

PROGRAM ASSESSMENT IMPLEMENTATION PLAN: ESTABLISHING CONTINUOUS AND SUSTAINABLE ASSESSMENT OF PROGRAM LEARNING OUTCOMES

SCOPE: This plan outlines how Monterey Peninsula College will complete an assessment of all degree and certificate programs in the Catalog and establish sustainable practices for program assessment by October 1, 2018.

This plan also provides indirect support for continuous improvement of MPC's integrated planning processes. By completing program-level assessment, the College will generate more relevant data for consideration in program review, resource prioritization and allocation, and budget development processes.

GOAL: Complete an assessment of all degree and certificate programs in the Monterey Peninsula College Catalog and establish a foundation for sustainable assessment of degrees and certificates by Oct. 1, 2018.

MPC will use the following five strategies to reach this goal:

- Streamline degree and certificate offerings where possible to avoid duplication and promote certificate to degree pathways where appropriate;
- Ensure that all degree and certificate programs have appropriate and measurable learning outcomes;
- Complete all logistical tasks to enable documentation of PLO assessment results in TracDat;
- Provide ongoing support for faculty and others engaged in program assessment throughout the implementation; and
- Establish schedules for ongoing assessment of degree and certificate programs that align with existing cycles for course assessment and program review.

Specific activities associated with each of these strategies follow on subsequent pages. Some activities are sequential; others (such as weekly support meetings) are open-ended and will continue throughout the implementation. An implementation timeline listing all activities by date is included on the final page.

PROGRAM ASSESSMENT IMPLEMENTATION PLAN: STRATEGIES AND ASSOCIATED ACTIVITIES

Strategy 1: Streamline degree and certificate offerings where possible to avoid duplication and promote certificate-to-degree pathways where appropriate.						
What is to be done?		Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	In any disciplines with more than one type of degree (e.g., AA-T, AA Transfer Prep, AA Local), identify areas where offerings could be combined to avoid duplication.	<ul style="list-style-type: none"> • PRIE Office • OAA Deans • Discipline faculty 	OAA Deans	<ul style="list-style-type: none"> • List of similar programs, by discipline from the PRIE Office • Course offerings for programs on above list • Work time 	List of degrees that can be revised or folded together through the curriculum process	Feb. 23, 2018
b.	In disciplines where it is appropriate to maintain more than one type of degree (e.g., AA-T, AA Transfer Prep, AA Local), confirm that PLOs and program descriptions clearly communicate the differences to the student (and adjust if necessary).	<ul style="list-style-type: none"> • PRIE Office • OAA Deans • Discipline faculty 	OAA Deans	<ul style="list-style-type: none"> • List of similar programs, by discipline from PRIE Office • Course offerings for programs on above list • Work time 	Clear communication of specific differences between degrees in the same discipline	Feb. 23, 2018
c.	Identify disciplines with certificates and degrees that could “nest” or “stack” and confirm that PLOs and program descriptions reflect the relationships between the individual programs (and adjust if necessary).	<ul style="list-style-type: none"> • OAA Deans • Discipline faculty 	OAA Deans	<ul style="list-style-type: none"> • Communication plan • Work time) 	Increased coordination certificates that degrees that can be revised or folded together through the curriculum process	Feb. 23, 2018

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Strategy 2: Ensure that all degree and certificate programs have appropriate and measurable learning outcomes.						
	What is to be done?	Who is involved?	Who is responsible?	Resources needed?	Intended results?	When completed?
a.	Identify any degree or certificate programs that use a GEO as the sole PLO.	TracDat Support	Interim Dean, PRIE	Staff time (1/2 day)	List of degrees/certificates with GEOs that can be used by area faculty & deans to plan necessary curriculum revisions for spring 2018	Jan. 17, 2018 <i>(completed: 1/16/18)</i>
b.	Work with faculty overseeing programs with a GEO as sole PLO to revise/update via the PLO/SLO Revision Form	<ul style="list-style-type: none"> • OAA Deans • Discipline faculty • LAC members (support) • CAC PLO/SLO Reviewers (support) 	<ul style="list-style-type: none"> • OAA Deans • CAC Chairs 	<ul style="list-style-type: none"> • Communication plan • Work time, TBD based on results of Activity 2.1a 	All degree/certificate programs have at least one PLO that is specific to the program and not a GEO	Mar. 16, 2018
c.	Review PLOs in during assessment-related tasks and submit improvements via the PLO/SLO Revision Form as needed to improve measurability.	<ul style="list-style-type: none"> • Discipline faculty • LAC members (support) • CAC PLO/SLO Reviewers (support) 	<ul style="list-style-type: none"> • OAA Deans • CAC Chairs 	<ul style="list-style-type: none"> • Communication plan • Work time • Additional SLO/PLO Reviewers 	PLOs continue to improve to support more meaningful assessment	By Mar. 16, 2018 (for 2018/2019 Catalog) Ongoing as needed to support continued improvement

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Strategy 3: Complete PLO assessment logistical tasks in TracDat.						
	What is to be done?	Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	Identify faculty contact for each degree/certificate area for the purposes of training and ongoing communication	<ul style="list-style-type: none"> • Division Chairs • Discipline faculty 	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans 	<ul style="list-style-type: none"> • Communication Plan (email, time at AAAG, discussion w/ deans, etc.) 	<ul style="list-style-type: none"> • At least one point of contact established for each program 	No later than Jan. 31, 2018
b.	Assign at least one method of assessment to each PLO in all degree and certificate programs.	<ul style="list-style-type: none"> • Discipline faculty • Learning Assessment Committee (support) • TracDat Support (support) 	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans • Division Chairs 	<ul style="list-style-type: none"> • List of faculty contacts for each program • Dedicated work time • Dedicated computer lab for group work • PLO assessment method support materials (LAC) 	<ul style="list-style-type: none"> • Assessment methods assigned to PLOs in every active degree and certificate program • PLOs ready to assess as soon as results are ready 	No later than Apr. 1, 2018* * to allow time for outcomes mapping where necessary
c.	Complete outcomes mapping in any degree or certificate program intending to assess by rolling up course-level assessment results to the program level (i.e., "Outcomes Roll-up" assessment method)	<ul style="list-style-type: none"> • Discipline faculty • Learning Assessment Committee (support) • TracDat Support (support) 	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans • Division Chairs 	<ul style="list-style-type: none"> • List of faculty contacts for each program • Dedicated work time • Dedicated computer lab for group work • Standalone "how-to" docs 	<ul style="list-style-type: none"> • TracDat configured to support roll-up assessments where designated 	No later than Apr. 30, 2018

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Strategy 4: Provide ongoing support and resources for faculty completing assessments.						
	What is to be done?	Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	Host weekly “assessment lab” hours for faculty, to provide focused time and support on a drop-in or by invitation basis.	<ul style="list-style-type: none"> LAC members TracDat Support OAA Deans Discipline faculty 	<ul style="list-style-type: none"> Interim Dean, PRIE LAC OAA Deans 	<ul style="list-style-type: none"> Communication Plan Computer lab Dedicated lab hours Staffing schedule Budget for light snacks 	Faculty have consistent support and dedicated work time throughout the implementation	Established beginning Jan. 26, 2018 and ongoing throughout the process
b.	Collaborate to support faculty who wish to use Canvas to assess capstone courses and assignments.	<ul style="list-style-type: none"> LAC members MPC Online Staff 	<ul style="list-style-type: none"> Dean, LLRO Interim Dean, PRIE 	<ul style="list-style-type: none"> 2-3 Joint LAC/MPC Online team meetings (to ensure consistent support, processes, and communication) 	Faculty have support for multiple assessment methods and tools for gathering assessment data	Initial meetings week of Jan. 29, 2018; ongoing collaboration throughout implementation
c.	Complete and launch the Program Assessment Dashboard by posting on the PRIE Dashboard Intranet site.	<ul style="list-style-type: none"> PRIE Office staff 	<ul style="list-style-type: none"> Interim Dean, PRIE 	<ul style="list-style-type: none"> Work time 	College community has the ability to track daily progress and identify areas where continued work is needed	Jan. 26, 2018
d.	Generate roll-up reports for degrees and certificates using the “outcomes roll-up” assessment method (i.e., pulling results from mapped SLOs to assess at the program-level)	TracDat Support	Interim Dean, PRIE	3 days	Faculty have access to relevant data to support assessment.	Complete on an ongoing basis as programs are ready; all data should be available no later than June 30, 2018
e.	Set-up and support meetings for faculty to assess programs that span across multiple disciplines (one meeting per degree or cluster of related degrees)	<ul style="list-style-type: none"> Discipline faculty LAC members (support) TracDat Support (support) 	<ul style="list-style-type: none"> Interim Dean, PRIE OAA Deans 	<ul style="list-style-type: none"> Communication plan Meeting space with computers Facilitation from LAC/TracDat Support 	<ul style="list-style-type: none"> Expand participation in assessment Increase coordination between disciplines Accelerate pace of completion 	Begin as early as Feb. 1, 2018 and continue on an ongoing basis as programs are ready
f.	Update LAC’s Assessment Toolkit to include models and samples of program-level assessments	<ul style="list-style-type: none"> LAC members 	<ul style="list-style-type: none"> Interim Dean, PRIE 	<ul style="list-style-type: none"> Work time for LAC 	Faculty have conceptual examples of program-level assessments	Feb. 23, 2018
g..	Prepare an institutional-level report of the results of degree/certificate assessment results to report to campus stakeholders.	<ul style="list-style-type: none"> PRIE Office TracDat Support 	<ul style="list-style-type: none"> Interim Dean, PRIE 	<ul style="list-style-type: none"> Dedicated work time (tbd) Communication plan 	Campus stakeholders are informed of results and progress	By Oct. 15, 2018

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Strategy 5: Establish schedules for ongoing assessment of degree/certificate programs that align with existing cycles for course assessment and program review.						
	What is to be done?	Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	Draft schedules for ongoing assessment based on MPC Cycle of Assessment and schedule of comprehensive program review. (Note that CTE cycles may be shorter.)	TracDat Support	<ul style="list-style-type: none"> Interim Dean, PRIE OAA Deans 	<ul style="list-style-type: none"> Staff time (1 days) 	Draft schedules that can be discussed with Division Chairs & Deans	Feb. 2, 2018
b.	Finalize schedules for ongoing assessment based on discussion and feedback from Division Chairs.	<ul style="list-style-type: none"> LAC AAAG Academic Senate? 	<ul style="list-style-type: none"> Interim Dean, PRIE OAA Deans 	<ul style="list-style-type: none"> Communication plan Time on the AAAG agenda 	Finalized schedules for ongoing assessment	No later than May 9, 2018
c.	Assign programs to TracDat cycles of assessment using Division assessment plans.	TracDat Support	<ul style="list-style-type: none"> Interim Dean, PRIE OAA Deans 	<ul style="list-style-type: none"> Division-level assessment plans (see 2.3a) Staff time (1.5 days) 	TracDat cycles match division-level plans	No later than May 18, 2018
d.	Prepare an institutional progress report based on results of work up through the beginning of the fall semester to inform the annual resource prioritization and allocation cycle.	<ul style="list-style-type: none"> Director of IR LAC 	<ul style="list-style-type: none"> Interim Dean, PRIE 	<ul style="list-style-type: none"> Staff time 	Communicate progress to the campus and inform annual program review updates program review	Aug. 15, 2018

IMPLEMENTATION TIMELINE

Due Date	What is to be done?	Who is accountable?	Strategy	Completed?
Jan. 17, 2018	Identify any degree or certificate programs that use a GEO as the sole PLO.	Interim Dean, PRIE	2a See pg.3	Y
Jan 26, 2018	Complete and launch the Program Assessment Dashboard by posting on the PRIE Dashboard Intranet site.	Interim Dean, PRIE	4c See pg. 3	
Jan. 26, 2018 Ongoing	Host weekly "assessment lab" hours for faculty, to provide focused time and support on a drop-in or by invitation basis.	<ul style="list-style-type: none"> • Interim Dean, PRIE • LAC • OAA Deans 	4a See pg. 5	
Jan. 31, 2018	Identify faculty contact for each degree/certificate area for the purposes of training and ongoing communication	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans 	3a See pg. 4	
Feb. 2, 2018	Draft schedules for ongoing assessment based on MPC Cycle of Assessment and schedule of comprehensive program review.	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans 	5a See pg. 6	
Feb. 2, 2018 Ongoing	Set-up and support meetings for faculty to assess programs that span across multiple disciplines (one meeting per degree or cluster of related degrees)	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans 	4e See pg. 5	
Feb. 2, 2018 Ongoing	Collaborate to support faculty who wish to use Canvas to assess capstone courses and assignments	<ul style="list-style-type: none"> • Dean, LLRO • Interim Dean, PRIE 	4b See pg. 5	
Feb. 23, 2018	In any disciplines with more than one type of degree (e.g., AA-T, AA Transfer Prep, AA Local), identify areas where offerings could be combined to avoid duplication.	OAA Deans	1a See pg. 2	
Feb. 23, 2018	In disciplines where it is appropriate to maintain more than one type of degree (e.g., AA-T, AA Transfer Prep, AA Local), confirm that PLOs and program descriptions clearly communicate the differences to the student (and adjust if necessary).	OAA Deans	1b See pg. 2	
Feb. 23, 2018	Identify disciplines with certificates and degrees that could "nest" or "stack" and confirm that PLOs and program descriptions reflect the relationships between the individual programs (and adjust if necessary).	OAA Deans	1c See pg. 2	
Feb. 23, 2018	Update LAC's Assessment Toolkit to include models and samples of program-level assessments	Interim Dean, PRIE	4f See pg. 5	
Mar. 16, 2018	Work with faculty overseeing programs with a GEO as sole PLO to revise/update via the PLO/SLO Revision Form	<ul style="list-style-type: none"> • OAA Deans • CAC Chairs 	2b See pg. 3	

Due Date	What is to be done?	Who is accountable?	Strategy	Completed?
Mar. 16, 2018, For 18/19 Catalog Ongoing	Review PLOs in during assessment-related tasks and submit improvements via the PLO/SLO Revision Form as needed to improve measurability.	<ul style="list-style-type: none"> • OAA Deans • CAC Chairs 	2c See pg. 3	
Apr. 1, 2018	Assign at least one method of assessment to each PLO in all degree and certificate programs.	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans • Division Chairs 	3b See pg. 4	
Apr. 30, 2018	Complete outcomes mapping in any degree or certificate program intending to assess by rolling up course-level assessment results to the program level (i.e., “Outcomes Roll-up” assessment method)	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans • Division Chairs 	3c See pg. 4	
May 9, 2018	Finalize schedules for ongoing assessment based on discussion and feedback from Division Chairs.	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans 	5b See pg. 6	
May 18, 2018	Assign programs to TracDat cycles of assessment using Division assessment plans.	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans 	5c See pg. 6	
June 30, 2018	Generate roll-up reports for degrees and certificates using the “outcomes roll-up” assessment method (i.e., pulling results from mapped SLOs to assess at the program-level)	Interim Dean, PRIE	4d See pg. 5	
Aug. 15, 2018	Prepare an institutional progress report based on results of work up through the beginning of the fall semester to inform the annual resource prioritization and allocation cycle.	Interim Dean, PRIE	5d See pg. 6	
Oct. 1, 2018	Complete assessment of all degree and certificate programs in the Monterey Peninsula College Catalog and establish a foundation for sustainable assessment at the program level.			
Oct. 15, 2018	Prepare an institutional-level report of the results of degree/certificate assessment results to report to campus stakeholders.	Interim Dean, PRIE		