2012 Evaluation Visit

March 19-22, 2012

Interviewee: Marlena Montague

Interviewer(s): Dr. Jannett Jackson, Dr. Adam Karp, Dr. Anthony Zambelli, Ms. Rhea Riegel, and Ms. Victoria Rosario

Venue: TC#1210

Other Participants: Dr. Virginia Tudela

1. **How do you tie assessment to spending in budgeting and planning?**

* The assessment process requires every unit to tie the SLO, AUO, SSUO that they are assessing to the ACCJC Standards, the Institutional Learning Outcomes (ILOs) goals, the Institutional Strategic Master Plan (ISMP) goals, Division goals, Program goals, and to the Budget Related goals.

1. **If the unit does not meet their goals, do you continue to give them the money?**

* The budget related goals in the assessment process is related to the units growth budget. Based on the outcome of their assessment, if they did not meet their goals because of the lack of equipment or the like, then the assessment results will indicate the amount needed to potentially help the unit meet their goals.
* If the unit also fails to include the budget request for the equipment, software, supplies, etc., then using the assessment results, the unit could seek other funding sources to purchase the needed items. For example, a MAC class needed new software for two classrooms but they failed to include the request in their budget submission. The unit submitted a request with the supporting evidence to the College Technology Committee to fund the purchase this year while they include the item in their budget submission for the next year. The CTC reviewed the request and evidence and approved the funding.

1. **Have you ever done research on students with special needs or disabilities?**

* No. AIER has not done that type of research to-date.

1. **Have you ever done research on students in developmental courses and repeaters and how to help them move on?**

* AIER completed a General Education Impact Study in which an analysis was completed and changes implemented.

1. **Do you advertise programs that have been archived or reinstituted? For example, for high school students planning to attend GCC in the future because of a specific program.**

* GCC has vocational guidance counselors in the high schools and there are programs that go out into the high schools to share information as of that time, such as the College Access Challenge Grant and Project Aim TRIO.

1. **Does GCC have a Career Pathways program?**

* There was a publication in one of the AVP Saga reports about the Career Pathways which you can find on the Accreditation 2012 website on the right-hand column of the home page.

1. **How do you do program review based on assessment?**

* Program assessment is part of the assessment process. Associate Degree programs fall under Group A and Certificate programs fall under Group B. Each have their assessment requirements and deadlines.
* The Liberal Studies program review was done based on the results of assessment because assessment showed the need to look deeper into the program.

1. **Has assessment been done with the online courses?**

* Yes. The Education Course Assessment Report is provided and the courses should be included in the report.

1. **Who made the decision to go to TracDat?**

* The Assistant Director for AIER was tasked to do the research and interview other institutions using an automated assessment tool and TracDat was the only system available at the time.

1. **Has GCC ever done an environmental scan or an industry needs assessment?**

* An employer’s survey was done once and the results are available online.
* The Institutional Strategic Master Plan includes plans to do a community assessment of workforce needs.

1. **How do you manage all the data?**

* TracDat is rich with data because it has been our assessment system since 2004. It provides a historical view and evidence of assessment and data needed for current assessments may be accessed.

1. **How do you manage all the deadlines?**

* The two year assessment schedule spreads out the deadlines of the requirements for each assessment unit and group over four semesters and there is only one deadline per semester to keep assessment manageable.

1. **Do faculty ever ask you for help with assessment?**

* Yes.
* AIER provides regular semester training and we also provide ongoing one-on-one sessions as needed with assessment authors which include faculty.

1. **Does AIER allocate resources and monitor compliance? Per Dr. Jackson, there may have been an error in fact in one of the publications she read that said that AIER allocates resources. She will verify and get back to AIER.**

* Dr. Gina and Marlena provided business cards to the team room.
* No contact was made to verify the information mentioned.