



CENTRAL OREGON
community college

Administrative Unit Review Plan

Department Overview

Name: Assessment and Curriculum

Contact:

Participants: Erika Carman

Date submitted:

Submitted to:

Mission Fulfillment

College mission: Central Oregon Community College promotes student success and community enrichment by providing quality, accessible, lifelong education opportunities.

College vision: To achieve student success and community enrichment, COCC fosters student completion of academic goals, prepares students for employment, assists regional employers, and promotes equitable achievement for the diverse students and communities we serve.

Department mission: Provide faculty and staff timely, quality service in systematically assessing student learning and developing and revising curriculum for student success.

Department Purpose

1. Key functions and services

- a. Student learning outcomes (SLO) assessment
 - i. Create and manage plan and system for college-wide assessment
 - ii. Provide faculty timely and quality support for SLO assessment
- b. Curriculum management
 - i. Manage systems and process for curricular changes
 - ii. Provide faculty timely and quality support for curricular changes

2. Location

- a. Currently remote but based in Metolius, although according to the Vice President of Instruction, that is subject to change; ideally, the department would be in or near a center for teaching and learning.

3. Two staff

- a. , director
- b. Erika Carman, instructional systems specialist

4. Budget

- a. Salary for two positions
- b. Materials and supplies
- c. Outside and contract services (CourseLeaf curriculum and catalog software support)
- d. Administrative travel
- e. Professional travel/development

Department Strengths

The director is new to the College (January 2021) and therefore has a limited perspective, but the strengths and accomplishments observed in the last six months include:

A. Strengths

- a. Knowledgeable, highly effective, and service-minded instructional systems specialist
- b. Well established curriculum management process, resources, and electronic systems
- c. Dedicated faculty who show dedication to and “ownership” of curriculum

B. Accomplishments

- a. High faculty satisfaction rate for curricular change support in 2020-21
- b. Acquisition and refinement of CourseLeaf
- c. All student learning outcomes (SLO) are in both the student information system (Banner) and CourseLeaf, providing a strong starting point for SLO assessment

Department Challenges

The primary challenge is assessment of student learning outcomes (SLO) and the complications created by instructional reorganization. The director will soon have his third supervisor in six months, which has made long-term planning a challenge as guidance has been sporadic and intermittent.

Additionally, the director’s role in SLO assessment has yet to be clarified, particularly when it comes to directing SLO assessment work, the relationship and role of the director in the Learning Outcomes Assessment committee and Academic Affairs committee as well as the director’s role in responding to and addressing NWCCU recommendations.

As the previous director noted, there is skepticism around assessment, and there is also an underlying conservative approach to adjusting assessment practices and systems. As a former teacher, the new director’s goal is to make things as simple and easy as possible for faculty and to capture the strong assessment work they are already doing. To increase the culture of assessment, the department is being renamed to put assessment first, and a communication plan is being developed for change management and to emphasize any changes will be to simplify and reduce workload while still meeting external requirements.

Department Goals and Outcomes

Goals and outcomes will be developed and revised annually due to the highly complex and interdependent nature of the work that creates challenges to planning for more than one academic year.

A. Goal

- a. Provide faculty high quality, timely support.

B. Outcomes

- a. Faculty satisfaction rate for assessment support will be 90% or higher in 2021-22.
- b. Faculty satisfaction rate for curriculum management support will be 90% or higher in 2021-22.
- c. Faculty satisfaction rate for catalog support will be 90% or higher in 2021-22.

Procedure, Measurement Tools, and Timeline

A. Activities

- a. Assessment/curriculum/catalog training, workshops, and other supports

B. Measurement tools

- a. Qualtrics surveys, including end-of-year surveys and point-of-contact surveys