## 2009 Action Project

<table>
<thead>
<tr>
<th>Title:</th>
<th>Transforming Learning Through Assessment: General education outcomes attainment across curriculum</th>
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<tbody>
<tr>
<td>Version:</td>
<td>1</td>
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<td>Institution:</td>
<td>Columbus State Community College</td>
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<tr>
<td>Status:</td>
<td>Completed</td>
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<td>Submitted:</td>
<td>2009-11-24</td>
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<td>Category:</td>
<td>1-Helping Students Learn</td>
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### Timeline
- Planned project kickoff date: 2007-06-01
- Target completion date: 2007-09-15
- Actual completion date: 

### Project Detail

#### Project Goal
Describe this Action Project's goal in 100 words or fewer

The goal of this project is to discover what and where students are learning (general education outcomes) by reviewing the Formative and Summative Assessment Charts of all academic programs to verify that courses relate to the college’s general education outcomes and that our courses are facilitating learning outcomes attainment across programs and disciplines. This project is the first step of a four-phase process that will verify that general education outcomes are being assessed systematically across the institution’s curriculum.

#### Reasons For Project
Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities

The General Education Committee revised and updated the general education outcomes, effective Autumn 2006. This action project will take us to the next level of assessment by identifying gaps in the measurement of these outcomes in current curricular offerings across the academic curriculum.

#### Organizational Areas Affected
List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project

Academic departments, Library, Assessment and Curriculum (Management and Committees), Knowledge, Resources, & Planning, and Information Technology

#### Key Organizational Process(es)
Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve

The key organizational processes that will change or improve are the College’s validation, assessment (program review and validation), and curriculum processes; institutional planning, data entry, retrieval, and reporting processes; and budget processes.
## Project Time Frame Rationale

Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion)

The college has 53 academic programs that will need to be reviewed. A database will need to be developed to store and track findings from the review.

## Project Success Monitoring

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

The Implementation Team for this project will meet regularly to update progress. The Team will document findings. Percentage of courses showing documentation of general education goals, learning outcomes, and assessment measures. Findings reported for needs analyses of curriculum development and outcomes assessment to inform curriculum decisions and program review. Team will report monthly to the AQIP Steering Committee updates on the progress of this action project. Regular reports will also be given to the Shared Governance Councils.

## Project Outcome Measures

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

All F&S Charts for all academic programs will be reviewed. All courses that reference general education outcomes will be identified. A database for the recording of general education assessment data will be determined.

## Annual Update

### Project Accomplishments and Status

Describe the past year’s accomplishments and the current status of this Action Project

This team has had at least 25 meetings the past year to gather, analyze, and discuss data from 100 courses of 100-level (entry-level) and 200-level (capstone) courses for every program and department. Course outline cover sheets and course unit outlines were analyzed to determine if general education goals and outcomes were addressed and to what extent. The review revealed the need to place more relevant tools into the hands of those who create and update course outline cover sheets and unit outlines. The information that is required for the course cover sheets and outlines is found on two different foundation documents, the Methods Matrix and the Formative and Summative (F/S) chart. There were best examples identified that will be used as “best practice” for others to emulate. All of the data gathered is recorded in an Access database where the ability to query specific information and create reports is feasible for review to substantiate the proposed improvements. A number of gaps were found in the first Action Plan of this project. The team is currently preparing recommendations to improve/build on the curriculum development process to include the relevant sequence of documents to “make learning visible” with evidence of outcomes, methods, and measurements. Work sessions are scheduled to provide hands-on training for faculty and department chairs in developing Methods Matrices, Formative & Summative Charts, Cover Sheets and Course Outlines. The recommendations and summary reports will be presented to the Columbus State AQIP Steering Committee Autumn Quarter 2008.

## Institution Involvement

Describe how the institution involved people in work on this Action Project

The Community site on BlackBoard is up to date with announcements, reading materials,
As sponsor of the team, I scheduled our meetings in the Teaching & Learning Innovation Center to provide a resourceful, bright, pleasant place to work with plenty of work room and needed technology. The deans were kept informed of the review and noted observations. The project as related to AQIP was discussed at (not limited to) assessment governance meetings, division assessment committee meetings, Inservice Day, and the annual Celebration of Teaching & Learning event. Specific duties were adopted by committee members to insure ownership by all.

Next Steps
Describe your planned next steps for this Action Project

Produce reports from the database to compile aggregate data showing the level of inclusion of the General Education Goals. Conclude the action project and report to the Steering Committee Autumn 2008.

Resulting Effective Practices
Describe any "effective practice(s)" that resulted from your work on this Action Project

Always take the opportunity to visit the charter and the intended outcomes at the beginning of each meeting to be certain that the team members stay focused on the project at hand. Keep a list of "discoveries" and other issues that need to be addressed at a later date, offered as recommendations, or work for another team action project.

Project Challenges
What challenges, if any, are you still facing in regards to this Action Project

The team has worked well together and has stayed energetic, expanding inquiry and discovery for innovation and improvement of processes for more intentional and purposeful student learning. An identified challenge was the discovery of disconnect in the course/program development process. The goal is to remain focused on improving learning and providing better tools for faculty and department chairs. Our strategy is to offer enhanced foundation materials in one comprehensive toolbox. Offering these tools and templates together will emphasize the inner-connectivity of the course/program development process.