

# The Higher Learning Commission Action Project Directory

## Moraine Park Technical College

Project Details			
<b>Title</b>	Develop and implement a process to track student progress and achievement.	<b>Status</b>	DRAFT UPDATE
<b>Category</b>	1-Helping Students Learn	<b>Updated</b>	
<b>Timeline</b>		<b>Reviewed</b>	
	<b>Planned Project Kickoff</b> 05-13-2010	<b>Created</b>	03-10-2010
	<b>Target Completion</b> 05-13-2013	<b>Version</b>	4

### 1: Project Goal

**A:** The College will have a robust data collection system that is manageable and easy to use. The College will be able to make data driven decisions, which is a core value and will assist in meeting State and Federal reporting requirements. The project will be completed when assessment of student learning is engrained (QRP, Assessment, Perkins data, etc., will be used as the measurable outcomes) in the College culture, staff embrace and mentor peers, and the College is actively making data driven decisions regarding student learning.

### 2: Reasons For Project

**A:** Reasons for selecting this project include:

- AQIP portfolio review and feedback ("OO" significant opportunities for improvement)
- Complements previous AQIP Action project on core abilities
- Current difficulty in collecting and tracking assessment data.

### 3: Organizational Areas Affected

**A:** Key stakeholders include: All faculty/staff, students, employers, AQIP, program advisory committees.

Specific departments: Strategic Advancement, IT, and Academic and Student Affairs

### 4: Key Organizational Process(es)

**A:** The following organizational processes would be enhanced:

- Documentation of student learning on an institution-wide basis
- Data driven decision making
- Continuous program improvement via QRP
- Continuous improvement of student support services
- Results of data are used to improve student retention rates
- Documented root cause of student success/course completion rates
- Current assessment system
- Instructional design (WIDS)
- Data collection, storage, retrieval and interpretation

### 5: Project Time Frame Rationale

**A:** Following is the draft series of steps the College needs to take place with approximate timelines:

1. Create a task force with ownership and authority. Cross functional, involving all stakeholders (1 month)
2. Define outcomes, data and processes (1 month)
3. Research best practices, review AQIP action projects in the database/innovation exchange. (9 months)

4. Identify the tool (integrate with Banner?) (1 month)
5. Identify resources needed to achieve the goal (1 month)
6. Obtain needed budget resources according to college budget timeline (2-10 months)
7. Develop systems to capture student and employer feedback related to program outcomes and core abilities. (3 months)
8. Develop timelines, data collection plan and key milestones. (1 month)
9. Communicate expectations to all stakeholders (parents, staff, students, employers, community, new employee orientation). (1 month, ongoing)

All steps will need to be determined by the project task force and approved by Administrative Council (via Board approval, budgeting process or contingency budget)

## 6: Project Success Monitoring

**A:** Data collection via QRP, Assessment and Perkins. Depending on the method and system used, management reports will also be utilized.

## 7: Project Outcome Measures

**A:** We will be successful when we have an integrated data collection system documenting outcomes of student achievement in all program areas; keeping in mind the following:

- Must align with current assessment expectations of the College and the WTCS.
- Should be electronic and incorporated with current system (Banner).
- Should not have a significant, long-term impact on faculty workloads

## Project Update

### 1: Project Accomplishments and Status

**A:** The Student Progress and Achievement Action Project team designed and implemented a worksheet that was developed for the programs undergoing their Quality Review Process internally and for reporting to the Wisconsin Technical College System. The worksheet, the Annual Program Assessment, is implemented for use by every program. This allows programs to complete assessment practices every year as part of the QRP process. The WTCS Technical Skills Attainment process provides the rubric assessment used for all college program reviews around the state. The Annual Program Assessment Worksheet is included in Moraine Park's revised 2013 curriculum handbook. The Action Project team met through the fall 2012 semester and identified the process to develop the Annual Program Assessment worksheet, which was reviewed in November.

While eight programs were targeted to complete the pilot during the 2012-13 year, two programs completed the worksheet at its initial phases of worksheet implementation: nursing and process engineering.

### 2: Institution Involvement

**A:** In 2012, the Student Progress and Achievement Action Project team met to complete planning and initiate a pilot project on the Program Assessment Plan Worksheet (Worksheet). The team identified programs for pilot implementation and team members who worked directly with pilot academic program faculty to provide guidance. Faculty from two programs, Associate Degree Nursing and Process Engineering, reviewed program data in order to identify program areas of strength and areas for improvement. Faculty then identified improvement goals and plans to address goal achievement. The pilot programs completed and submitted the Worksheet. Following review of the pilot documents, a team made up of an administrator and curriculum specialist developed an edited version of the Worksheet. The edited version will be shared with the College's Curriculum Team, a cross-functional team of administrators, faculty and curriculum experts, and further decisions related to implementation will be finalized.

### 3: Next Steps

**A:** This project is in transition, as shifts in leadership have transpired since Jan. 2013. Two programs completed the pilot project with the worksheet, and at this time, the reframing of curriculum area is underway with plans to reexamine, review and update this Action Project. The cross-functional team reviewed the pilot.

#### **4: Resulting Effective Practices**

**A:** The Annual Project Assessment Worksheet emerged from this process, and Moraine Park has reviewed and revised the worksheet to allow for easier faculty usage and more program application.

#### **5: Project Challenges**

**A:** This project has transitioned since January 2013, as a new team is leading this task. The revised worksheet and its inclusion in the updated and revised curriculum handbook will allow the team over the next few months to review its success rate and status, perhaps moving this project toward completion.