

The Action Project Commitment Declaration

Institution: Stark State College

Planned project kickoff date: Feb. 2008

Target project completion date: Feb. 2009

Actual project completion date: Feb. 2009

A. Give this Action Project a short title in 10 words or fewer: Development of the Academic Assessment Template

B. Describe this Action Project's goal in 100 words or fewer: The purpose of this project is to develop an assessment template for the academic division. The assessment template for non-academic departments was developed in a previous Action Project. This project will modify that document to meet the needs of the academic division with the goal of having a common document and reporting process for both academic and non-academic assessment.

C. Identify the single AQIP Category that this Action Project will most affect or impact:
Helping Students Learn

D. Describe briefly your institution's reasons for taking on this Action Project now: The project will allow us to modify the assessment template that was developed in a previous Action Project to assess all academic departments for continuous quality improvement. The goal of a previous Action Project was to develop the template to assess support services and support programs. This Action Project will modify that template to meet the needs of the academic division. Doing so supports having a common template for assessment of both academic and non-academic departments, which allows us to have a common reporting and documentation process.

The development of the template supports our process of continuous improvement in helping students learn. It supports our "Academic Strategic Plan" as well as the "Student Success Plan" that is a requirement of our Ohio Board of Regents. It supports our mission and the learning-centered environment of the College. It allows us to center our attention on learning. It helps us with our process to identify more effective ways to enhance student achievement through design and evaluation of programs and courses. Because it requires active collaboration among and within different internal departments, it also supports collaboration.

E. List the organizational areas — institutional departments, programs, divisions, or units — most affected by or involved in this Action Project.

Academic Division

Stark State College students

F. Name and describe briefly the key organizational process (es) that you expect this Action Project to change or improve.

The project will allow us to develop a template for assessment of academic departments. It allows us to continue our process of quality improvement as it relates to student learning outcomes. It also supports collaboration among and within different internal departments.

G. Explain the rationale for the length of time planned for this Action Project

The project team must evaluate the existing template and determine areas where modification is needed to meet the needs of the academic division. Members of the team must meet with the department chairs to determine current program assessment collection methods. The template will be evaluated by the department chairs and deans. The template will also be presented to the members of the Institutional Effectiveness Committee, Executive Council, and the President's Cabinet for approval.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.

The team will submit monthly reports to our AQIP Liaison, who in turn will report to the AQIP Steering Committee. The AQIP Liaison will also provide updates to the College community via the *Strategically Speaking* Newsletter, department/division meetings, Academic Leadership Council meetings, Academic Deans Council meeting, Executive Council meetings, and President's Cabinet meetings.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

Development of the template

J. Other information (e.g., publicity, sponsor or champion, external partners, etc.)

The development of a template will allow us to assure measurable improvement in the academic departments through recognition of best practices, annual benchmarking, and/or improved efficiency. We can use the template to design a plan to implement continuous improvements in all academic departments and support services and support departments.

K. Project Leader and contact person (First Name, Middle Initial, Last name, Title, Email, Telephone)

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