



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- ☐ Information Item (requires approval of AA Chair)
- ☐ Action Item
  - ☐ Information and committee feedback
  - ☐ Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - ☐ Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- ☐ Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- ☐ Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- ☐ Other: \_\_\_\_\_

## **BUDGET**

## **INSTRUCTIONAL REQUIREMENTS**

## **OPERATIONAL NEEDS, CURRENT AND FUTURE**

## STUDENT IMPACT

## ANTICIPATED IMPLEMENTATION TIMELINE

## Learning Outcome Assessment: Department/Program Reflection

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|                                                                                    |             |
|------------------------------------------------------------------------------------|-------------|
| Academic Year:                                                                     | 20__ – 20__ |
| Department / Program:                                                              |             |
| Learning Outcome<br>(Foundational,<br>Discipline Studies,<br>Related Instruction): |             |
| CTE Program Learning<br>Outcomes:                                                  |             |
| Report Completed By:                                                               |             |
| Date:                                                                              |             |

### Purpose of This Reflection

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This reflection is designed to help Department Chairs, Program Directors, and faculty approach learning outcome assessment reporting with fresh eyes — moving beyond the numbers to consider what is actually happening in classrooms and programs. Your responses will guide continuous improvement planning for the coming academic year and contribute to COCC's broader commitment to student success and equity.

Please complete this reflection as a department or program team after reviewing your learning outcome assessment report from the [Learning Outcomes and Assessment](#) Committee. Please only complete one form per department or program. Reflect on each learning outcome, if your department or program assesses multiple outcomes. There are no right or wrong answers — honest, specific responses are most useful. Inclusion of your own “on-the-ground” observations to accompany or illuminate the data is welcome.

### Section 1: Strengths — What Are We Doing Well?

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Review your assessment results and faculty notes. Consider where students performed strongest, and what instructional or programmatic practices may have contributed to those outcomes.

#### 1a. Effective Instructional Practices (200 word limit)

*What strengths exist within your department or faculty team that support student learning toward this outcome? (e.g., industry experience, advisory board relationships, cross-course alignment, co-teaching, mentorship culture) Were there teaching approaches, assignment designs, or program structures that you believe contributed to strong student performance? (e.g., scaffolded assignments, embedded practice, rubric calibration, collaborative learning, industry-aligned projects)*

## Section 2: Areas for Growth — What Can We Improve?

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Review the areas where students struggled. Consider patterns across demographic groups, course sections, or timing within the program sequence.

### 2a. Performance Gaps (200 word limit)

*Where did students fall short of expectations most consistently? Did any demographic groups (e.g., Pell-eligible students, first-generation students) perform differently? What factors — within or outside the classroom — do you believe may have contributed to lower performance?*

### 2b. Assessment Process Reflections (200 word limit)

*Were there any challenges in the assessment process itself that limited the usefulness of your data? (e.g., inconsistent application of rubrics, low course participation in reporting, data collection gaps, outcomes that are misaligned with how courses are actually taught)*

## Section 3: Plan for Change — What Will We Do This Year?

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Use your answers above to develop a focused, realistic plan for the coming academic year. Aim for 2–3 specific actions your department can realistically undertake.

### 3a. Curriculum or Instructional Changes

*Based on the data and your reflection, are there any specific changes you will make to courses, assignments, or instructional approaches to better support student mastery of this outcome? If so, who will lead or coordinate these changes and what are the relevant timeframes or deadlines?*

### 3b. Equity-Focused Actions

*If demographic patterns suggest gaps in student success, what targeted steps will your department take? (e.g., early outreach, embedded tutoring, culturally responsive materials, student check-ins, advising touchpoints)*

## Section 4: Summary Commitments

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Rank your department's priorities for the coming year based on this reflection. These commitments will be shared with the Assessment and Curriculum team and revisited at the end of the next assessment cycle.

### Our Department's Priority Actions for 20\_\_ – 20\_\_

*Please rank your commitments.*

- Curriculum Changes
- Instructional Changes
- Equity-focused Actions

### Report on Previous Goals

*Based on your previous Learning Outcomes Assessment Reflection, briefly report on how the department fulfilled its commitments or undertook changes.*

### Next Steps: Submitting This Reflection

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Please return completed reflections to the Assessment and Curriculum Office: [acoffice@cocc.edu](mailto:acoffice@cocc.edu). Reflections will be used to inform department planning conversations and annual CTE program review.