| **TASK-A** | to maintain accreditation and enhance student enrichment programs |
| --- | --- |
| 1. **Specific Activities to Address Task**
 | Expand the general education curriculum to include humanities and fine arts, as recommended by the 2006 ACCJC team report. |
| Person Responsible | AVP, Dean, TSS, and Faculty Senate Committee Chair |
| Timeline | Complete by the end of Spring 2010 |
| Status | Discussions ongoing at the Gen Ed Committee |
| Performance Measure | Publication of General Education Options in college catalog, AY2010-2011 |
| Percent Completed | 40% |
| Next Steps | Continue discussion and define responsibilities. |
| Comments | Discussions held at the general education committee. A sub-committee was assigned to explore options. Recommendations from the sub-committee included allowing certificate programs to define Gen Ed and recommend more appropriate requirements |
|  |  |
| 1. **Specific Activities to Address Task**
 | Fully undertake the process of developing student learning outcomes at the course, program, and institutional levels |
| Person Responsible | AVP, Deans (TSS and TPS), Adjunct Associate Dean, relevant Faculty Senate Committee Chair |
| Timeline | Complete by the end of Fall 2011 |
| Status | Faculty submitting Non-Substantive Revision (NSR) forms to include 3-5 SLOs in programs and courses |
| Performance Measure | Publication in college catalog, AIAR, and TracDat input; publication of SLO and Curriculum Map Booklet for faculty distribution |
| Percent Completed | 57% |
| Next Steps | Goal is 100% to complete SLOs at the course level |
| Comments | Continue to work with the DCs – the provision to allow the departments to use the non-substantive revision form in order to expedite curriculum process was accepted and supported. |
|  |  |
| 1. **Specific Activities to Address Task**
 | Expand the College’s program level approach to assessment to gradually include course level assessments. |
| Person Responsible | Assistant Director and Program Specialist, AIER, AVP, Deans (TSS and TPS), Department Chairs, Individual Faculty Members |
| Timeline | Continuous, based on 2-year assessment cycle |
| Status | CCA previously approved a Four-Year Student Learning Outcome Implementation Plan (2008-2012) to facilitate input of course-level SLOs into TracDat on October 13, 2008. The implementation plan aligned with the CCA approved Four-Year Assessment Cycle schedule. According to the plan, users are to begin assessing course-level SLOs to meet ACCJC/WASC requirement to assess course SLOs. In Spring 2009, CCA reported: Group A, compliance rate was 73% (9/15) course level data collection submission; Group B, compliance rate was 75% (3/4) and CCA rated 100% (3/3) of the course level assessment plans; Group C. For Fall 2009, CCA reported: Group A, compliance rate was 88% (14/16) and CCA rated 100% (13/13) of course level assessment reports, Group B, compliance rate was 100% (5/5). Course level data collection status does not require CCA’s approval.In February 2009, TracDat was upgraded to version 4.1 which included a curriculum mapping feature that mirrored GCC’s curriculum mapping documents and provided the ability to link relevant information within TracDat. There were nine (9) TracDat training sessions offered to reporting units.In February 2009, a SLO Refresher Workshop was provided to faculty by the Adjunct Associate Dean and members of the Curriculum Committee.In March 2009, an SLO map for math courses (non-substantive curriculum revision memorandum) was approved. This map included all math courses, including the developmental math courses.  |
| Performance Measure | Course-level SLOs entered into TracDat: reports may be run out of TracDat |
| Percent Completed | 250/412 or 60.88% course SLOs identified with 37.38% (154/412) assessed as of Fall 2009 term as reported in the AY2009-2010 Fact Book Volume 4.  |
| Next Steps | The goal is to identify and assess 100% of SLOs at the course level and to ensure that the SLOs identified in course syllabi, curriculum documents and the College catalog are the same as those being assessed. Provide TracDat training to new faculty. |
| Comments | Proposed implementation cycle created and presented in a matrix format to the campus community in order to facilitate compliance. |

| **TASK-B** | Link program effectiveness, institutional effectiveness and resource allocation to student learning outcomes |
| --- | --- |
| 1. **Specific Activities to Address Task**
 | Utilize the ACCJC assessment template to incorporate program effectiveness, institutional effectiveness, and resource allocation to show linkage of SLO in each category. |
| Person Responsible | Standard Committee Chairs, AVP, Planner IV, AIER, Expanded membership of the Self-Study Committees, (Standard I through IV) |
| Timeline | Complete self-study first draft by December 2010 |
| Status | November 23, 2009 memo from the President and Vice President for Business & Finance to the Campus Community indicated that the process of budget planning for FY2011 will be integrated into TracDat. |
| Performance Measure | Include “Closing the Loop” component in the 10th AIAR publication. |
| Percent Completed | 0% completed because Group D: Special Programs was the only group required to input Implementation Status at the end of Fall 2009 term (due date October 12, 2009). |
| Next Steps | Spring 2010 term, begin TracDat training on the new requirement. |
| Comments | This was the initial stage of introducing the budget component in TracDat and how data input linking budget to outcomes closes the assessment loop.  |
|  |  |
| 1. **Specific Activities to Address Task**
 | Require the linkage of SLOs to program effectiveness, institutional effectiveness, and resource allocation in TracDat, under the leadership of the CCA and Office of AIER. |
| Person Responsible | Assistant Director, AIER, CCA Chair, AVP, Deans (TSS and TPS) |
| Timeline | Annually, based on yearly budget preparation cycle (by November of each year) |
| Status | Discussion at the CCA level begun |
| Performance Measure | Review of TracDat program/unit data input by CCA |
| Percent Completed | 0% completed as this was the discussion stage between AIER and the AVP Office about the dynamic labeling in TracDat and where users are to input budget related data. |
| Next Steps | Begin inputting 2010 budget goals, proposed outcome and performance indicators into TracDat. |
| Comments | Memo from President and VP, Business and Finance sent to all campus stakeholders to link program review with budget planning |
|  |  |
| 1. **Specific Activities to Address Task**
 | Devise and maintain the consistent and accurate application of a measurement rubric linking SLOs to program performance, to institutional effectiveness, to resource allocation and attainment of GCC’s vision. |
| Person Responsible | Planner IV and Assistant Director, AIER, AVP |
| Timeline | Every other year implementation of ACCJC’s Rubric for Institutional Effectiveness to track campus perceptions on these interrelationships |
| Status | Gen Ed Committee along with Council of Department Chairs developed six (6) Institutional Learning Outcomes (ILOs)and was endorsed by the Faculty Senate, approved by the President and adopted by the GCC Board of Trustees on December 2, 2009. |
| Performance Measure | Creation of Ad Hoc reports from TracDat. |
| Percent Completed | 100% of the ILOs were inputted in TracDat. |
| Next Steps | Introduce added feature of linking ILOs during TracDat training sessions. |
| Comments | The 2008 General Education Impact Study, recommended that the Gen. Ed. Committee, in coordination with the Math and English department should establish a systematic assessment process for English and Math developmental courses. |