE ABILITY OF WATER AS AN EXTINGUISHER AND THE NEED TO UNDERSTAND ITS ABILITY TO FLOW INTO, AROUND, AND THROUGH CERTAIN NOZZLES.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

THE SYLLABUS WAS CHANGED TO DEVELOP MORE HANDS ON TRAINING BY OUTLINING PROBLEMS ENCOUNTERED ON THE FIRE-GROUND AND OVERCOMING ADVERSITY..

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY07

**Outcome ID#:** 708

## **Outcome Description**

STUDENTS WILL BE ABLE TO UNDERSTAND AND FUNCTION EFFECTIVELY IN THE LEGAL, POLITICAL, AND SOCIAL ASPECTS OF GOVERNMENTS ROLE IN PUBLIC SAFETY, INCLUDING THE LEGAL SYSTEM, DEPARTMENT OPERATIONS, PERSONNEL ISSUES, AND LEGISLATION.

## **Outcome Strategy**

STUDENTS WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME THROUGH READING THE TEXTBOOK MATERIALS, CLASS INTERACTION AND DISCUSSION, PRACTICE EXERCISES, AND CLASS DEMONSTRATIONS.

## **Outcome Method**

THE ASSESSMENT OF THE DISERED OUTCOME WILL BE DETERMINED BY STUDENTS COMPLETING AN EXAMINATION AFTER PRESENTATION OF THE LEARNING OUTCOMES THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINE THE LEVEL STUDENTS HAVE ACHIEVED

## **Outcome Criterion**

A MINIMUM OF 90% OF THE STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT.

## **Strategic Plan Relationship**

STUDENTS WILL BE ABLE TO UTILIZE WRITTEN COMMUNICATION SKILLS TO DEMONSTRATE THEIR UNDERSTANDING OF THE DESIRED LEARNING OUTCOME, CRITICAL THINKING SKILLS TO COMPREHEND THE DESIRED LEARNING OUTCOME, AND READING COMPREHENSION SKILLS TO ACHIEVE AN UNDERSTANDING OF THE LEARNING OUTCOME

## **Outcome Results**

A MINIMUM OF 90% OF THE STUDENTS WERE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I WILL CONTINUE TO EMPHASIZE THE LEGAL, POLITICAL, AND SOCIAL ASPECTS OF GOVERNMENTS ROLE IN PUBLIC SAFETY, INCLUDING THE LEGAL SYSTEM, DEPARTMENT OPERATIONS, PERSONNEL ISSUES, AND LEGISLATION.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY08

**Outcome ID#:** 5563

## **Outcome Description**

The class will identify and discuss the key managerial issues that face the fire chief and other department managers, the chief administrative officer, and local elective officials. When it encompasses relevant theory and research, it does so primarily as background for practical management decision making.

## **Outcome Strategy**

STUDENTS WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME THROUGH READING THE TEXTBOOK MATERIALS, CLASS INTERACTION AND DISCUSSION, PRACTICE EXERCISE, AND CLASS DEMONSTRATION.

## **Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS COMPLETING AN EXAMINATION AFTER PRESENTATION OF THE LEARNING OUTCOMES THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINED THE LEVEL STUDENTS HAVE ACHIEVED

## **Outcome Criterion**

A MINIMUM OF 90% OF THE STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT ACTIVITY

## **Strategic Plan Relationship**

## **Outcome Results**

NA

## **Outcome Distance Learning Results**

One Hundred percent of the students demonstrated their understanding of the desired learning outcome on an assessment test

## **Planned Improvement as an Outcome Result**

The textbook was changed for the following year in order to bring up to date the changing managerial styles that is necessary in today's emergency services.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY08

**Outcome ID#:** 5570

## **Outcome Description**

This course is designed to educate the student to the fact that Hazardous Materials are at the heart of our technology-based society and that we have entered into a different world since 9/11. That world is considerably more dangerous with terrorists using Hazardous Materials as weapons of mass destruction. Now the emergency responder must not only save lives and property but help to secure and preserve our homeland.

## **Outcome Strategy**

- 1) Lecture presentation, and demonstration of principal points being studied.
- 2) Questions by students and instructor.
- 3) Discussion of relevant materials and ideas.
- 4) Films and slides shall be used when appropriate to the materials being covered.

## **Outcome Method**

There will be four major tests, each accounting for 25% of the grade. The final will cover all material in the book, material handed out during class, and material covered during class participation.

## **Outcome Criterion**

This course is designed to educate the student to the fact that Hazardous Materials are at the heart of our technology-based society and that we have entered into a different world since 9/11. That world is considerably more dangerous with terrorists using Hazardous Materials as weapons of mass destruction. Now the emergency responder must not only save lives and property but help to secure and preserve our homeland.

## **Strategic Plan Relationship**

## **Outcome Results**

NA

## **Outcome Distance Learning Results**

One hundred percent of the students demonstrated their understanding of the desired learning outcome on an assessment test.

## **Planned Improvement as an Outcome Result**

After reviewing the course material in the textbook I realized that an update of the material was needed. Once again a change in the textbook was needed for the next class.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY08

**Outcome ID#:** 5571

## **Outcome Description**

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient use of manpower and equipment to mitigate the emergency

## **Outcome Strategy**

- .1) Lecture presentation, and demonstration of principal points being studied.
- 2) Questions by students and instructor.
- 3) Discussion of relevant materials and ideas.
- 4) Films and slides shall be used when appropriate to the materials being covered.

## **Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS COMPLETING AN EXAMINATION AFTER PRESENTATION OF THE LEARNING OUTCOMES THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINE THE LEVEL STUDENTS HAVE ACHIEVED.

## **Outcome Criterion**

The student will recognize potential scenarios in various fire situations; select and implement strategies and tactics; and describe components of an incident management system.

## **Strategic Plan Relationship**

## **Outcome Results**

NA

## **Outcome Distance Learning Results**

One hundred percent of the students demonstrated their understanding of the desired learning outcome on an assessment test.

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

The changes that were implemented in the class consisted of engaging the students more by conducting exercises

of actual case studies in a group setting allowing a better understanding of the problems encountered by the incident commander on the fire ground.

# Fire Sciences Education

**Plan Period:** FY10

**Outcome ID#:** 6866

**Outcome Description**

TO DEMONSTRATE KNOWLEDGE AND PROFICIENCY IN THE OPERATION OF THE ANNUNCIATOR PANEL AND FIRE ALARM SYSTEMS.

**Outcome Strategy**

STUDENT WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME, CLASS INTERACTION AND DISCUSSION, PRACTICE EXERCISES AND CLASS DEMONSTRATIONS.

**Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS COMPLETING AN EXAMINATION AFTER A PRESENTATION OF THE LEARNING OUTCOMES THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINE THE LEVEL STUDENTS HAVE ACHIEVED.

**Outcome Criterion**

A MINIMUM OF 75% OF STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT ACTIVITY.

**Strategic Plan Relationship**

THE STUDENT WILL DEMONSTRATE THE ABILITY TO COMMUNICATE CLEARLY IN WRITTEN ASSIGNMENTS, READING SKILLS WILL FOCUS ON COMPREHENDING ANALYZING, INTERPRETING, AND EVALUATING PRINTED AND VISUAL MATERIALS. CRITICAL THINKING SKILLS ARE NECESSARY FOR FIRE SERVICE OCCUPATIONS.

**Outcome Results**

80% STUDENTS ACHIEVED PROFICIENCY IN THE OPERATION OF THE ANNUNCIATOR PANEL AND FIRE ALARM SYSTEMS.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NO CHANGES NECESSARY AT THIS TIME.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Fire Sciences Education

**Plan Period:** FY10

**Outcome ID#:** 6867

**Outcome Description**

STUDENT WILL BE ABLE TO CORRECTLY APPLY PRINCIPLES OF HYDRAULICS TO SET AND MAINTAIN PROPER PUMP PRESSURE TO A BUILDING'S SPRINKLER SYSTEM.

**Outcome Strategy**

THE STUDENT WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME THROUGH READING THE TEXTBOOK MATERIALS, CLASS INTERACTION AND DISCUSSION, VIDEO PRESENTATION, AND CLASS DEMONSTRATIONS.

**Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS COMPLETING AN EXAMINATION AFTER PRESENTATION OF THE LEARNING OUTCOMES MATERIAL THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINE THE LEVEL STUDENTS HAVE ACHIEVED.

**Outcome Criterion**

A MINIMUM OF 80% OF THE STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT ACTIVITY.

**Strategic Plan Relationship**

THE STUDENT WILL DEMONSTRATE THE ABILITY TO COMMUNICATE CLEARLY IN WRITTEN ASSIGNMENTS AND EVALUATING PRINTED AND VISUAL MATERIALS, CRITICAL THINKING SKILLS THAT ARE NECESSARY FOR FIRE SCIENCE OCCUPATIONS.

**Outcome Results**

90% OF STUDENTS WERE ABLE TO SET AND MAINTAIN PROPER PUMP PRESSURE TO A BUILDING'S SPRINKLER SYSTEM.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NO CHANGES NECESSARY AT THIS TIME.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY10

**Outcome ID#:** 6868

## **Outcome Description**

THE STUDENT WILL BE ABLE TO DEMONSTRATE THE PROPER METHOD FOR DEPLOYMENT OF THE FIRE SHELTER IN EMERGENCY SITUATIONS, COMMONLY REFERRED TO AS "SHAKE AND BAKE".

## **Outcome Strategy**

STUDENTS WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME THROUGH READING THE INSTRUCTION MANUAL, CLASS INTERACTION AND DISCUSSION, PRACTICE EXERCISES AND CLASS DEMONSTRATIONS.

## **Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS ABILITY TO DEMONSTRATE PROFICIENCY IN THE PROPER DEPLOYMENT OF THE EMERGENCY FIRE SHELTER.

## **Outcome Criterion**

A MINIMUM OF 85% OF THE STUDENTS WILL BE ABLE TO DEMONSTRATE THE PROPER DEPLOYMENT OF THE EMERGENCY FIRE SHELTER.

## **Strategic Plan Relationship**

THE STUDENT WILL DEMONSTRATE THE ABILITY TO COMMUNICATE CLEARLY IN WRITTEN ASSIGNMENTS, READING SKILLS WILL FOCUS ON COMPREHENDING, ANALYZING, INTERPRETING AND EVALUATING PRINTED AND VISUAL MATERIALS, CRITICAL THINKING SKILLS THAT ARE NECESSARY FOR FIRE SERVICE OCCUPATIONS.

## **Outcome Results**

90% OF STUDENTS WERE ABLE TO DEMONSTRATE THE PROPER METHOD FOR DEPLOYMENT OF THE FIRE SHELTER IN EMERGENCY SITUATIONS.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NO CHANGES NECESSARY AT THIS TIME.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY11

**Outcome ID#:** 6869

**Outcome Description**

TO DEMONSTRATE KNOWLEDGE OF THE PROPER APPLICATION OF FIRE RETARDANT GEL TO MATERIALS THAT ARE EASILY COMBUSTIBLE.

**Outcome Strategy**

STUDENTS WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME THROUGH READING THE TEXTBOOK MATERIALS, CLASS INTERACTION AND DISCUSSION, PRACTICE EXERCISES AND CLASS DEMONSTRATIONS.

**Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS COMPLETING AN EXAMINATION AFTER PRESENTATION OF THE LEARNING OUTCOMES THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINE THE LEVEL STUDENTS HAVE ACHIEVED.

**Outcome Criterion**

A MINIMUM OF 85% OF THE STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT ACTIVITY.

**Strategic Plan Relationship**

THE STUDENT WILL DEMONSTRATE THE ABILITY TO COMMUNICATE CLEARLY IN WRITTEN ASSIGNMENTS. READING SKILLS WILL FOCUS ON COMPREHENDING ANALYZING, INTERPRETING, AND EVALUATING PRINTED AND VISUAL MATERIALS. CRITICAL THINKING SKILLS ARE NECESSARY FOR FIRE SERVICE OCCUPATIONS.

**Outcome Results**

90% OF STUDENTS WERE ABLE TO DEMONSTRATE THE PROPER APPLICATION OF FIRE RETARDANT GEL TO EASILY COMBUSTIBLE MATERIALS.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NO CHANGES NECESSARY AT THIS TIME.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY11

**Outcome ID#:** 6870

**Outcome Description**

STUDENTS WILL CONDUCT AN EVALUATION OF THEIR HOUSE OR APARTMENT TO INSURE THAT IT CONFORMS WITH "FIREWISE" PRACTICES AND PRINCIPLES AS OUTLINED IN THE URBAN/WILDLAND INTERFACE.

**Outcome Strategy**

USING AN ASSESSMENT CHECKLIST STUDENTS WILL BRING THEIR HOUSE OR APARTMENT UP TO NATIONAL "FIREWISE" STANDARDS.

**Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDENTS SUCCESSFUL COMPLETION OF THE "FIREWISE" CHECKLIST.

**Outcome Criterion**

A MINIMUM OF 90% OF THE STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT ACTIVITY.

**Strategic Plan Relationship**

THE STUDENT WILL DEMONSTRATE THE ABILITY TO COMMUNICATE CLEARLY IN WRITTEN ASSIGNMENTS. READING SKILLS WILL FOCUS ON COMPREHENDING, ANALYZING, INTERPRETING, AND EVALUATING PRINTED AND VISUAL MATERIALS. CRITICAL THINKING SKILLS ARE NECESSARY FOR FIRE SERVICE OCCUPATIONS.

**Outcome Results**

95% OF STUDENTS SUCCESSFULLY EVALUATED THEIR HOME OR APARTMENT AND ENSURED THAT THEY CONFORMED WITH "FIREWISE" PRACTICES AND PRINCIPLES.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NO CHANGES NECESSARY AT THIS TIME.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fire Sciences Education

**Plan Period:** FY11

**Outcome ID#:** 6871

**Outcome Description**

STUDENTS WILL BE ABLE TO CONDUCT A PRE-FIRE INSPECTION SURVEY OF A HIGH HAZARD OCCUPANCY.

**Outcome Strategy**

STUDENTS WILL GAIN AN UNDERSTANDING OF THE DESIRED OUTCOME THROUGH READING THE TEXTBOOK MATERIALS, CLASS INTERACTION AND DISCUSSION, PRACTICE EXERCISES AND CLASS DEMONSTRATIONS.

**Outcome Method**

THE ASSESSMENT OF THE DESIRED OUTCOME WILL BE DETERMINED BY STUDNETS COMPLETING AN EXAMINATION AFTER PRESENTATION OF THE LEARNING OUTCOMES THAT WILL CONTAIN QUESTIONS SPECIFICALLY DEVELOPED TO DETERMINE THE LEVEL STUDENTS HAVE ACHIEVED.

**Outcome Criterion**

A MINIMUM OF 90% OF THE STUDENTS WILL BE ABLE TO ACHIEVE THE DESIRED LEARNING OUTCOME BASED ON THE ASSESSMENT ACTIVITY.

**Strategic Plan Relationship**

THE STUDENT WILL DEMONSTRATE THE ABILITY TO COMMUNICATE CLEARLY IN WRITTEN ASSIGNMENTS. READING SKILLS WILL FOCUS ON COMPREHENDING, ANALYZING, INTERPRETING, AND EVALUATING PRINTED AND VISUAL MATERIALS. CRITICAL THINKING SKILLS ARE NECESSARY FOR FIRE SERVICE OCCUPATIONS.

**Outcome Results**

95% OF STUDENTS WERE ABLE TO SUCCESSFULLY CONDUCT A PRE-FIRE INSPECTION OF A HIGH HAZARD OCCUPANCY.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NO CHANGES NECESSARY AT THIS TIME.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY06

**Outcome ID#:** 721

## **Outcome Description**

Students will be able to demonstrate an understanding of greenhouses and greenhouse production including managing a greenhouse

## **Outcome Strategy**

Students will gain an understanding of the desired outcome from class lectures and laboratory work in the greenhouse.

## **Outcome Method**

A comprehensive test will be given to students enrolled in HALT 2408 Greenhouse Management to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students completing HALT 2408 Greenhouse Management will be able to achieve the desired outcome

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

Over 90% of students exhibited mastery of subject matter based on comprehensive exams. Competency was also measured by the successful production of greenhouse crops.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategy was change to place more emphasis was placed on the assessment of successful greenhouse crop production.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY06

**Outcome ID#:** 722

## **Outcome Description**

Students will be able to demonstrate an understanding of the application of basic plant sciences and practices involved in production, harvesting, grading, and marketing of plants grown in nurseries, greenhouses, and garden centers

## **Outcome Strategy**

Students will gain an understanding of the desired outcome from class lecture and laboratory experience

## **Outcome Method**

A comprehensive test will be given to students enrolled in HALT 2420 Nursery Management to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students completing HALT 2420 Nursery Management will be able to achieve the desired outcome

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

90% of students did exhibit mastery of subject matter presented (based on examinations). Competencies were also measured by assessing worksheets and laboratory exercises.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategies will change placing more emphasis on skills and laboratory performance.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY06

**Outcome ID#:** 723

## **Outcome Description**

Students will be able to demonstrate an understanding of the fundamental design, plant design, specifications and cost estimates of residential and commercial landscaping.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through lectures and laboratory experiences related to the outcome

## **Outcome Method**

A comprehensive test will be given to students to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students completing HALT 1322 Landscape Design will be able to achieve the desired outcome

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

Over 90% of students exhibited mastery of subject matter based on comprehensive exams. However, competency was also measured by success in laboratory and completion of landscape drawings.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategy was changed to place a greater emphasis on landscape drawings and successful laboratory crops.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Horticulture Education

**Plan Period:** FY07

**Outcome ID#:** 189

## **Outcome Description**

Students will be able to demonstrate a practical knowledge of basic horticulture including identification of plant structures, soil components, plant nutrients and students will be able to manage horticultural pests.

## **Outcome Strategy**

Practical laboratory experience and instructor demonstrations will be utilized in addition to classroom instruction.

## **Outcome Method**

All students will be evaluated throughout the cycle. A comprehensive exam will measure understanding of the principles of horticulture and integrated pest management. Instructor observation and evaluation of students in laboratory and successful completion of laboratory exercises.

## **Outcome Criterion**

90% of the students will achieve 80% mastery of course material through tests. Students, as a group and individually, will be able to explain basic horticultural principles and a comprehensive pest management plan.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension from texts and demonstrates knowledge of the physical universe by understanding how plants and certain insects affect living systems.

## **Outcome Results**

90% of the students achieved 80% mastery of the development of a comprehensive pest management plan.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes required.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY07

**Outcome ID#:** 190

## **Outcome Description**

Students will be able to outline a plan to profitably grow a greenhouse crop and design a residential landscape plan.

## **Outcome Strategy**

Instructor will demonstrate the planning and growing of ornamental and/or vegetable crops with assistance from students in laboratory and work with students in small groups and individually on landscape plans.

## **Outcome Method**

All students will be evaluated throughout the cycle. A comprehensive exam will measure understanding of greenhouse crop and landscape design principles. Instructor observation and evaluation of students in laboratory and successful completion of laboratory exercises.

## **Outcome Criterion**

90% of the students will achieve 80% mastery of course material through tests. Students, as a group and individually, will be able to produce common greenhouse crops and complete a landscape plan.

## **Strategic Plan Relationship**

This outcome relates to reading comprehension from texts and demonstrates knowledge of the physical universe by understanding the science of plant growth.

## **Outcome Results**

90% of the students were able to achieve 80% mastery and completion of a landscape plan.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes necessary.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY07

**Outcome ID#:** 191

**Outcome Description**

Students will be able to demonstrate an understanding of plant propagation and garden center management.

**Outcome Strategy**

Students will gain understanding of the desired outcome from class lectures and laboratory work in the propagation greenhouse, learning plant care and identification.

**Outcome Method**

All students enrolled in HALT 2414, Plant Propagation and HALT 2404, Garden Center Management will be given three comprehensive tests as well as supervised laboratory work to determine the level that students have achieved the desired outcomes.

**Outcome Criterion**

80% of the students completing HALT 2414, Plant Propagation and HALT 2404, Garden Center Management, will be able to achieve the desired outcome.

**Strategic Plan Relationship**

Students will be required to utilize written communications, critical thinking skills and reading comprehension skills to achieve the desired learning outcome.

**Outcome Results**

80% of the students achieved 80% mastery and development of a greenhouse master plan including construction and operation.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes necessary

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY08

**Outcome ID#:** 1184

## **Outcome Description**

Students will be able to demonstrate a practical knowledge of basic horticulture including identification of plant structures, soil components, plant nutrients, and horticultural pest management.

## **Outcome Strategy**

Practical laboratory experience and instructor demonstrations will be utilized in addition to classroom instruction.

## **Outcome Method**

All students will be evaluated throughout the cycle. A comprehensive exam will measure understanding of the principles of horticulture and integrated pest management. Instructor observation and evaluation of students in laboratory and successful completion of laboratory exercises.

## **Outcome Criterion**

90% of the students will achieve 80% mastery of the material through tests. Students, as a group and individually, will be able to explain basic horticultural principles and a comprehensive pest management plan.

## **Strategic Plan Relationship**

## **Outcome Results**

Over 90% of students achieved mastery at the 80% level or above. Expected outcome was met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Little change was justified. Suggestions for changes include: Additional multi-media material and/or increased use of computer exercises as a supplement to other teaching methods.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY08

**Outcome ID#:** 1185

**Outcome Description**

Students will be able to demonstrate knowledge and techniques of successful garden center management.

**Outcome Strategy**

Classroom lecture and exercises with practical, related experience in the greenhouse laboratory.

**Outcome Method**

Observation of student performance in laboratory including propagation techniques and plant identification and marketing.

**Outcome Criterion**

80% of students will demonstrate an understanding of garden center management skills.

**Strategic Plan Relationship**

This outcome relates to reading comprehension from text and demonstrates knowledge of the physical universe by understanding how plants grow and function.

**Outcome Results**

Over 90% of students achieved 80% mastery of instructional material.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Additional laboratory exercises were added to enhance classroom instruction.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Horticulture Education

**Plan Period:** FY08

**Outcome ID#:** 1186

**Outcome Description**

Students will be able to demonstrate an understanding of plant propagation and greenhouse production.

**Outcome Strategy**

Students will gain understanding of the desired outcome from class lectures, videos and laboratory work in the greenhouse, learning plant care, and identification.

**Outcome Method**

All students enrolled in HALT 2414, Plant Propagation, and HALT 2404, Garden Center Management, will be given three comprehensive tests as well as supervised laboratory work to determine the level that students have achieved.

**Outcome Criterion**

80% of the students completing HALT 2414, Plant Propagation, and HALT 2404, Garden Center Management, will be able to achieve the desired outcome.

**Strategic Plan Relationship**

**Outcome Results**

90% of students achieved mastery. Expected outcome was exceeded.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Percentage of student mastery was increased to 90%.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY06

**Outcome ID#:** 391

## **Outcome Description**

The student will identify and explain the fundamental principles of management and administration and substantive systems of the law office.

## **Outcome Strategy**

Students will have classroom lecture, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities, which will enable them to become familiar with draft pleadings, motions and other legal documents required for civil and criminal action.

## **Outcome Method**

A comprehensive test will be given to students in the Legal Assistant Technology program to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in the Legal Assistant Technology Program will be able to achieve 75% accuracy on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize oral communication, written communication, critical thinking skills, computer literacy skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

One-hundred percent of the students assessed were able to achieve the desired results

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will change to include additional practical experience thru learning and observing in a law office with special class projects

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY06

**Outcome ID#:** 392

## **Outcome Description**

The student will demonstrate a mastery of draft pleadings, motions, and other documents required for civil and criminal action

## **Outcome Strategy**

Students will have classroom lecture, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities, which will enable them to become familiar with draft pleadings, motions and other legal documents required for civil and criminal action.

## **Outcome Method**

A comprehensive test will be given to students in the Legal Assistant Technology program to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in the Legal Assistant Technology Program will be able to achieve 75% accuracy on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize oral communication, written communication, critical thinking skills, computer literacy skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

One-hundred percent of the students assessed were successful in accomplishing the desired result

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will change to include Courtroom observations and discussion as part of the class.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Legal Assistant Education

**Plan Period:** FY06

**Outcome ID#:** 393

## **Outcome Description**

The student will demonstrate a mastery of basic legal research and writing procedures including techniques for conducting research with the use of computers, finding the law, gathering, analyzing, and organizing the facts through the use of state and federal codes.

## **Outcome Strategy**

Students will have classroom lecture, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities, which will enable them to become familiar with legal research and writing techniques.

## **Outcome Method**

A comprehensive test will be given to students in the Legal Assistant Technology program to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in the Legal Assistant Technology Program Legal, Legal Research and Writing class will be able to achieve 75% accuracy of the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize oral communication, written communication, critical thinking skills, computer literacy skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

One-hundred percent of the students assessed successfully completed the desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum will change to allow more students an opportunity to spend additional outside classroom research in a law library or on the internet to fully comprehend research techniques and requirements

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY07

**Outcome ID#:** 675

**Outcome Description**

The student will demonstrate an understanding of the fundamentals of contracts with emphasis on the paralegal's role.

**Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome.

**Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome

**Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

**Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

**Outcome Results**

One hundred percent (100%)of the students assessed achieved eighty per cent (80%)accuracy or greater when assessed on the learning outcome.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No action needed at this time.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Legal Assistant Education

**Plan Period:** FY07

**Outcome ID#:** 676

### **Outcome Description**

The student will demonstrate an understanding of the fundamentals of tort law and personal injury law with an emphasis on the paralegal's role.

### **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome.

### **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome

### **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

### **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

### **Outcome Results**

Eighty percent (80%) of the students assessed achieved eighty (80%) accuracy or greater when assessed on the learning outcome.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No action needed at this time.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY08

**Outcome ID#:** 1130

## **Outcome Description**

Student will understand the structure and organization of a law firm, functions and duties of each member of a legal team and the elements of working as a team to benefit a client.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

60% of students enrolled will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

In order to demonstrate their understanding of the desired learning outcome students will be required to use the following skills: (a) critical thinking, (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

One Hundred percent (100%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY08

**Outcome ID#:** 1131

## **Outcome Description**

Student will demonstrate an understanding of basic legal research and writing procedures such as: finding the law, gathering, analyzing, and organizing facts through the use of state and federal codes.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, research projects, and hands-on exercises to obtain the desired outcomes.

## **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievements of the desired outcome.

## **Outcome Criterion**

60% of students enrolled will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

One Hundred percent (100%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY08

**Outcome ID#:** 1150

## **Outcome Description**

Students will demonstrate proper use of words, correct citations to primary and secondary sources of information, knowledge of law office, court rules and procedures.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

60% of students enrolled will be able to achieve a minimum score of 70 or above on the desired leaning outcome.

## **Strategic Plan Relationship**

Students will be required to use written and oral communication, reading skills and critical thinking in order to demonstrate their understanding of the desired learning outcome.

## **Outcome Results**

One Hundred percent (100%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY09

**Outcome ID#:** 5825

## **Outcome Description**

The Student will demonstrate an understanding of the role that ethics plays in the practice of law and why and how the legal profession regulates the activities and behaviors of lawyers and legal assistants.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

One hundred per cent (100%) of the students assessed in the Legal Assistance Technology achieved the desired accuracy when assessed on the learning objectives.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY09

**Outcome ID#:** 5826

## **Outcome Description**

The Student will demonstrate an understanding of the role that confidentiality plays in the practice of law and in the context of the legal environment. Student will learn of the ethical considerations applicable to the legal assistants, and why the duty to maintain confidentiality is of paramount importance.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands on exercises to obtain the desired outcome

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

One hundred per cent (100)% of the students assessed in the Legal Assistance Technology achieved the desired accuracy when assessed on the learning objectives.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Legal Assistant Education

**Plan Period:** FY09

**Outcome ID#:** 5827

## **Outcome Description**

The Student will demonstrate an understanding of ethical issues that arise when conflicts of interest develop. Student will be able to identify potential conflicts and discuss how they might impair legal professional from fulfilling their professional responsibility to clients.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

One hundred per cent (100)% of the students assessed in the Legal Assistance Technology achieved the desired accuracy when assessed on the learning objectives.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY10

**Outcome ID#:** 5916

## **Outcome Description**

Provide students not only with the bibliographic skills to locate the legal authorities necessary to resolve a research issue, but also an understanding of the research process, which is an integral component of a students training in problem-solving skills.

## **Outcome Strategy**

Students will have class discussions, presentations, research projects to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the student throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of students assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome related to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

Seventy-nine percent (79%) of the Legal Research and Writing students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of the students who met the learning objective. The West Law Program is being used in this class.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY10

**Outcome ID#:** 5917

## **Outcome Description**

Students will understand some of the different sources of legal rules and where they originate within our legal system.

## **Outcome Strategy**

Students will have class discussions, projects, presentations and hands on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome related to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

One Hundred percent (100%) of Legal students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students. Of the 27 students assessed 100 % of these students pass the evaluation of the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of the students who met the learning objective. The West Law Program is being used in this class.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY10

**Outcome ID#:** 5933

## **Outcome Description**

Students will learn the legal terminology needed to effectively communicate with others in the legal profession. Everyone in the legal profession; attorney, paralegal, legal secretary, law clerk, court reporter and investigator must know legal terminology. The only way legal professionals can

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome related to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully

## **Outcome Results**

Eighty percent (80%) of the Legal Terminology students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only face-to-face instruction for Accounting education students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of the students who met the learning objective. The West Law Program is being used in this class.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY11

**Outcome ID#:** 6268

**Outcome Description**

Students will be able to research, access cases and codes to help them understand the subject matter of their class.

**Outcome Strategy**

Instructors have access to Westlaw. This database will help them to give information to students to help them understand the subject matter of their class.

**Outcome Method**

By the passing rate of the class at the end of the semester.

**Outcome Criterion**

Eighty percent of the students will pass their courses.

**Strategic Plan Relationship**

For students to successfully pass the course they will have to complete classroom work, participate in discussions.

**Outcome Results**

Students were able to use the West Law program to help them learn to do research. Students were able to use the program in class to study cases and law.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

This program will continue to be useful for students in their studies and the experience will help them once they are in the work force.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Legal Assistant Education

**Plan Period:** FY11

**Outcome ID#:** 6269

**Outcome Description**

Students will have a basic understanding of Texas Family Law.

**Outcome Strategy**

Students will be given on-line assignments and tests. In addition, they will search for specific Texas Statutes using the internet or Westlaw.

**Outcome Method**

Assignments and tests.

**Outcome Criterion**

Eighty percent of students will pass the course with a basic understanding of Family Law.

**Strategic Plan Relationship**

Students will successfully complete written assignments and tests.

**Outcome Results**

N/A

**Outcome Distance Learning Results**

One Hundred percent (92%) of the Legal students assessed scored seventy percent (70%) or better when assessed on this learning outcome. This data includes only internet course instruction for legal students. This course was submitted for Certificate by the TVCC Distance Ed Dept. and received certification.

**Planned Improvement as an Outcome Result**

N/A

**Planned Distance Learning Improvement as an Outcome Result**

No changes are currently planned in the way the material is presented or the way the class is taught because of the passing percentage of the students.

# Life and Career Skills Education

**Plan Period:** FY11

**Outcome ID#:** 6515

## **Outcome Description**

Medical Assisting/Patient Care Technology students will achieve a minimum of 80% accuracy on all courses to receive the TVCC Medical Assisting/Patient Care Technology Program Certification.

## **Outcome Strategy**

1. Instructors are given professional development instruction on supporting students to assist with their achievement of skills and knowledge at the minimum 80% level.
2. The departmental coordinator(s) and staff will review the outcomes of each course and class individually to identify problem areas in courses included in the certification program. A Coordinator will sign off on an evaluation document recording this process in the permanent class file.
3. Each student is provided an opportunity to evaluate each course and class they participate in the certification program. A departmental Coordinator receives the evaluations from the students and reviews them for problems. Should a problem be found, the coordinator notes the problem on the course/class evaluation form described in #2.
4. The departmental dean reviews the course/class evaluation document which includes information from the students and the staff. Any appropriate corrective action is addressed: (1) meeting with staff in a regularly scheduled weekly staff meeting to assess the situation, (2) the dean meets weekly with the Associate Vice President of Workforce Development to review factors impacting the Medical Assisting/Patient Care Technology program, (3) the deans leads staff to make needed corrections, and (4) the dean signs the course/class evaluation document which is filed into the permanent class file.
5. Students grades are submitted by instructors and these are: permanently tran

## **Outcome Method**

Instructors provide the individual student grade for individual courses.

1. Instructors are asked to assess:
  - \* Student attendance and/or participation. (Note: There are classroom courses which require students to be in the classroom environment, there are distance courses which require that students complete learning tasks and evaluations via electronic media, and there are externship and clinical experiences where students participate in tasks at medical facilities.)
  - \* Student knowledge base. Can the student move from acquiring information to using the information in decision making and application to work in a medical environment.
  - \* Student skills. Can the student replicate a skill accurately and safely and then combine that skill with knowledge and other skills to meet the needs in a medical environment under the direct directions of an appropriate medical professional.
2. The instructor is asked to provide the student and the departmental coordinator a numerical evaluation of the

student's performance (grade). When grades are submitted they are reviewed in the course/class evaluation process described above.

3. Departmental staff record the individual student grades in individual courses on permanent transcripts.
4. The entire assessment process is involved in the student's evaluation to determine program certification.
5. The departmental dean reviews all of the processes and confirms recorded outcomes.

### **Outcome Criterion**

The "expected outcomes" are:

### **Strategic Plan Relationship**

### **Outcome Results**

\* 88% of students entering the Medical Assisting/Patient Care technology program were successful in completing the certification by:

1. Completing each course contained within the program with 80% or higher accuracy
2. As a non-credit program student, completing the Patient Care Technology (credit) departmental exam with 80% or higher accuracy

Supporting data:

- \* 33 students have declared that they are seeking to complete the Medical Assisting/Patient Care Technology certification.
- \* 4 students dropped the regiment of courses before completion because they scored less than 80% as a final grade on a required course.

### **Outcome Distance Learning Results**

Of the 19 courses offered to fulfill the requirements of the MA/PCT program, 5 of the courses are distance learning courses and 1 course is offered as optional (distance or classroom)

### **Planned Improvement as an Outcome Result**

In evaluating the continuance of requiring that students perform at 80% accuracy on each MA/PCT course, it was decided to maintain that level of student outcome expectation. Reason: Non-credit students can enter training with less academic preparation. It assure that TVCC students are prepared for the workplace, the outcome expectation is very high to assure that completers are well prepared and can perform in the workplace comparable to the credit student certificate completers.

The department requested the employment of a full time professional medical coordinator. This personnel was decided to be necessary because the departmental enrollment increased by 50% due to the new MA/PCT program. It was denied due to budget constraints. The budget for part time salary for a professional medical director was increased.

### **Planned Distance Learning Improvement as an Outcome Result**

In evaluating the continuance of distance learning courses in the program, it was decided to retain the on-line training courses because of:



# Management Education

**Plan Period:** FY06

**Outcome ID#:** 394

## **Outcome Description**

The student will demonstrate a mastery of the basic functions of management including planning, organizing, staffing, directing, and controlling.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

84% of the students successfully accomplished the desired outcome by taking an assessment test.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The syllabus will be changed to encourage students to utilize the study guide tools on the course website and the textbook publisher's website.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Management Education

**Plan Period:** FY06

**Outcome ID#:** 395

## **Outcome Description**

The student will demonstrate a mastery of rational decision-making including the steps in rational decision-making, methods of improving decision-making, and the utilization of groups to improve decision-making.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

80% of the students successfully completed the desired objectives by making a score of 70% or better on an assessment exam.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The syllabus will be changed to encourage students to utilize the study tools and publisher website to increase their understanding of the desired outcome

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Management Education

**Plan Period:** FY06

**Outcome ID#:** 396

## **Outcome Description**

The student will demonstrate a mastery of the skills (technical, human and conceptual skills) that are essential for successful supervisory management.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

70% of the students successfully completed the desired objectives by making a score of 70% or better on an assessment exam. The 80% class goal was not met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The syllabus and instructional strategies will be changed to require tutoring and additional assignments from the text website.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Management Education

**Plan Period:** FY07

**Outcome ID#:** 677

## **Outcome Description**

The student will demonstrate a mastery of the skills (technical, human and conceptual skills) that are essential for successful supervisory management.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Lecture class: Fourteen students took the evaluation instrument which covers the supervisory skills of technical, human, and conceptual. Twelve students met the objective by scoring 70 or better on the instrument. The overall class objective was met because eighty six percent (86%) of the class members who took the instrument met the learning objective.

## **Outcome Distance Learning Results**

Internet: Twelve students took the evaluation instrument, which covers the supervisory skills of technical, human and conceptual. Nineteen students met the objective by making a score of 70 or better. The overall class objective was met because ninety five (95%) of the class members who took the exam met the learning objective.

## **Planned Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

# Management Education

**Plan Period:** FY07

**Outcome ID#:** 678

## **Outcome Description**

The student will demonstrate a mastery of consumer behavior and explain the reasons why consumers buy what they buy and explain the prepurchase, purchase, and postpurchase activities consumers engage in when making decisions.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Lecture: Ten students took the evaluation instrument, which covers consumer buying behavior. Eight students met the objective by making a score of 70 or better. The overall class objective was met because 80% of the class members who took the evaluation met the learning objective.

## **Outcome Distance Learning Results**

Internet: Twenty-two students took the evaluation instrument, which covers consumer buying behavior. Twenty-two students met the objective by making a score of 70 or better. The overall class objective was met because 100% of the class members took the exam met the learning objective.

## **Planned Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

# Management Education

**Plan Period:** FY07

**Outcome ID#:** 679

## **Outcome Description**

The student will demonstrate a mastery of the basic communication styles and its effect on interpersonal relations.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Twelve students took the evaluation instrument, which covers communications styles and its effect on interpersonal relations. Nine students met the objective by making a score of 70 or better. The overall class objective was met because seventy-five percent (75%) of the class members who took the exam met the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Management Education

**Plan Period:** FY08

**Outcome ID#:** 1206

## **Outcome Description**

The student will demonstrate a mastery of how manners contribute to improved interpersonal relations in the workplace and explain the importance of professional presence.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

15 students took Test 3, which covers how manners contribute to improved interpersonal relations in the workplace and the importance of professional presence. 14 students met the objective by making a score of 70 or better. The overall class objective was met because 93% of the class members who took the exam met the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to teach the class as before because of the high percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Management Education

**Plan Period:** FY08

**Outcome ID#:** 1207

## **Outcome Description**

The student will demonstrate a mastery of how companies use plans at all management levels and be able to explain the benefits and pitfalls of planning.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

Nine students took Test 2 which covers how companies use plans at all management levels and to explain the benefits and pitfalls of planning. Six students met the objective by making a score of 70 or above. Therefore, since only 67% achieved the objective, the overall class objective was not met on the desired learning outcome.

## **Outcome Distance Learning Results**

In my distance learning class, 16 took Test 2 which covers how companies use plans at all management levels and to explain the benefits and pitfalls of planning. Seven students met the objective by making a score of 70 or above. Therefore, since only 44% achieved the objective, the overall class objective was not met on the desired learning outcome.

## **Planned Improvement as an Outcome Result**

I will direct the students to the textbook publisher on-line resources for additional learning tools, such as flash cards and self-assessments in order to better prepare on this topic of planning at the various management levels and the advantages and pitfalls of planning.

## **Planned Distance Learning Improvement as an Outcome Result**

Since this is an on-line course, I can direct the students to the textbook publisher on-line resources for additional learning tools, such as flash cards and self-assessments in order to better prepare on this topic of planning at the various management levels and the advantages and pitfalls of planning.



# Management Education

**Plan Period:** FY08

**Outcome ID#:** 1208

## **Outcome Description**

The student will demonstrate a mastery of the major types of newspaper advertising, explain the advantages and disadvantages of newspaper advertising and know how rates are determined for print media.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

Twelve students took Test 3, which covers the major types of newspaper advertising, the advantages and disadvantages of newspaper advertising and how rates are determined for print media. Eleven students met the objective by making a score of 70 or better. The overall class objective was met because 92% of the class members who took the exam met the learning objective.

## **Outcome Distance Learning Results**

Eight students took Test 3, which covers the major types of newspaper advertising, the advantages and disadvantages of newspaper advertising and how rates are determined for print media. Five students met the objective by making a score of 70 or better. The overall class objective was not met since only 63% of the class members met the learning outcome.

## **Planned Improvement as an Outcome Result**

I will continue to teach the class as before because of the high percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

I will encourage the students to utilize the textbook publisher on-line resources to better prepare and to access the self-assessment tools, the chapter outlines and power point slides that are available for study and review purposes. I also provide study outlines for each assessment for the distance learning students, that I will encourage them to utilize.

# Management Education

**Plan Period:** FY09

**Outcome ID#:** 5751

## **Outcome Description**

The student will demonstrate a mastery of what leadership is and describe who leaders are and what effective leaders do.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

Lecture class met the objective because 100% of the students made 70% or better.

## **Outcome Distance Learning Results**

Class did not meet objective because only 50% of the students met the objective.

## **Planned Improvement as an Outcome Result**

Continue present methods that have been successful.

## **Planned Distance Learning Improvement as an Outcome Result**

Encourage students to use publisher resources to improve student engagement.

# Management Education

**Plan Period:** FY09

**Outcome ID#:** 5752

## **Outcome Description**

The student will demonstrate a mastery and understanding of the impact of employee attitudes on the success of individuals as well as organizations.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

In this lecture class, 88% of the students met the objective and the class as a whole met the objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue teaching practices that have proven successful in preparing the student learner.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Management Education

**Plan Period:** FY09

**Outcome ID#:** 5753

## **Outcome Description**

The student will demonstrate a mastery of how companies use plans at all management levels and be able to explain the benefits and pitfalls of planning.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

In the lecture class, 100% of the students met the objective.

## **Outcome Distance Learning Results**

Only 57% of the students met the objective, but the class as a whole did not meet the objective.

## **Planned Improvement as an Outcome Result**

Continue teaching methods that have proven to be successful in the lecture classroom to help the students achieve success and meet the objective.

## **Planned Distance Learning Improvement as an Outcome Result**

Encourage students to form study groups and also use the publisher resources that are available to improve their learning.

# Management Education

**Plan Period:** FY10

**Outcome ID#:** 5918

## **Outcome Description**

Student will explain the basics of motivation and describe the components of goal-setting theory and how managers can use them to motivate workers.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

Lecture class: 13 students took Test 3 which covers motivation and goal-setting theory as applied to the work setting. 13 students met the objective by making a score of 70 or better. The overall class objective was met because 100% of the class members who took the exam met the Learning Objective.

## **Outcome Distance Learning Results**

## **Planned Improvement as an Outcome Result**

I will continue to teach the lecture class as before because of the high percentage of students whom met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

# Management Education

**Plan Period:** FY10

**Outcome ID#:** 5922

## **Outcome Description**

Student will demonstrate a mastery of the communication process and learn to effectively communicate through technology.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

Lecture class: 10 students took Test 1 which covers the communication process. 8 students met the objective by making a score of 70 or better. The overall class objective was met because 80% of the class members who took the exam met the Learning Objective.

## **Outcome Distance Learning Results**

## **Planned Improvement as an Outcome Result**

Lecture class: I will continue to teach the lecture class as before because of the high percentage of students whom met the Learning Objective.

## **Planned Distance Learning Improvement as an Outcome Result**

# Management Education

**Plan Period:** FY10

**Outcome ID#:** 5923

## **Outcome Description**

Student will demonstrate a mastery of supervisory approaches for stimulating employee motivation, especially job redesign, multi-tasking, and participative management.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

Lecture class/Spring 2010 evening class:

12 students took Test 2 which covers motivation, job redesign, multi-tasking and participative management. 10 students met the objective by making a score of 70% or better. The overall class objective was met because 83% of the class members who took the exam met the Learning Objective.

## **Outcome Distance Learning Results**

## **Planned Improvement as an Outcome Result**

I will continue to teach this class as before because of the high percentage of students whom met the Learning Objective.

## **Planned Distance Learning Improvement as an Outcome Result**

# Management Education

**Plan Period:** FY11

**Outcome ID#:** 6192

## **Outcome Description**

Students will demonstrate a mastery of the major channels of communication available to the supervisor and explain the benefits of the various methods of communication.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the student's ability comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

An exam of 50 questions was given to the class and 16 students took it. Fourteen students met the objective by making a score of 70 or better. The overall class objective was met because 88% of the class members who took the exam met the Learning Objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to teach the class as before, because of the higher percentage of students whom met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Management Education

**Plan Period:** FY11

**Outcome ID#:** 6193

## **Outcome Description**

Student will demonstrate a mastery of consumer behavior and will explain how consumers' relationships with other people, including such trends as consumerism and environmentalism, influence their decision-making processes.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

This learning objective was measured by administering a 50 question exam in a class of ten students. Seven students scored 70 or above. The goal that 75% of the students will achieve 70 or above on the learning outcome was not met, since 70% met the learning outcome.

## **Outcome Distance Learning Results**

This learning objective was measured by administering a 50 question exam in an online class of thirteen students. Nine students scored 70 or above. The goal that 75% of the students will achieve 70 or above on the learning outcome was not met, since only 69% met the learning outcome.

## **Planned Improvement as an Outcome Result**

I will provide an outline of my power point slides for review and encourage the students to utilize the textbook publisher resources that accompany the book to better understand consumer behavior.

## **Planned Distance Learning Improvement as an Outcome Result**

I will encourage the students to utilize the textbook publishers on-line resources to better prepare and to access the self-assessment tools, the chapter outlines and slides that are available for study and review purposes. I also provide study outlines for each assessment for the distance learning students, that I will continue to encourage them to utilize.

# Management Education

**Plan Period:** FY11

**Outcome ID#:** 6194

## **Outcome Description**

Student will demonstrate a mastery of the practical steps managers can take to improve ethical decision-making and whom organizations are socially responsible.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by attending class lectures, reading related text material, and by participating in class interactions, discussions, and presentations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination to be given after the presentation of material covering the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students will be able to achieve 70 or above on the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students to comprehend, analyze, interpret and evaluate printed materials. The students will have to use the above functions to be successful when taking tests.

## **Outcome Results**

This learning outcome was assessed by giving a 50 question exam. The overall class objective was met because 83% of the class members who took the exam met the learning outcome.

## **Outcome Distance Learning Results**

This learning objective was measured by administering a 50 question exam in an online class of 45 students. 27 students scored 70 or above. The goal that 75% of the students will achieve 70 or above on the learning outcome was not met, since only 60% of the students met the learning outcome.

## **Planned Improvement as an Outcome Result**

I will continue to teach the face-to-face class as before because of the higher percentage of students whom met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

I will encourage the students to utilize the textbook publishers on-line resources to better prepare and to access the self-assessment tools, the chapter outlines and slides that are available for study and review purposes. I also provide study outlines for each assessment for the distance learning students, that I will encourage them to utilize.

# Medical Office Technology Education

**Plan Period:** FY06

**Outcome ID#:** 397

## **Outcome Description**

The student will demonstrate a mastery of medical vocabulary including structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

## **Outcome Strategy**

Students will have classroom lecture, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities, which will enable them to become familiar with medical vocabulary structure, recognition, analysis definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

## **Outcome Method**

A test will be given to students in the Medical Office program to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in Medical Terminology will be able to achieve 75% accuracy of the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

One-hundred percent of the students observed successfully completed the observed outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes recommended

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY06

**Outcome ID#:** 398

## **Outcome Description**

The student will define, pronounce and spell the disease and disorder, diagnostic, surgical, and complementary terms for a given human system.

## **Outcome Strategy**

Students will have classroom lecture, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities, which will enable them to become familiar with medical vocabulary structure, recognition, analysis definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

## **Outcome Method**

A test will be given to students in the Medical Office program to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in Medical Terminology will be able to achieve 75% accuracy of the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

One-hundred percent of the students assessed successfully accomplished the desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes recommended

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY06

**Outcome ID#:** 399

## **Outcome Description**

The student will demonstrate a mastery of the presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems

## **Outcome Strategy**

Students will have classroom lecture, video presentations, internet presentations, computer projection and overhead projector presentations, and hands-on problem and exercise solving activities, which will enable them to become familiar with application of the basic coding rules, principles, and guidelines utilizing various coding systems.

## **Outcome Method**

A test will be given to students in the Medical Office Program to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled in Medical Coding will be able to achieve 75% of the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize written communication, critical thinking skills, and reading comprehension skills to achieve the learning outcome

## **Outcome Results**

One-hundred percent mastery of desired outcome by students assessed

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Change the instructional strategies to provide additional practical experience related to medical coding

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY07

**Outcome ID#:** 680

## **Outcome Description**

The student will demonstrate a mastery of medical office skills including the fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other necessary medical reports.

## **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome. .

## **Outcome Method**

A speed and accuracy test will be given to students at the end of the semester to determine the level students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Eighty percent (80%)of the students assessed achieved seventy five (80%)accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY07

**Outcome ID#:** 681

## **Outcome Description**

The student will demonstrate a mastery of medical office skills including medical insurance and standard medical claim forms, terminology, and litigation.

## **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome. .

## **Outcome Method**

A test will be given to students at the end of the semester to determine if students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Eighty six percent (86%)of the students assessed achieved seventy five (80%)accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No additional action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY07

**Outcome ID#:** 682

## **Outcome Description**

The student will demonstrate a mastery of medical office skills including the medical transcription of dictated medical reports and physician dictation.

## **Outcome Strategy**

Students will have class discussion, classroom presentations, and hands-on exercises to obtain the desired outcome. .

## **Outcome Method**

A test will be given to students at the end of the semester to determine if students have achieved the desired outcome

## **Outcome Criterion**

80% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Eighty one percent (81%) of the students assessed achieved seventy five (80%) accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No additional action needed at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Medical Office Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1132

## **Outcome Description**

The student will demonstrate the knowledge and application of basic coding rules including the principles and guidelines using various coding systems.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

60% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to use critical thinking, reading comprehension, and written communication, and oral communication in order to demonstrate their understanding of the desired learning outcome.

## **Outcome Results**

Eighty five percent (85%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No change is anticipated at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1133

## **Outcome Description**

Student will have knowledge of the basic medical office skills including telephone techniques, filing and indexing, appointment scheduling, travel arrangements, business transactions, as well as human relations and customer service skills.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

## **Strategic Plan Relationship**

Students will have to have an understanding of the General Education Outcomes in order to demonstrate their understanding of the desired learning outcomes: (a) critical thinking (b) reading comprehension (c) written communication (d) oral communication.

## **Outcome Results**

Seventy five percent (75%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No change is anticipated at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1151

## **Outcome Description**

Students will be able to develop transcribing speed and accuracy, skill in editing and proofing documents and knowledge of medical terminology.

## **Outcome Strategy**

Students will have class discussions, classroom presentations and assignments, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

A test will be given to students at the end of the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

60% of the students enrolled will be able to achieve a minimum score of 80 or above on the desired learning outcome.

## **Strategic Plan Relationship**

In order to demonstrate their understanding of the desired learning outcome students will have to use critical thinking, written and oral communication, and reading comprehension.

## **Outcome Results**

Eighty five percent (85%) of the students assessed achieved seventy (70%) percent accuracy or greater when assessed on the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Not changes are anticipated at this time

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5828

## **Outcome Description**

The Student will demonstrate an understanding AND knowledge of the purpose and information contained on the most common types of transcribed and insurance reports

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands on exercises to obtain the desired outcome.

## **Outcome Method**

Tests and activities will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

Ninety percent (90)% of the students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5829

## **Outcome Description**

The Student will demonstrate an understanding AND knowledge of proofreading and correcting transcribed reports and insurance reports to produce error-free documents

## **Outcome Strategy**

Students will have class discussions, classroom presentations, case studies and hands on exercises to obtain the desired outcome.

## **Outcome Method**

Tests and activities will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully

## **Outcome Results**

Ninety three percent (93)% of the students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of students who met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5830

## **Outcome Description**

The Student will demonstrate an understanding AND knowledge of transcribing authentic medical dictation and the preparation of insurance reports requiring concentration and listening skills

## **Outcome Strategy**

Students will have class discussions, classroom presentations, case studies and hands on exercises to obtain the desired outcome.

## **Outcome Method**

Tests and activities will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully

## **Outcome Results**

Ninety three percent (93)% of the students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of students who met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY10

**Outcome ID#:** 5930

## **Outcome Description**

Students will be introduced to the major types of medical insurance, payers, and regulators. They will learn the medical insurance specialist's functions, ethical responsibilities, certificate and medical billing process.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the students assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems and scenarios to answer successfully.

## **Outcome Results**

Ninety three percent (93)% of the medical insurance students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is presented because of the passing percentage of the students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY10

**Outcome ID#:** 5931

## **Outcome Description**

Students will build skills in correct coding procedures, use of coding references, and compliance with proper guidelines.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the student assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

One Hundred percent (100)% of the medical coding students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of students who met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Medical Office Technology Education

**Plan Period:** FY10

**Outcome ID#:** 5936

## **Outcome Description**

Students will develop work-place-ready transcription skills to be able to interpret dictation by physicians and other health care professionals regarding patient assessment, workup, diagnosis and prognosis in order to document patient care and facilitate health services.

## **Outcome Strategy**

Students will have class discussions, project, presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

Sixty percent (60%) of the student assessed will be able to achieve a minimum score of 70 or above on the desired learning outcome.

## **Strategic Plan Relationship**

This outcome related to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions/problems to answer successfully.

## **Outcome Results**

Eighty Seven percent (87)% of the medical transcription-terminology students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way that the material is presented because of the passing percentage of the students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6189

## **Outcome Description**

The students will define and discuss in writing how medical documentation is compiled.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

65% of the students assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems, and scenarios to answer successfully.

## **Outcome Results**

Ninety six percent (96)% of the medical insurance students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is presented because of the passing percentage of the students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6190

## **Outcome Description**

The students will be able to pronounce an correctly spell terminology related to dermatology.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

65% of the students assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems, and scenarios to answer successfully.

## **Outcome Results**

Seventy three percent (73)% of the medical office terminology students assessed in the Medical Office Technology program achieved the desired accuracy when assessed on the learning objective

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way the material is being presented because of the passing percentage of students who met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Medical Office Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6191

## **Outcome Description**

The student will have knowledge of the basic medical office skills including telephone techniques, filing and indexing, appointment scheduling, travel arrangements, and business transactions as well as human relations and customer service skills.

## **Outcome Strategy**

Students will have class discussions, classroom presentations, and hands-on exercises to obtain the desired outcome.

## **Outcome Method**

Tests will be administered to the students throughout the semester to determine the student's level of achievement of the desired outcome.

## **Outcome Criterion**

65% of the students assessed will be able to achieve a minimum score of 70 or above on the desired outcome.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions, problems, and scenarios to answer successfully.

## **Outcome Results**

Ninety six percent (96)% of the medical office procedures students assessed in the Medical Office Technology procedures class achieved the desired accuracy when assessed on the learning objective

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned in the way that the material is presented because of the passing percentage of the students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY06

**Outcome ID#:** 385

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology related to manicuring, demonstrate the proper application of manicure technology, and exhibit workplace competencies in manicuring

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through textbook material and workbook exercise, class interaction and discussion, practical application and class discussion

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcome that will contain questions specifically developed to determine the level students have achieved the desired outcome

## **Outcome Criterion**

100% of the students completing the Manicure program will be able to perform proper application of fiberglass filament through textbook comprehension, oral presentation, practical application and comprehensive final examination

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, reading comprehension skills to achieve an understanding of the desired outcome, and oral communication skills to verbalize understanding of the desired learning outcome

## **Outcome Results**

100 % mastery of fiberglass application achieved by students

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional strategies will be changed to reflect additional hands-on application and client interaction with students

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY06

**Outcome ID#:** 386

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology related to manicuring, demonstrate the proper application of manicure technology, and exhibit workplace competence in manicuring

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading textbook material and workbook exercise, class interaction and discussion, practical applications and classroom discussion

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcome that will contain questions specifically developed to determine the level students have achieved the desired outcome

## **Outcome Criterion**

100% of the students completing the Manicure program will be able to achieve the proper positioning of artificial nail tips through textbook comprehension, practical application and comprehensive final exam

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, reading comprehension skills to achieve an understanding of the desired learning outcome, and oral communication skills to verbalize understanding of the desired learning outcome

## **Outcome Results**

One-hundred percent student mastery of artificial tip application by students observed in assessment

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Change the instructional strategies to provide a greater connection for students to utilize the information obtained through classroom and its application through hands-on experience and working with clients

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY06

**Outcome ID#:** 387

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology related to manicuring, demonstrate the proper application of manicure technology, and exhibit workplace competencies in manicuring

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading textbook material and workbook exercises, class interaction and discussion, practical applications and class discussion

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcome that will contain questions specifically developed to determine the level students have achieved the desired outcome

## **Outcome Criterion**

100% of the students completing the Manicure program will be able to achieve the proper dexterity of manicure implements through textbook comprehension, practical application and comprehensive final examination

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, reading comprehension skills to achieve an understanding of the desired learning outcome, and oral communication skills to verbalize understanding of the desired learning outcome.

## **Outcome Results**

One-hundred percent mastery and implementation of the desired outcome

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Change the instructional strategies to implement a more "hands on application" to enhance textbook information and encourage students participation

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY07

**Outcome ID#:** 711

## **Outcome Description**

Students will be able to demonstrate an understanding of basic workplace nail technology competencies by demonstrating the proper application of sterilization and sanitation.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on applications that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome

## **Outcome Results**

A minimum of 100% of the students were able to achieve the desired learning outcome of demonstrating the proper application of sterilization and sanitation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The program curriculum was changed to provide additional emphasize of proper sterilization and sanitation techniques used in manicures.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Nail Technology Education

**Plan Period:** FY07

**Outcome ID#:** 712

## **Outcome Description**

Students will be able to demonstrate an understanding of basic workplace nail technology competencies by demonstrating an understanding of the basic anatomy of the hands, arms, and feet with related skills of manicuring and pedicuring

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on applications that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome

## **Outcome Results**

A minimum of 100% of the students were able to achieve the desired learning outcome of understanding of the basic anatomy of the hands, arms, and feet as related to the skills required for manicuring and pedicuring

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The curriculum was changed to provide greater emphasis on the basic anatomy of the hands, arms, and feet required for manicuring and pedicuring

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY07

**Outcome ID#:** 713

## **Outcome Description**

Students will be able to demonstrate an understanding of acrylic tips by demonstrating the acrylic tip application process.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on applications that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome

## **Outcome Results**

A minimum of 90% of the students were able to achieve the desired learning outcome of demonstrating the acrylic tip application process.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

continued emphasis of this application in the curriculum.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY08

**Outcome ID#:** 1275

## **Outcome Description**

Students will be able to demonstrate an understanding of the terminology related to pedicuring.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading textbook material and workbook exercise, class interaction and discussion, practical application and classroom discussion.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcome that will contain questions specifically developed to determine the level students have achieved the desired outcome

## **Outcome Criterion**

100% of the students completing the Manicure program will be able to achieve the proper application of pedicure procedure through textbook comprehension, practical application and comprehensive final exam.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired outcome, critical thinking skills to comprehend the desired learning outcome, reading comprehensive skills to verbalize understanding of the desired outcome.

## **Outcome Results**

100% of Cosmetology-Manicure Technology students who completed the written and practical examinations achieved a 75% or above to successfully pass the course

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented due to the passing of students who met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY08

**Outcome ID#:** 5575

## **Outcome Description**

Students will be able demonstrate proper application of pedicure technology.

## **Outcome Strategy**

Students will gain an understanding of desired outcome through reading textbook material and workbook exercise, class interaction and discussion, practical application and classroom discussion.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcome that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

100% of the students completing the Manicure program will be able to achieve the proper application of pedicure procedures through textbook comprehension, practical application and comprehensive final exam.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired outcome, critical thinking skills to comprehend the desired learning outcome, reading comprehensive skills to verbalize understanding of the desired outcome.

## **Outcome Results**

100% of the Cosmetology-Manicure Technology who completed the written and practical examinations achieved a 75% or above to successfully pass the course

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are planned for the way the material is being presented due to the passing of students who have met the learning objectives

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY08

**Outcome ID#:** 5576

## **Outcome Description**

Students will be able to demonstrate an understanding of business competence and workplace ethics involved in pedicuring.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through classroom discussion, classroom presentations and hands on exercises.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcome that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

100% of the students completing the Manicure program will be able to achieve the proper application of business competence and workplace ethics through textbook comprehension, practical application and comprehensive final exam.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired outcome, critical thinking skills to comprehend the desired learning outcome, reading comprehensive skills to verbalize understanding of the desired outcome.

## **Outcome Results**

100% Of the Cosmetology-Manicure Technology students who completed the written and practical examinations achieved a 75% or above to successfully pass the course

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes in presentation of the learning material are planned because of the passing ratio of students who have met the learning objective

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5834

## **Outcome Description**

Students will acquire and demonstrate professional ethics, business skills and technical skills involved in Advanced cosmetology Manicure Technology.

## **Outcome Strategy**

Students will gain an understanding of desired outcome through textbook and related information, class discussion and interaction with fellow students and hands-on application.

## **Outcome Method**

The assessment of the desired outcome will be determined by completing a written and practical examination specifically developed to determine the knowledge and technical skills achieved from the course.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

In order for students to become successful, it is critical that they communicate effectively, develop critical thinking skills and technical application skills and continue to develop strategies to become an engaged learner through continuing education, reading and extra-curricular learning.

## **Outcome Results**

100% of students acquired ethics, business and technical skills after classroom interaction and completion of written and practical exams.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students will continue to be involved in classroom interaction and reviews of practical and written examinations

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5835

## **Outcome Description**

Students will be able to demonstrate an understanding of basic workplace competences by demonstrating the proper application of acrylic to natural nails.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on application that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome.

## **Outcome Results**

95% of students were able to properly apply acrylic nail enhancements through class demonstration, hands on application and class interaction.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More visual aids will be added to the acrylic enhancements process to enhance the overall understanding of application

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY09

**Outcome ID#:** 5836

## **Outcome Description**

Students will be able to demonstrate an understanding of basic workplace competencies in Cosmetology-Manicure Technology by demonstrating an understanding of basic anatomy terminology of the hands and feet.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, manipulative practice exercises and class demonstration.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a written and practical examination containing questions and hands-on application that are specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome directly relates to the students utilization of communication skills both oral and written and demonstration of critical thinking skills to comprehend the desired learning outcome.

## **Outcome Results**

Students were able to achieved the desired outcome through student interaction, classroom discussion, written and practical examination.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students will be encouraged to become more involved with classroom discussion. More visual aide will be utilized along with student interaction.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Nail Technology Education

**Plan Period:** FY10

**Outcome ID#:** 6468

**Outcome Description**

Students will be able to demonstrate proper procedural set-up for a spa pedicure

**Outcome Strategy**

Students will gain knowledge and understanding of proper procedural set-up through class interaction and hands on demonstration, video presentations and textbook material

**Outcome Method**

All students will be graded through visual observation by Instructor during hands on demonstration and a written exam as required by The Texas Department of Licensing and Regulations.

**Outcome Criterion**

**Strategic Plan Relationship**

**Outcome Results**

100% of students learned procedural set-up for a spa pedicure and achieved desired learning outcome.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes are pending at this time

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY10

**Outcome ID#:** 6469

**Outcome Description**

Student will be able to perform a massage of feet and legs using effleurage and petrissage manipulation.

**Outcome Strategy**

Students will gain knowledge and understanding of proper procedure and manipulations through class interaction, hands-on demonstration, video presentation and textbook material.

**Outcome Method**

All students will be graded through visual observation by Instructor during a hands-on demonstration and a written exam as required by The Texas Department of Licensing and Regulation.

**Outcome Criterion**

**Strategic Plan Relationship**

**Outcome Results**

95% of students demonstrated an understanding of petrissage and effleurage techniques through visual observance of hands-on demonstration and written examination.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Enhancement of visual and audible aids are to be introduced to enhance the students comprehension and development of skills as related to the petrissage and effleurage techniques.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6447

## **Outcome Description**

Students will be able to demonstrate proper procedural set-up for a Hot Oil Manicure

## **Outcome Strategy**

Students will gain knowledge and understanding of proper procedural set-up through class interaction and hands on demonstration, video presentation and textbook material.

## **Outcome Method**

All students will be graded through visual observation by Instructor during a hands on demonstration and a written exam as required by The Texas Department of Licensing and regulation.

## **Outcome Criterion**

A minimum of 100% of the students will be able to achieve the desired learning outcome based on the assessment activity

## **Strategic Plan Relationship**

Students will become successful in communication effectiveness and critical thinking skills through consultations with clients and co-workers. Continuing education is a requirement established through the Texas Department of Licensing and Regulation which helps further develop of strategies to become and engaged learner.

## **Outcome Results**

100% of students achieved comprehension and mastering of manicure set-up after completing written examination and Instructors observation of procedure

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Place students in smaller groups to utilize hands-on techniques and continue use of written examinations and constructive evaluations of procedures by Instructor

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6448

## **Outcome Description**

Student will be able to perform massage technique of hand and arm using effleurage and petrissage manipulation.

## **Outcome Strategy**

Students will gain knowledge and understanding of proper procedure through group interaction, hands on demonstration, video presentation and textbook material.

## **Outcome Method**

Students will be assessed through a performance evaluation document filled out by client and Instructor based on proper implementation of procedure and hands-on application.

## **Outcome Criterion**

A minimum of 80% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will become successful in communication effectiveness and critical thinking skills through consultations with clients and co-workers. Continuing education is a requirement established through the Texas Department of Licensing and Regulation which further develop strategies to become an engaged learner

## **Outcome Results**

80% of students achieved desired learning outcome through documented assessment of performance evaluation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Reinforcement of group study, interaction and classroom participation, and visual presentation of text book material.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Nail Technology Education

**Plan Period:** FY11

**Outcome ID#:** 6449

**Outcome Description**

Student will be able to master the technique of polish removal

**Outcome Strategy**

Students will obtain knowledge and understanding of proper technique through class interaction, class room lecture, video presentation and textbook material.

**Outcome Method**

Students will be assessed and graded upon completion of polish removal theory through visual observation during hands-on practical and written examination.

**Outcome Criterion**

A minimum of 90% of students will be able to achieve the desired learning outcome based on the assessment activity.

**Strategic Plan Relationship**

Students will become successful in communication effectiveness and critical thinking skills through consultations with clients and co-workers. Continuing education is a requirement established through the Texas Department of Licensing and Regulation which further develop strategies to become an engaged learner.

**Outcome Results**

90% of students achieved desired learning outcome of polish removal theory and application as assessed through visual observation during hands-on application and written and oral examination.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Increase students academic challenges by encouraging class participation through group discussions and applying critical thinking skills in 'mock' work place situations.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY06

**Outcome ID#:** 258

## **Outcome Description**

The student will demonstrate an understanding of managing work teams including advantages and disadvantages of using work teams, the different kinds of work teams, work team characteristics, and methods of enhancing the effectiveness of work teams.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Eighty per cent of the students that are assessed will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehension (b) critical thinking (c) written communication.

## **Outcome Results**

Students took a test which covered the learning objective work teams in the Introduction to Business course. The overall class objective was not met because only 71% of the students did not accomplish the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The presentation of the topic will be changed by providing a review sheet to study for the exam, additional short quizzes before and after the presentation, and a tutoring lab to assist students. A review of the material will be made for students that have not mastered the competencies in the tutoring lab.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY06

**Outcome ID#:** 406

## **Outcome Description**

The student will demonstrate an understanding of leadership including the difference between leaders and managers, who leaders are and what they do, situational approaches to leadership, and strategic leadership.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Eighty per cent of the students that are assessed will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehension (b) critical thinking (c) written communication.

## **Outcome Results**

Students took a test which covered the learning objective leadership in the Introduction to Business course. The overall class objective was not met because only 71% of the class met the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Instructional techniques will be changed to focus on the desired outcomes in a tutoring lab available for students enrolled in the program

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY06

**Outcome ID#:** 407

## **Outcome Description**

The student will be able to identify the key components of a financial plan and will be able to outline the steps involved in developing a financial plan.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Eighty per cent of the students that are assessed will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehension (b) critical thinking (c) written communication.

## **Outcome Results**

Eleven students took an exam in Personal and Family Finance which covered the topic of financial planning and the desired outcome. 91% of the students met the objective by making a score of 70 or better accomplishing the desired outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructional presentation of the topics will be changed to focus on the desired outcomes

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Office Administration Education

**Plan Period:** FY06

**Outcome ID#:** 718

## **Outcome Description**

The student will demonstrate a mastery of the keyboard skills including formatting skills such as personal letters, memos, envelopes, tables, reports, outlines, centered material, and document production skills.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook and then applying their skills by completing the required Progress Test at the end of each unit.

## **Outcome Method**

The method used to assess the level of achievement by each student will be a Unit Performance Test. This assessment will contain problems/questions that will determine the level of achievement of the desired outcome by each student.

## **Outcome Criterion**

A minimum of 80% of the students assessed will be able to achieve the desired learning outcome based on the Progress Assessment Test.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) computer literacy (b) critical thinking (c) reading comprehension and (d) written communication.

## **Outcome Results**

94% of the students that took the Progress Test successfully completed mastery of the keyboarding skills and met the objective measured.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because the objective was obtained by 94 percent of the students assessed, the present learning strategies may be continued.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY06

**Outcome ID#:** 719

## **Outcome Description**

The student will demonstrate a mastery of basic word processing functions, formatting skills, and an application of communication skills using word processing application software.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook, then applying their skills by completing the required Skill Assessments at the end of each chapter.

## **Outcome Method**

The method used to assess the level of achievement by each student will be a Unit Performance Assessment. This assessment will contain problems/questions that will determine the level of achievement of the desired outcome by each student.

## **Outcome Criterion**

A minimum of 80% of the students assessed will be able to achieve the desired learning outcome based on the Performance Assessment.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) computer literacy (b) critical thinking (c) reading comprehension and (d) written communication.

## **Outcome Results**

92% of the students that took the Performance Assessment measuring basic word processing functions meet the objective by making a score of 70 or better. The 80 percent goal was achieved successfully achieved.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Since the objective was obtained, the present class learning strategies and procedures may be continued.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY06

**Outcome ID#:** 720

## **Outcome Description**

The student will apply principles of grammar and usage that have practical application in writing and speaking for a business purpose.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook, class interaction, and class demonstrations.

## **Outcome Method**

The assessment of the desired learning outcome will be determined by students completing a 50- question examination that will contain questions specifically developed to determine the level of achievement by each student.

## **Outcome Criterion**

A minimum of 80 percent of the students assessed will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehension (b) critical thinking (c) written communication.

## **Outcome Results**

Nine students completed a special employment kit project involving applying principles or grammar and usage in writing and speaking. Nine students met the objective scoring 83 percent or higher on the project above the 80 percent goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No change

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY07

**Outcome ID#:** 653

## **Outcome Description**

The student will demonstrate an understanding of managing his credit by knowing how to establish a credit history, knowing the advantages and disadvantages of using credit, knowing how to determine his credit limit, and knowing the types of credit cards.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehensive (b) critical thinking (c) written communication.

## **Outcome Results**

The data for this LEAP was not able to be evaluated because the class in which the data is gathered was offered only in the Spring and was cancelled because of a lack of students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This leap will be used again in the 07-08 school year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY07

**Outcome ID#:** 654

## **Outcome Description**

The student will demonstrate an understanding of managing work teams including advantages and disadvantages of using work teams, the different kinds of work teams, work team characteristics, and methods of enhancing the effectiveness of work teams.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning out come based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehensive (b) critical thinking (c) written communication.

## **Outcome Results**

Fifteen students took the evaluation instrument, which assesses work team. Fourteen students met the objective by making a score of 70 or better. The overall class objective was met because ninety three (93%) of the class members who took the exam met the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY07

**Outcome ID#:** 655

## **Outcome Description**

The student will be able to apply the percentage formulas to solve for one unknown of the percentage formula when the other two key elements are given.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice problems, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 20 question examination that will contain problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five percent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehensive (b) critical thinking (c) written communication.

## **Outcome Results**

An internet class was used to obtain the results of this leap. The Business Math lecture class did not make in the Fall of 06 nor in the Spring 07 semesters. Twenty-one of the students took the evaluation instrument on Chapter 6, which assesses the application of percentages. Twelve students met the objective by making a score of 70 or better. The overall class objective was NOT achieved because only fifty seven percent (57%) of the class members met the learning objective.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students will be encouraged to use the online Learning Resource Center to work the practice problems which will give the answers after the practice quizzes are taken. Extra time will be allotted to cover this topic.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY07

**Outcome ID#:** 656

## **Outcome Description**

The student will demonstrate a mastery of expanded basic word processing functions to edit text, enhance text, and manage files.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook and then applying their skills by completing the required Skill Assessments at the end of each assigned chapter of the unit.

## **Outcome Method**

The method used to assess the level of achievement by each student will be a Unit Performance Assessment. The assessment will contain problems/questions that will determine the level of achievement of the desired outcome by each student.

## **Outcome Criterion**

Seventy-five percent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to determine their understanding of the desired learning outcome: (a) reading comprehensive (b) critical thinking (c) written communication.

## **Outcome Results**

Nine students from the face to face lecture class took the evaluation instrument, which assesses basic word processing functions. Nine students met the objective by making a score of 70 or better. The overall class objective was met because one hundred (100%) of the class members who took the evaluation instrument met the learning objective.

## **Outcome Distance Learning Results**

Internet class: Fifteen out of fifteen students met the objective assessed, therefore, one hundred percent (100%) of the internet students assessed met the objective.

## **Planned Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

## **Planned Distance Learning Improvement as an Outcome Result**

No changes are needed in the way the material is being presented because of the high percentage of students who met the learning objective.

# Office Administration Education

**Plan Period:** FY08

**Outcome ID#:** 1210

## **Outcome Description**

The student will demonstrate an understanding of managing his credit by knowing how to establish a credit history, knowing the advantages and disadvantage of using credit, knowing how to determine his credit limit, and knowing the types of credit cards.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 per cent or better to show they met the desired learning out come based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively thru written English. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

I used a 50 question test to get the results for this Leap. Nine students took Test 2 on Chapters 6 and 7, which assesses the use of credit/credit cards. Nine students met the objective by making a score of 70 or better. The overall class objective was met because 100% of the class met the learning objective.

## **Outcome Distance Learning Results**

I will continue the same procedures since it seems to be working. All of the class reached the learning objective. PowerPoint presentations were used to enhance the lecture for the chapters on credit. A Blue Print (study guide) for the test was given to each student. The items on the blue print were discussed if the students had problems understanding the item before the test was given.

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Office Administration Education

**Plan Period:** FY08

**Outcome ID#:** 1211

## **Outcome Description**

The student will be able to calculate dollar markup and percent markup on cost/selling price, calculate selling price when cost and percent markup on cost/selling price are known, and calculate cost when dollar markup and percent markup on cost/selling price are known.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice problems, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 20 question examination that will contain problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to understand mathematical information and to utilize mathematical skills involving adding, subtracting, multiplying and dividing. Also, the outcome relates to using a basic calculator.

## **Outcome Results**

A 20 problem test was used to get the results for this Leap. Eight students took the test, but only 5 made 70 or better. The class goal of 75% was not met because only 63% achieved the goal.

## **Outcome Distance Learning Results**

I will encourage the students to view the DVD that comes with the textbook that shows the author working thru the practice quiz for the chapter. I will also have the students do more practice problems in class and stress the use of the setups I give as a handout.

## **Planned Improvement as an Outcome Result**

A 20 problem test was used to get the results for the internet class. The test was proctored. Sixteen students took the test, but only 2 made a 70 or better. The class goal of 75% was not met because only 13% achieved the goal.

## **Planned Distance Learning Improvement as an Outcome Result**

I will encourage the students to use the online Student Learning Resource Center to work the practice problems which will give the answers and the steps to achieve the answer after the quiz is taken. I will also hold a discussion board and make sure the students know how to use the setups I give as a handout.

# Office Administration Education

**Plan Period:** FY08

**Outcome ID#:** 1212

## **Outcome Description**

The student will demonstrate an understanding of entrepreneur including why people choose to become entrepreneurs, the different types of entrepreneurs, conditions that encourage opportunities for entrepreneurs, and identify personality traits that typically characterize successful entrepreneurs.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning out come based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

Nine students took the test. Nine students met the objective by making 70 or better. The class goal of 75% was achieved because 100% of the class met the learning objective.

## **Outcome Distance Learning Results**

The same procedures will be used in presenting this learning objective. PowerPoint presentations were used to enhance the lecture on the chapters. Handouts and assigned problems were also used, along with class discussion and group projects.

## **Planned Improvement as an Outcome Result**

No internet class was offered this semester.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY09

**Outcome ID#:** 5744

## **Outcome Description**

The student will demonstrate a mastery of possessive nouns, personal pronouns, and antecedents of grammar that have practical application in writing and speaking.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook, class interaction, and class demonstrations.

## **Outcome Method**

The method used to assess the level of achievement by each student will be determined by students completing a 50-question examination that will contain questions specifically developed to determine the level of achievement of the desired outcome by each student.

## **Outcome Criterion**

Seventy-five percent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students' ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

Ten students from the lecture class took the Unit 2 Test measuring the skills listed above. Seven (70 percent) met the objective by scoring 70 or better on the exam.

## **Outcome Distance Learning Results**

Eighteen students from the Internet class took the Unit 2 Test. Six students (33 percent) scored 70 percent or better. As a result, the class did not meet the expected outcome.

## **Planned Improvement as an Outcome Result**

In an effort to raise the comprehension on the difficult subject matter, I would like to take the class to the computer lab where I could supervise individually-paced practice by utilizing the textbook practice tests available. These quizzes give students immediate feedback for incorrect answers and quote the rule applicable.

## **Planned Distance Learning Improvement as an Outcome Result**

In addition to the required orientation where the instructor explains procedures for successful achievement, more encouragement needs to be given to students to utilize the available Web based resources for the subject matter. Students seem not to be taking advantage of all of the resources available which support this course content.

# Office Administration Education

**Plan Period:** FY09

**Outcome ID#:** 5747

## **Outcome Description**

The student will demonstrate a mastery of skill in identifying the partners in origination effective communication, the elements of the communication cycle, and potential barriers that affect producing clear, complete written and spoken messages.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook, class interaction, and class demonstrations.

## **Outcome Method**

The method used to assess the level of achievement by each student will be a chapter review assessment. The assessment will contain questions that will determine the level of achievement of the desired outcome by each student.

## **Outcome Criterion**

Seventy-five percent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired outcome based on the assessment activity.

## **Strategic Plan Relationship**

The outcome relates to the students' ability to communicate effectively through written English. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

Seven students from the lecture class took the Chapter One-Two Review Quiz measuring the above communication elements. Five students (71 percent) met the objective by scoring 70 percent or better on the Chapter 1-2 Review Quiz.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

In an attempt to improve the level of comprehension of the class, I plan to examine new textbook materials offering more Web-based resources for individual-paced practice.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY09

**Outcome ID#:** 5750

## **Outcome Description**

The student will demonstrate mastery of expanded basic word processing functions to create, format and manage multiple-page documents including header/footer sections.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook and then applying the skills by completing the required Skill Assessments at the end of each assigned chapter of the unit.

## **Outcome Method**

The method used to assess the level of achievement by each student will be a Unit Performance Assessment. The assessment will contain problems/questions that will determine the level of achievement of the desired outcome by each student.

## **Outcome Criterion**

Seventy-five percent of the students that are assessed will be able to achieve a score of 70 or better to show that they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

The outcomes relate to the students' ability to utilize computer based technology in accessing information, solving problems, and communicating.

## **Outcome Results**

Eight students from the lecture class took the Unit I Performance Test measuring the above listed skills and competencies. Eight students(100 percent) met the objective by making a score of 75 percent or above.

## **Outcome Distance Learning Results**

Eight students from the Internet distance learning class took the Unit I Performance Test measuring the listed skills and competencies listed above. Six students (75 percent) met the objective by making a score of 70 percent or better.

## **Planned Improvement as an Outcome Result**

The same class procedures and materials will continue to be utilized.

## **Planned Distance Learning Improvement as an Outcome Result**

The same class procedures and materials will continue to be utilized.

# Office Administration Education

**Plan Period:** FY10

**Outcome ID#:** 5919

## **Outcome Description**

The student will demonstrate an understanding of buying stocks on margin and be able to explain what the impact of margin buying on returns would be if the value of the investment declines.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and lectures.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five percent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to communicate effectively through written communication. The student will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

Nine students took the test. Seven out of nine students made a score of 70 or better for a 78% result. The class goal of 75% was met. So the leap was achieved.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes anticipated because the LEAP was accomplished.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY10

**Outcome ID#:** 5920

## **Outcome Description**

The student will be able to calculate single and chain trade discounts using complements and be able to calculate outstanding balance for partial payments.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice problems, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 20 question examination that will contain problems specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

## **Strategic Plan Relationship**

This outcome relates to the student's ability to understand mathematical information and to utilize mathematical skills involving adding, subtracting, multiplying and dividing. Also, the outcome relates to using a basic calculator.

## **Outcome Results**

N/A This is a distance learning outcome.

## **Outcome Distance Learning Results**

Sixteen students took the evaluation. Eight out of sixteen students made a score of 70 or better. The class goal of 75% of the students mastering the LEAP was not accomplished because only 50% achieved the LEAP.

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

Changes anticipated: (1) I will monitor the students homework closer

# Office Administration Education

**Plan Period:** FY10

**Outcome ID#:** 5921

## **Outcome Description**

The student will be able to identify and describe the factors of production, the private enterprise system, and the six eras of business.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written communication. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

Thirteen students took the evaluation. Twelve out of thirteen made a score of 70 or better. The class goal of 75% making 70 or better was accomplished. The LEAP was accomplished because 92% of the students made 70 or better.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes anticipated because the LEAP was accomplished.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Office Administration Education

**Plan Period:** FY11

**Outcome ID#:** 6195

## **Outcome Description**

The student will be able to calculate dollar markup and percent markup on cost and on selling price.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 20 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the student's ability to understand mathematical information and to utilize mathematical skills involving adding, subtracting, multiplying and dividing. Also, the outcome relates to using a basic calculator.

## **Outcome Results**

No Lecture class held.

## **Outcome Distance Learning Results**

A 20 question test was used to get the results. Ten students took the test, but only 4 made a 70 or better. The class goal of 75% was not met because only 40% achieved the goal.

## **Planned Improvement as an Outcome Result**

N/A

## **Planned Distance Learning Improvement as an Outcome Result**

I will encourage the students to use the Student Online Resource Center which has several resources that will help them understand the problems.

# Office Administration Education

**Plan Period:** FY11

**Outcome ID#:** 6196

## **Outcome Description**

The student will demonstrate an understanding of personal financial statements by identifying the factors that affect their cash flows, and by explaining how to create their personal cash flow statement.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written communication. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

A 50 question test was used to get the results. Thirteen student took the test, and 11 made a 70 or better. The class goal of 75% was achieved because 85% met the goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes will be made in the method of presentation because the goal was accomplished.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Office Administration Education

**Plan Period:** FY11

**Outcome ID#:** 6197

## **Outcome Description**

The student will be able to identify and describe the factors that influence business ethics, the stages in the development of ethical standards, and common ethical dilemmas in the workplace.

## **Outcome Strategy**

An understanding of the desired outcome by the students will be gained through reading the textbook material, class interaction, practice exercises, and class lectures and demonstrations.

## **Outcome Method**

An assessment of the desired learning outcome will be determined by students completing a 50 question examination that will contain questions specifically developed to determine the level students have achieved the desired learning outcome.

## **Outcome Criterion**

Seventy-five per cent of the students that are assessed will be able to achieve a score of 70 or better to show they met the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

This outcome relates to the students ability to communicate effectively through written communication. The students will have to read a written test and comprehend the questions to answer them successfully.

## **Outcome Results**

A 50 question test was used to get the results for this LEAP. Thirteen students took the test and ten made a 70 or better. The class goal of 75% was met because 77% achieved the goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The majority of the same methods of presentation will be used again because the goal was accomplished. I will encourage the students to use the publishers web site to have access to several other resources that will help them in the course.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Professional Education

**Plan Period:** FY11

**Outcome ID#:** 6516

## **Outcome Description**

The Community Services Department will work with the local business and industry community to provide needed employee training.

## **Outcome Strategy**

At least 2 Skills Development applications for local industries will be worked on and submitted by the Community Services Department in collaboration with the Texas Workforce Commission.

## **Outcome Method**

2 TWC Skills Development applications will be submitted by the department with TVCC as the fiscal agent or TVCC as a collaborator with two or more colleges.

## **Outcome Criterion**

TVCC Community Services Department will provide the needed facilitation for:

## **Strategic Plan Relationship**

Training is provided in a "student/learner engaged methodology" to empower employees to become better producers in their specific jobs by using critical thinking skills along with actual production skills. This strengthens the involved business/industry and provides a pathway for advancement for the employee/student.

## **Outcome Results**

4 TWC Skills Development grant applications have been pursued with local business and industry.

1. NUCOR, Inc. - application was funded, 50% of the training has been completed, it is anticipated that 100% of the training will be completed by October 2011 and that the final closeout report will be completed to TWC on or before early spring 2012.
2. Solar Turbine (Caterpillar) - application was completed in collaboration with Cedar Valley Community College with CVCC in the capacity of fiscal agent.
3. Maximus, Inc. - application process was explored and started with a staff representative from TWC. However, it was decided by Maximus and TVCC that the current training plan for training new hires was not workable for this funding source due to the fact that new hires were actual employees of temp agencies rather than Maximus. The process did not move forward.
4. A consortium of industries from Terrell is working with

TVCC to apply for one or two SDF grants for employee training. It is anticipated the this (these) applications will move forward with an anticipated completion and submission date in the summer of 2011.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The department is devoting 25% more time business and industry employee training as evidenced by departmental employee time and effort documents and TWC tracking reports.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY06

**Outcome ID#:** 418

## **Outcome Description**

The student will demonstrate a mastery of shop skills used in agriculture including arc welding, oxygen acetylene cutting and welding, drawing and planning projects, tool maintenance, and metal working.

## **Outcome Strategy**

Students will gain an understanding of the desired learning outcome through textbook material, group projects within the classroom, and hands-on laboratory exercises.

## **Outcome Method**

The assessment of the desired learning outcome will be determined by students completing a test with questions designed to measure the level at which the student has achieved the desired learning outcomes.

## **Outcome Criterion**

A minimum of 90% of the students assessed will be able to achieve the desired learning outcome.

## **Strategic Plan Relationship**

Students will be required to utilize reading comprehension skills to achieve an understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and oral communication skills in order to demonstrate their competence of the desired learning outcome.

## **Outcome Results**

Students scored higher on their written exams after being exposed to hands-on experiences within the shop environment. Also, 100% of the students achieved the desired outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A change in the instructional technique to incorporate additional LAB practicum for students to reach their full potential as measured by using desired outcomes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY06

**Outcome ID#:** 419

## **Outcome Description**

The students enrolled in AGCR 1441 Forage Management and Utilization will be able to demonstrate an understanding of selection, establishment, development, and maintenance of improved native and introduced species of forage.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through reading the textbook material, class interaction and discussion, practice exercises, and class demonstrations.

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing an examination after presentation of the learning outcomes that will contain questions specifically developed to determine the level students have achieved the desired outcome.

## **Outcome Criterion**

A minimum of 90% of the students will be able to achieve the desired learning outcome based on the assessment activity.

## **Strategic Plan Relationship**

Students will be required to utilize written communication skills to demonstrate their understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, and reading comprehension skills to achieve an understanding of the learn outcome.

## **Outcome Results**

Using exams and quizzes to assess the desired outcome, a minimum of 90% of the students were able to demonstrate an understanding of selection, establishment, development, and maintenance of improved native and introduced species of forage.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Improvements/changes will be made in the instructional technique to stimulate more student interest in the classroom and out of the classroom in achieving this objective. Also, changes in data presentation to maintain student alertness in the classroom will be made.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY06

**Outcome ID#:** 420

## **Outcome Description**

The student will demonstrate a mastery of the basic principles of livestock feeding nutritional requirements of livestock, the nutritive value of different feeds, complete feed ration formulation and calculation, and modern feeding practices.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome through lecture, textbook material, related educational videos, group projects, classroom demonstrations, formula hand calculations, operation of computer based ration formulation programs and laboratory assignments.

## **Outcome Method**

The assessment of the desired outcome will be assessed through bi-monthly short-answer quizzes, portfolio of student developed ration formulas, and a comprehensive test that will measure at what level the student mastered the desired outcome.

## **Outcome Criterion**

A minimum of 75% of the students that were assessed will be able to achieve the desired learning outcome, and the remaining 25% of students that were assessed will be able to achieve a minimum of 75% of the desired learning outcome, based upon a compilation of the results from the assessment activities.

## **Strategic Plan Relationship**

Students will be required to utilize reading comprehension skills to achieve an understanding of the desired learning outcome, critical thinking skills to comprehend the desired learning outcome, computer literacy skills to operate computer software required for the computer-based ration calculations required to meet the desired learning outcome, written communication skills to demonstrate their understanding of the desired learning outcome, and mathematic skills in order to demonstrate their competence of the desired learning outcome.

## **Outcome Results**

Students struggled with the simple mathematic calculations involved in formulating and balancing feed rations. Overall, the students understood the basic concept of the course that they were exposed to. Less than 75% of the students obtained the desired outcome. However, 100% of the students achieved a minimum of 75% of the desired learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

One change being considered is adding a Math requirement to this program. A math class that deals with everyday, word problem style math, not algebra. Another consideration may be to provide a mathematic supplement with their textbook. Bottom line is the students are deficient in their Math skills.



**Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY07

**Outcome ID#:** 699

## **Outcome Description**

Students can competently demonstrate the formal process for the artificial insemination of cattle.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook and then applying their skills by completing the required Skill Assessments at the end of each assigned chapter of the unit.

## **Outcome Method**

Students will be assessed using a combination of written exams, oral quizzes and visual demonstration exams.

## **Outcome Criterion**

90% of students should score a minimum of 90% on the visual skills test, which highly correlates to their retained knowledge of the AI process.

## **Strategic Plan Relationship**

This outcome directly relates to reading comprehension and written communication. Students must use critical thinking to successfully achieve this desired learning outcome.

## **Outcome Results**

Over 90% of the class scored higher than a 90% on their visual skills test demonstrating the basic principles and fundamentals for the AI process.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Given the scores and success I feel as though no changes are necessary at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY07

**Outcome ID#:** 700

## **Outcome Description**

Students will be able to balance feed rations for % protein and % fat using the Pearson's Square method.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook and then applying their skills by completing the required Skill Assessments at the end of each assigned chapter of the unit.

## **Outcome Method**

Written exercises and assignments used to measure progress and written exams to measure their mastery of the subject matter.

## **Outcome Criterion**

95% of students will score 100% on their written exams demonstrating the ability to balance feed rations using the Pearson's Square method.

## **Strategic Plan Relationship**

This outcome directly relates to students ability to engage in quantitative and qualitative critically thinking.

## **Outcome Results**

Eighty percent of the class scored a 95% or better when demonstrating their ability to balance a feed ration using Pearson Square method. Those who failed to do so were student(s) who lacked the basic math skills expected of a high school graduate. Pearson Square method required a basic understanding of multiplication, division and percentages.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

To increase understanding of this operation it is being considered to require students to complete a predetermined amount of hours in a math lab during this section of the course. Another possible action to consider might be to require a student to be TSI complete in Math prior to enrolling in this course.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY07

**Outcome ID#:** 701

## **Outcome Description**

Students will be able to create a complete vaccination schedule for a herd of mother cows with calves.

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by practicing the exercises from the textbook and then applying their skills by completing the required Skill Assessments at the end of each assigned chapter of the unit.

## **Outcome Method**

Students will be assigned several group exercises working with the name/symptom identification of the most common diseases on a herd of this nature. Also, they will evaluate the different commercially available vaccines to determine which brands will most cost efficiently fulfill their needs.

## **Outcome Criterion**

90% of students will earn a score of 90% or better on their written assessment of creating beef cattle vaccination schedules.

## **Strategic Plan Relationship**

This outcome demonstrates that the students can retain a large amount of complex information from reading the required text and visual presentations.

## **Outcome Results**

One hundred percent of students demonstrated the ability to complete a herd vaccination schedule with 95% or greater accuracy.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Given the scores and success of the students I feel as though no changes are necessary at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY08

**Outcome ID#:** 1246

## **Outcome Description**

Students will be able to demonstrate an understanding of the fundamentals of designing and building forms to be used in the construction of concrete slab foundations.

## **Outcome Strategy**

Students will be provided text resources related to the task in class, and then will build several sets of forms, pour and finish concrete slab foundations during the lab.

## **Outcome Method**

Instructor will evaluate the forms before and after the concrete is poured as well as the levelness and quality of the concrete slab after the forms have been removed.

## **Outcome Criterion**

A minimum of 90 percent of students will be able to achieve the desired learning outcome based upon the assessment activity.

## **Strategic Plan Relationship**

Students will be required to use mathematical formulas in the layout of their forms and calculating the amount of concrete required for each form. With hands on learning the students will be engaged while utilizing and enhancing their critical thinking skills.

## **Outcome Results**

Approximately 80% of students met the criteria of the learning outcome.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Introduce new material and provide more hands-on experience in the lab to provide students with additional opportunities to master the material.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY08

**Outcome ID#:** 1247

## **Outcome Description**

Students will be able to demonstrate an understanding of how, when, and why to use Body Condition Scoring (BCS) to manage a beef cattle herd.

## **Outcome Strategy**

Student will gain an understanding of the BCS system from their required textbook coupled with PowerPoint presentations provided by the instructor. Students will then be required to take pictures of a minimum of 10 head of live beef cattle in a range of body condition scores. The student will use the pictures to create their own PowerPoint presentation that they will present to their classmates.

## **Outcome Method**

Students will be administered a written exam to examine their understanding of the criteria used to evaluate BCS in beef cattle, when are the best times to practice, methods of sampling, and how BCS scores are to be best used in the management of a beef cattle herd. Students will also be assessed as to the correctness of the BCS scores they have assigned to the cattle included in their PowerPoint presentation.

## **Outcome Criterion**

A minimum of 90 percent of students will be able to achieve the desired learning outcome based upon the assessment activity.

## **Strategic Plan Relationship**

Students will write a management plan utilizing BCS, improve their technology skills while creating a PowerPoint presentation, and presenting orally using computer based media will enhance their skills as an engaged learner.

## **Outcome Results**

All students enrolled achieved the desired learning outcome, as measured by the assessment activity.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY08

**Outcome ID#:** 1248

## **Outcome Description**

Students will be able to demonstrate compare and contrast open-ended versus fixed formulas in relation to feed rations.

## **Outcome Strategy**

Using the required textbook combined with external resources from feed manufacturers the students will gain an understanding of the similarities and differences in relation to both methods of formulation.

## **Outcome Method**

Students will prepare a minimum of two written assignments utilizing research methods to discover the why and how these two formulation methods are used. Additionally student will be required to present one of their written assignments orally to their classmates.

## **Outcome Criterion**

A minimum of 90 percent of students will be able to achieve the desired learning outcome based upon the assessment activity.

## **Strategic Plan Relationship**

Students will improve reading comprehension while completing their research, utilize written communication skills during the development of their two written assignments, and during their oral presentation will enhance their skills as an engaged learner.

## **Outcome Results**

All students enrolled achieved the desired learning outcome, as measured by the assessment activity.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY10

**Outcome ID#:** 6007

## **Outcome Description**

Following Ranch Management courses at Trinity Valley Community College students will be able to palpate a cow, tell if she is bred, and how far along in gestation the fetus is.

## **Outcome Strategy**

I will use the college ranch and TVCC's registered Charolaise breeding herd to teach the students how to palpate, determine pregnancy and age of fetus.

## **Outcome Method**

The students will palpate a cow, determine if it is bred and if so, the age of the fetus.

## **Outcome Criterion**

100% of the students will be able to successfully tell if a cow is bred and when to expect the calf to be born.

## **Strategic Plan Relationship**

Learning skills, such as palpation, students will become engaged learners by working hands on. They will also demonstrate critical thinking skills in describing and retaining what they are palpating.

## **Outcome Results**

In a lab setting the students palpated cows and determined if she was bred and if bred, determined what trimester the fetus was.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I was pleased with the results. I think it would be beneficial to increase the numbers and diversity of head by going to local ranches, as well as, practicing at the school ranch.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Ranch Management Education

**Plan Period:** FY10

**Outcome ID#:** 6008

## **Outcome Description**

Following Ranch Management courses at Trinity Valley Community College students will individually give welding and Oxy-Acetylene cutting demonstrations. They will demonstrate the use of these techniques in building a metal roof as a class project.

## **Outcome Strategy**

Using the Agriculture Shop, I will teach the students safety and proper welding and cutting techniques. They will perfect these skills in the shop, then we will use them to construct a roof over the working pens at the TVCC Rodeo Grounds.

## **Outcome Method**

Students will give a welding and oxy-acetylene cutting demonstration and participate in building a roof using these skills.

## **Outcome Criterion**

100% of students will be able to create structurally sound welds, safely and accurately cut metal and use the skills they have learned to build structures.

## **Strategic Plan Relationship**

Students will be required to utilize mathematical information and skills in measuring and constructing agricultural structures. As problems arise in construction, students will have to use knowledge and critical thinking skills they have obtained to strategize how to best solve the issues.

## **Outcome Results**

The students learned oxy-acetylene cutting and welding. They demonstrated their ability to cut and weld steel using steel plate and 2 3/8" pipe.

The students built H-braces for a fence.

They constructed a metal roof at the rodeo arena. The roof was square and built according to specifications.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Let the students work as a group to decide specifications of the roof and decide the best way to cut and weld the material being used.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY10

**Outcome ID#:** 6009

## **Outcome Description**

Following Ranch Management courses at Trinity Valley Community College students will be able to create a balanced animal feed ration using Pearson's Square and actual feedstuffs.

## **Outcome Strategy**

I will use the smartboard to teach balancing animal feed rations using the Pearson Square method. We will practice creating balanced rations at specific protein levels using actual grains. I will have community feed specialists come and teach the class about feed ingredients, minerals, supplements, vitamins, and additives that will most economically suit a given scenario.

## **Outcome Method**

Students will be given a variety of feedstuffs, asked to create a balanced ration at a specific protein level, and mix the ration they formulated using actual grain.

## **Outcome Criterion**

100% of students will be able to use the skills they have learned to create and balance animal feed rations.

## **Strategic Plan Relationship**

Students will be required to utilize mathematical information and skills to balance feed rations at specific protein levels. Using actual grains, the students will learn in an engaged manner by being taught with a hands on approach.

## **Outcome Results**

In a classroom setting, student's reviewed balancing rations in groups and actually mixed rations according to the desired proteins given to each group.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Experiment with uncommon proteins and grains in an effort to minimize costs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY11

**Outcome ID#:** 6350

## **Outcome Description**

Following Ranch Management courses at Trinity Valley Community College, students will be able to correctly trim a horse's hoof using the proper tools.

## **Outcome Strategy**

Using the TVCC Agriculture Building I will teach the proper procedure for trimming a horse's hoof. I will also use the TVCC Rodeo Arena to demonstrate proper techniques of how to trim the hoof.

## **Outcome Method**

I will evaluate students on an individual basis during lab exercises as they work with other students in their group to perform the required skills to trim the hoof.

## **Outcome Criterion**

100% of the students will be able to trim a horse's hoof correctly using the proper tools.

## **Strategic Plan Relationship**

The students will use the information taught in the book and by the instructor to actually perform the task. Their work will then be discussed and evaluated by the other students and the instructor and corrections will be performed by the student if needed.

## **Outcome Results**

Each student was responsible for correctly trimming one foot on a horse. They learned what tools to use and how to evaluate the hoof and adjust for the different characteristics of each hoof. They gained experience and confidence by performing the task themselves, as opposed to watching someone else.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I would get several professional horseshoers together and get their comments and expertise on hoof evaluation.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Ranch Management Education

**Plan Period:** FY11

**Outcome ID#:** 6351

## **Outcome Description**

Following Ranch Management courses at Trinity Valley Community College, students will be able to properly pour a concrete slab using a form with a post set in the middle. The slab will be used to support a structure.

## **Outcome Strategy**

I will use the TVCC Rodeo Facility where the slab will be poured and the post set.

## **Outcome Method**

I will evaluate the students on an individual basis during the lab as they work with other students in their group to perform the required skills of setting a form and pouring concrete.

## **Outcome Criterion**

100% of the students will be able to set a form and pour a concrete slab.

## **Strategic Plan Relationship**

The students will have to figure the amount of concrete needed to fill the space in the prescribed form.

## **Outcome Results**

All the students poured a concrete slab and set a post. A horse stock was constructed, as well as, a calf shed. Each student was responsible for setting one post and pouring the concrete. The class as a whole used a formula to determine the amount of concrete needed for each project. The students worked together and individually to successfully construct the projects assigned.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The change I would make a result of these hands on learning experiences is to take the students to a local concrete plant to learn about the different strengths of concrete and what each is best used for.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY06

**Outcome ID#:** 254

**Outcome Description**

The student will understand the need and importance for welding safety practices, OSHA the Hazardous Communication Act, and Material Safety Data sheets (MSDS).

**Outcome Strategy**

Class discussion, lecture, and a study of the literature and safety equipment.

**Outcome Method**

A comprehensive safety test will be given to student in the welding class.

**Outcome Criterion**

100% of students are expected to pass the safety test.

**Strategic Plan Relationship**

Students will be required to utilize reading comprehension and critical thinking skills to achieve the learning outcome.

**Outcome Results**

One-hundred percent of the students successfully completed a safety test that determined the desired outcome was achieved

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The program curriculum will be changed to emphasize observing safety rules and inspecting equipment for safety

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY06

**Outcome ID#:** 423

**Outcome Description**

The student will demonstrate tack welding using electric welding equipment.

**Outcome Strategy**

Student will gain an understanding of the desired outcome throughout courses in the welding program.

**Outcome Method**

A fabrication test will be given to test students tack welding abilities.

**Outcome Criterion**

100% of the students enrolled in the welding program will be able to achieve the desired outcome by passing a layout and fabrication test.

**Strategic Plan Relationship**

Students will be required to use written communication , critical thinking skills, mathematics , reading comprehension skills and blueprint reading skills to achieve the learning outcome.

**Outcome Results**

One-hundred percent of the students demonstrated the accomplishment of the desired outcome in a demonstration assessment

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The instructional strategy will be changed to emphasize the need to make good, clean, and strong tack welds when fitting up each project

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY07

**Outcome ID#:** 702

**Outcome Description**

The student will be able to demonstrate the proper technique used for cutting metal with a Plasma torch.

**Outcome Strategy**

Students will gain an understanding of the desired outcome by participating in class interactions, discussions, presentations, and practicing exercises

**Outcome Method**

The assessment of the desired outcome will be determined by students completing a demonstration exercise measuring the students mastery of the desired outcome

**Outcome Criterion**

100% of the students enrolled in the welding program will be able to achieve the desired outcome as determined by the student demonstration exercise

**Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

**Outcome Results**

Ninety-five percent of the students achieved the stated objective in welding.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students not achieving the stated objective should seek immediate remediation by practice and hands on welding activities.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY07

**Outcome ID#:** 703

**Outcome Description**

The student will be able to demonstrate the proper technique used in lighting and adjusting a cutting torch.

**Outcome Strategy**

Students will gain an understanding of the desired outcome by participating in class interactions, discussions, presentations, and practicing exercises

**Outcome Method**

The assessment of the desired outcome will be determined by students completing a demonstration exercise measuring the students mastery of the desired outcome

**Outcome Criterion**

100% of the students enrolled in the welding program will be able to achieve the desired outcome as determined by the student demonstration exercise

**Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

**Outcome Results**

Eighty-nine percent of the welding students achieved the stated objective.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students not achieving the stated objective should seek immediate remediation by practice and hands on welding activities.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Welding Education

**Plan Period:** FY07

**Outcome ID#:** 704

## **Outcome Description**

The student will be able to demonstrate the proper technique to set-up an AC/DC shielded metal arc welding power supply

## **Outcome Strategy**

Students will gain an understanding of the desired outcome by participating in class interactions, discussions, presentations, and practicing exercises

## **Outcome Method**

The assessment of the desired outcome will be determined by students completing a demonstration exercise measuring the student mastery of the desired outcome

## **Outcome Criterion**

100% of the students enrolled in the welding program will be able to achieve the desired outcome as determined by the student demonstration exercise

## **Strategic Plan Relationship**

Students will be required to utilize the following skills to demonstrate their understanding of the desired learning outcome: (a) critical thinking (b) reading comprehension (c) written communication and (d) oral communication.

## **Outcome Results**

Ninety-six percent of the students achieved the stated objective in welding.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students not achieving the stated objective should seek immediate remediation by practice and hands on welding activities.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY08

**Outcome ID#:** 1203

## **Outcome Description**

Welding students will become more engaged in the utilization of the internet related to welding to access information, solve problems, and communicate utilizing the computer.

## **Outcome Strategy**

Classroom, lecture and demonstration of computer utilization as related to welding

## **Outcome Method**

Students will be required to demonstrate the ability to access information, solve problems, and communicate utilizing the computer.

## **Outcome Criterion**

Ninety percent of the students will successfully complete an assignment related to utilizing the computer at websites such as LINCOLNELECTRIC to perform welding related activities.

## **Strategic Plan Relationship**

Students will utilized activities to access information, solving problems, and communicating utilizing the computer.

## **Outcome Results**

Each student was required to go to the Lincoln website and ask for literature on welding electrodes. Information obtained was used in future welding projects to select the correct welding electrode for that project.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students now know how to look up useful information.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY08

**Outcome ID#:** 1258

**Outcome Description**

Welding students will weld up a small six by six box.

**Outcome Strategy**

Classroom lecture, lab demonstrations and drawings.

**Outcome Method**

The instructor will evaluate each stage of construction of the student

**Outcome Criterion**

90% of the welding students will be able to weld up a small six by six box.

**Strategic Plan Relationship**

**Outcome Results**

Each student welded up a six by six box.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

None

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY08

**Outcome ID#:** 1259

**Outcome Description**

Welding students will achieve the competency of selecting the appropriate electrode for specific welding jobs.

**Outcome Strategy**

Laboratory demonstrations will be provided selecting the appropriate electrode for welding jobs utilizing the stick rod information sheet to select the proper electrode for various welding jobs

**Outcome Method**

The welding teacher will assess and inspect the student's work in a final exam

**Outcome Criterion**

90% of the students will accomplish the outcome

**Strategic Plan Relationship**

Students will become more engaged in laboratory classes to accomplish the learning objective by working in groups and teams.

**Outcome Results**

At the end of the spring semester all students could select the proper electrode for the job at hand.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

none

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY09

**Outcome ID#:** 5741

**Outcome Description**

The students will identify different metals by a simple spark test.

**Outcome Strategy**

Class room lecture, discussion, demonstration and a study of the literature.

**Outcome Method**

an actual test will be done by each student.

**Outcome Criterion**

100% of students will be able to identify metals.

**Strategic Plan Relationship**

Critical thinking

**Outcome Results**

Each student was able to identify metals with a spark test.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Each student can identify metals by observing sparks from a grinder.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY09

**Outcome ID#:** 5745

**Outcome Description**

Students will adjust and identify the three flames on a torch.

**Outcome Strategy**

Lecture, a study of the literature and demonstration of flames.

**Outcome Method**

Each student will practice with the torch until he can adjust each flame.

**Outcome Criterion**

100% of students are expected to pass.

**Strategic Plan Relationship**

Critical thinking Reading comprehension.

**Outcome Results**

Each student was able to identify the three flames.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students can adjust torches for the desired application or use.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY10

**Outcome ID#:** 6021

**Outcome Description**

The students will calculate the weight of steel by knowing the weight of a cubic foot of steel.

**Outcome Strategy**

Classroom lecture, a study of the literature, and classroom discussion.

**Outcome Method**

A test will be done by students identifying the weight of various thicknesses of steel.

**Outcome Criterion**

One hundred percent of students will be able to identify the weight of a square foot of one inch steel plate.

**Strategic Plan Relationship**

Critical thinking

**Outcome Results**

This LEAP was created by previous instructor. No data left from previous instructor to establish an evaluation.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Welding Education

**Plan Period:** FY10

**Outcome ID#:** 6022

**Outcome Description**

Student will identify structural shapes of steel.

**Outcome Strategy**

Lecture, study the literature and demonstrate various structural shapes.

**Outcome Method**

Students will study structural shapes, angles, rounds, squares, flat sheets and where they might be used in a structure.

**Outcome Criterion**

One hundred percent of students will be able to identify structural shapes.

**Strategic Plan Relationship**

None.

**Outcome Results**

This LEAP was created by previous instructor. No data left from previous instructor to perform evaluation.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY10

**Outcome ID#:** 6023

**Outcome Description**

Student will identify hammers and their uses.

**Outcome Strategy**

Classroom lecture & demonstration, the study of hardware catalogs.

**Outcome Method**

Student will identify hammers for a specific purposes

**Outcome Criterion**

One hundred percent of student sill be able to identify a slag chip hammer and state its purpose and safety implications.

**Strategic Plan Relationship**

**Outcome Results**

This LEAP was created by previous instructor. No data was left by previous instructor to establish an evaluation.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY11

**Outcome ID#:** 6294

## **Outcome Description**

All students will be able to verbally explain and demonstrate the correct safe method used in setting up an oxygen/acetylene cutting torch.

## **Outcome Strategy**

Class discussions, video presentation, reading assignment from text, instructor presentation and hands on training will be used to expose the student to the safe and correct method used in setting up an oxygen/acetylene cutting torch.

## **Outcome Method**

At the completion of oxygen/acetylene section, each student will be graded using a check list of safety steps and operation steps as they demonstrate and verbally explain why each step of setting up the oxygen/acetylene cutting torch is performed. All safety steps must be achieved in order to pass.

## **Outcome Criterion**

100% of the students will have a 100% accuracy rating

## **Strategic Plan Relationship**

This outcome directly relates to the students ability to engage in quantitative and qualitative critical thinking as the student demonstrates the safe method of setting up an oxygen/acetylene cutting torch.

## **Outcome Results**

96% of all students who were required to demonstrate the safe and proper set up of an oxygen/acetylene cutting torch met the expectations.

Students were shown through the use of video and instructor demonstration the safe and proper use of the cutting torch.

Students were then given the opportunity to practice and ask questions before being evaluated.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More time will be spent having students demonstrate the skill before a final evaluation will be made.

The evaluation method was very accurate in determining if the student completed all essential steps of set up and safe use of the oxygen/acetylene cutting equipment.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY11

**Outcome ID#:** 6295

## **Outcome Description**

Students will be able to demonstrate the Shielded Metal Arc Welding process with various electrodes in the flat position.

## **Outcome Strategy**

Classroom discussion, reading assignment from the text, observation of visual aid in video, and real life demonstration from instructor.

## **Outcome Method**

At the end of the semester, each student will submit welds from all electrodes, to be tested using a visual inspection test. This test will be pass or fail.

## **Outcome Criterion**

80% of the students will be able to pass a visual inspection test with all submitted welds.

## **Strategic Plan Relationship**

To demonstrate qualitative and quantitative critical thinking skills

## **Outcome Results**

87% of the students were able to meet the desired outcome.

Students were allowed to complete these welds at their own pace. This allowed some students to work faster completing more welds than other students who did not work as fast.

The visual inspection of the welds by the instructor is an adequate means to evaluate, giving the student an opportunity to receive one to one instruction.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Welding Education

**Plan Period:** FY11

**Outcome ID#:** 6296

## **Outcome Description**

Students will be able to demonstrate the Gas Metal Arc Welding process in the flat position

## **Outcome Strategy**

Classroom discussion, reading assignment from the text, observation of visual aid in video and real life demonstration from the instructor.

## **Outcome Method**

At the end of the semester, each student will submit welds to be tested using a visual inspection test. This test will be pass or fail.

## **Outcome Criterion**

80% of the students will be able to pass a guided bend test with all submitted welds.

## **Strategic Plan Relationship**

To demonstrate qualitative and quantitative critical thinking skills

## **Outcome Results**

71% of the students completed and passed all weld joints in the flat position using GMAW process. The evaluation method used allowed one to one instruction from the instructor and was a good means of evaluation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students were allowed to complete welds at their own pace. This showed to be a good method for some and not

for others.

Deadlines for completion will be implemented to attempt in having more students complete the desired outcome.

**Planned Distance Learning Improvement as an Outcome Result**

NA