

PET FORM
Planning and Evaluation Tracking
(2012-2013 Assessment Period)

Division of: Center for Teaching and Learning

Person Responsible for this Division: Patsy Lemaster

Department of: CTL (all departments combined, except Library)

Person Responsible for this Form: Patsy Lemaster and CTL Staff

(Charles Hendrick, Becky Burton, Buster Bonjour, H.Q. Wrampelmeier, Kay Taylor, Cara Crowley, Dale McCurdy, Brian Nixon, Heather Voran, Brenda Davidson, Keely Doyle, Mark Hanna, and selected library staff)

Purpose Statement (With Last Updated Date):

To prepare employees, provide resources, and promote a learning culture to position for change and lifelong learning.
 (Reviewed and Updated: Fall 2010)

Goal Statement #1:

Ensure that learning has taken place during each technology training class.

(Goal will be removed from next year's PET. However, procedures/tracking to be reviewed/revised – Charles Hendrick)

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

After attending a technology training class, 75% of the attendees will score 80 or higher on a standardized online assessment exercise administered at the end of class.

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2011-2012** Due to low or no enrollments, CTL began offering only limited sessions as requested for group trainings beginning October 2011. When employees call for training, they set up a one-on-one training session. If an employee calls about a specific activity, a quick training tutorial video is created and sent to that person. In addition, we are now focusing on creating online training classes, with individual pass rates. Even though these online classes were offered since Nov 2011, nobody signed up till October 2012. Therefore, no data has been collected this year on pass rates for these classes.
 - **2009-2010 Data:**
 - Timeframe: 11/01/09 – 10/31/10 (see note below):
 - Data: Pass/Fail assessment

Office 2007/2010		
	2009-2010	2010-2011
Word	100%	93%
Excel	93%	95%
PowerPoint	100%	100%

Outlook 2007/2010		
Beginning	100%	100%
Intermediate	80%	93%
Advanced	Not Tested	Not Tested
Delegation	Not Offered	Not Offered
SoftChalk 6/7		
Introduction	100%	Not Tested
Activities	100%	Not Offered
Advanced	Not Offered	Not Offered
eCoursebuilder	Not Offered	Not Offered
Media	Not Offered	Not Offered
QuizPoppers	Not Offered	Not Offered
Stylebuilder	Not Offered	Not Offered

- **NOTE: Due to an administrative change in PET Form due-dates, the timeframe for this result was changed to 7/31/10 instead of 10/31/10**

- **2010-2011 Data:** Numbers = 145 out of 154 and Percentage = 94 %
 - Timeframe: 8/1/10 – 7/31/11

- Analysis

- Provide Previous Data/Result Analysis

(Include if benchmark was met and how results relate to outcome statement):

- Analysis Statement for 2012-13 and Plan of Action
 - No analysis is available at this time since systematic procedures for training is being revised.
 - Procedures for assessing training will be developed as online training and individual trainings continue throughout the year.
 - Assessments will be coordinated with instruments being developed within all CTL areas.
- Analysis Statement for 2000-2010 and Plan of Action
 - Employees are using Office 2007/2010 products more now, so are interested in more classes. Also, faculty will now be using a product called SoftChalk to create some online content for their classes.
 - Participants will complete an online or written assessment consisting of exercises at the end of each training class and submit it to be graded.

- Attendees scoring less than 75% will receive a study guide and a second assessment exercise to determine if learning has occurred.
- A low percentage of success will indicate that a change in training is needed.

- Improvements

- List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-11** PET Results:
 - No data exists to document improvements.
 - Participants using training resources being created are pleased to be able to access as needed individually.
 - Assessments will be created for individual and online training as possible during 2012-2013 and tracking will be initiated.
- Evaluate Why Improvements Were Successful/Were Not Successful:
 - No data exists at this time, but comments received from those participating and accessing are positive.
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
 - There was no additional budget cost to implement the improvements.

- Recommendations/Actions for **2012-2013**

- Person Responsible (Who will complete the action?):
 - Charles Hendrick
 - Action Plan:
 - Offer one-on-one coaching on problem areas
 - Create resources for tracking and documenting learning using revised training delivery plan.
 - Remove this goal from PET tracking for next year as systematic procedures are aligned for CTL.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - This plan of action will occur as needed for the entire 2012/2013 academic year
 - Budget Information Needed for Future Action (Cost/Details):
 - None at this time.
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Goal Statement #2:

Identify weaknesses and develop resources for addressing deficient computer and online skills of students.

(New Goal 2011-2012 - AC Strategic Plan through 2015, Strategy 1.1, Task 1.1.1.6.2.1)

(No Excuses Goal III: Completion of attempted courses with a C or better)

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

After CTL and library staff provides online tutorial resources for using navigation, 50 percent of students completing such training will demonstrate proficiency of at least 70 percent on online tool navigation assessments tracked by CTL.

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2011-2012 Data:**
 - Data is unavailable at this time, although activities are being conducted to achieve this goal. Assessment instruments are being drafted by CTL personnel (Emily Gilbert and Heather Voran) and will be vetted, refined and tested during the year.
 - **2010-2011 Data:** (N/A – New Goal)

- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
 - Analysis for 2011-2012 and Plan of Action
Data and analysis are unavailable at this time, but improvements have been made and an action plan has been developed.

- Improvements (N/A – New Goal)
 - List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
 - Activities to achieve were begun during 2011-2012 as identified below
 - How to Use AC Online tutorial tool put on AC Online Website
 - Library Online Time-Saving Tips have been developed into Online tutorials
 - Employee/Training Technology Training resources/videos (Microsoft skills) developed
 - Meetings being conducted and assignments made to draft an assessment instrument for measuring
 - Activities to assess are being drafted during 2012-2013
 - Evaluate Why Improvements Were Successful/Were Not Successful:
 - Improvements/resources are being created to support learning and assessment and appear to be successful at this time but documentation will do exist until the instrument for measuring is completed and tracking is executed
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
 - None at this time

- Recommendations/Actions for 2012-2013

- Person Responsible (Who will complete the action?):

CTL Staff

- Action Plan:

- Continue to communicate with representatives from library and other instructional/lab staff to identify weakness of students in computer and online skills.
- Continue to create strategies for improving and engaging students.
- Continue to develop resources and assessments for learning.
- Plan to expand tutorials and increase student search tools so that trainings are more easily accessible
- Identify procedures for tracking improvement.
- Implement

- Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):

- Processes for implementation and support will continue during 2012-2013.
- Tracking is projected to be officially implemented during 2013-2014 with results available 2014-2015.

- Budget Information Needed for Future Action (Cost/Details):

None, at this time

Goal Statement #3

Identify process and conduct training to implement standardized procedures for adjunct faculty evaluation.

(New Goal for 2011-2012 – Evaluation of Adjunct Faculty)

(Goal to be deleted from 2013-2014 PET. This goal is now the responsibility of the Faculty Evaluation Committee, Deans Council, Department Chairs and will be removed from 2013-2014 CTL PET.)

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

At least 25 percent of adjunct faculty will participate in the performance evaluation process identified by CTL Staff, Deans Council, and representatives of Faculty Evaluation Committee based on data reported by the office of the Vice President of Academic Affairs for Fall 2012.

- Results (Provide Numbers and Percentages for Quantitative Data) (N/A – New Goal)
 - **2011-2012 Data:** Numbers = ____ out of ____ and Percentage =s ____%
 - Conversations were initiated by CTL representatives serving on the Faculty Evaluation Committee during 2011-2012. The Faculty Evaluation Committee has assumed responsibility for progress and implementation in the future. CTL will remove this goal from PET for coming years.
 - **2010-2011 Data:** N/A – New Goal
 - Analysis (N/A – New Goal)
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
 - Improvements (N/A – New Goal)
 - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
 - Evaluate Why Improvements Were Successful/Were Not Successful:
Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
 - Recommendations/Actions for **2012-2013**
 - Person Responsible (Who will complete the action?):
Deans Council, Department Chairs, and Faculty Evaluation Committee
 - Action Plan:
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - Budget Information Needed for Future Action (Cost/Details):
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Goal Statement #4:

Increase the number of online degree and certificate programs.

(New Goal 2011-2012 – AC Strategic Plan through 2015, Strategy 2.2)

(Outcome/objectives statements for this goal will be revised as stated in the updated Strategic Plan. Please see Action Plan below.)

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

Faculty will develop and teach a minimum of two programs fully online during Fall 2012 from the ten programs identified by CTL staff in conjunction with Deans Council and academic leadership.

Results (Provide Numbers and Percentages for Quantitative Data)

- **2011-2012 Data:**
 - Discussions related to the creation of additional online programs were conducted by individual departments. Efforts were supported by CTL and courses were developed.
 - The annual report for THECB, Distance Education Verification Report, reflected three programs fully online during Fall 2011.
 - The annual report for THECB, Distance Education Verification Report, reflected 23 programs (unduplicated) fully online programs during Fall 2012.
- **2010-2011 Data: NA – New Goal**
- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
 - The Distance Education Verification Report identified 20 additional programs developed as fully online.
 - The goal was met.
- Improvements)
 - List any Improvements Made in the **2011-12** (Last Academic) Year Based on the **2010-2011** PET Results:
 - New goal for 2011-2012. Progress was made during 2011-2012.
 - Evaluate Why Improvements Were Successful/Were Not Successful:
 - Efforts were successful and is documented by the Verification Report.
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
 - Selected faculty received overload compensation to develop courses as requested.
 - During 2011-2012, eight faculty members received such compensation for a total cost of \$14,900.

- **Recommendations/Actions for 2012-13**

- **Person Responsible (Who will complete the action?):**
CTL staff, Deans Council, academic leadership, faculty from assigned disciplines
 - **Action Plan: (Updated Strategic Plan – Version 2.0 – June 26, 2012)**
 - 2.2.1 Instructional leadership will ensure that those degree and certificate programs which have at least 80% of the courses currently online and fit the expectations of a fully online credential will be offered entirely online. (August 2013)
 - 2.2.1.1 After faculty in conjunction with CTL representatives recommend the 10 degrees and/or certificates per year that should become fully online, academic leadership and faculty from the assigned disciplines will work with CTL staff to ensure that the credentials become available entirely online. (August 2013)
 - After academic leadership targets the 10 degrees and certificates to become fully online programs during the ensuing year, CTL staff will train the online faculty in those disciplines to ensure they are certified in the courses they will teach. (August 2013)
 - 2.2.2.1 After CE leadership identifies potential online instructors from area business and industry, they will be trained and certified in the development and design of online instruction by CTL staff or via LERN. May 2014
 - 2.2.3 After Blackboard and Ellucian products and services are installed, CTL staff will train all full-time and part-time faculty. (June 2013)
 - 2.2.4 After each faculty has been trained on Blackboard and Ellucian learning systems, each faculty will transition each course taught to be hybrid, web enhanced, or fully online. (August 2013)
 - **Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):**
 - As identified above and stated in the Strategic Plan
 - **Budget Information Needed for Future Action (Cost/Details):**
Master Course Stipends for Faculty Course Developers - \$1500 to \$1800 for each course developed within each program targeted for online delivery, as requested
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Goal Statement #5:

Match professional development with the College's personnel training priorities.

(New Goal 2011-2012 – AC Strategic Plan through 2015, Strategy 4.5, Task 4.5.2.2)

(Outcome/objective statements for this goal will be updated to reflect tasks for updated Strategic Plan. Please see Action Plan below.)

(No Excuses Goals 1-5 As Targeted By Training Determined by Cabinet)

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

Fifty percent of AC employees will identify at least one change/modification in job-related areas to improve student success after participating in the featured professional development workshop annually as reflected from evaluation survey results administered and tracked CTL.

Results (Provide Numbers and Percentages for Quantitative Data)

- **2011-2012 Data:** Numbers = ____ out of ____ and Percentage =s ____%
 - Specific data related to change/modification is not yet available at this time. The evaluation instrument for CTL has been revised to reflect this information in the future. Results should be available for 2012-2013 for all activities for which evaluations are completed by CTL.
 - During the 2011-2012 academic year, AC employed 221 full-time faculty and 221 adjuncts.
 - CTL reports reflect that 90% of full-time faculty attended at least one professional development activity during the year and 30% attended at least five.
 - Adjunct attendance records identified that 14% attended at least one professional development activity and 4% attended at least five.
- **2010-2011 Data:** (N/A New Goal)
- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
 - No data results at this time. The evaluation instrument has been revised to reflect employee changes/modifications related to student success in the future.
 - All employees were trained on AtD student success results October 2011.
- Improvements
 - List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
 - The CTL evaluation instrument has been revised and is being tracked for 2012-2013.
 - Evaluate Why Improvements Were Successful/Were Not Successful:
 - Not applicable.
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
 - None
- Recommendations/Actions for **2012-2013**
 - Person Responsible (Who will complete the action?):
CTL Staff and AC participants
 - Action Plan: (Updated Strategic Plan, Version 2.0, June 26, 2012)
 - 4.5.1 CTL and VPAA in conjunction with faculty and staff representatives will create credentials for faculty and staff that complete required evidence-based professional development. (May 2014)

- 4.5.1.1 Faculty and staff representatives and CTL staff, in cooperation with Planning and Advancement Division, will propose a credential for those faculty and staff who successfully demonstrate competency in use of output and outcome data. (August 2014)
 - 4.5.1.2 CTL will offer competency-based training which will result in a data certification. (December 2014)
 - 4.5.2 CTL and Chief of Planning and Advancement will match professional develop offerings with external requirements, i.e. THECB, SACSCOC, and program accreditations. (August 2013)
 - 4.5.2.1 President's Cabinet annually will establish common institutional training for all employees. (Annually)
 - 4.5.2.2 Annually, CTL will offer common institutional training as recommended by President's Cabinet. (Annually)
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- **Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):**
 - See dates above.
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- **Budget Information Needed for Future Action (Cost/Details):**
 - Included in CTL budget at this time

Goal Statement #6:

Increase student engagement through employment of emerging media and best practices.

New Goal 2012-2013 – Updated Strategic Plan, Version 2.0, - Strategy 1.8

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2011-2012 Data:** (N/A New Goal)
 - **2010-2011 Data:** (N/A New Goal)
- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
(N/A New Goal)
- Improvements
 - List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
(N/A New Goal)
 - Evaluate Why Improvements Were Successful/Were Not Successful:
 - Not applicable.
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
 - None
- Recommendations/Actions for 2012-2013
 - Person Responsible (Who will complete the action?):
CTL Staff, IT, AC faculty and staff
 - Action Plan: (Updated Strategic Plan, Version 2.0, June 26, 2012)
 - 1.81.1 After Blackboard and Ellucian products and services are installed, CTL staff will train all full-time and part-time faculty on the new system. (June 2012)
 - 1.8.2 After each faculty has been trained on Blackboard and Ellucian learning systems, each faculty member will transition each course taught to be hybrid, web-enhanced, or fully online. (August 2013)
 - 1.8.3 After AC's CTL staff review Sloan Consortium best practices for online delivery, CTL staff will offer professional development sessions in each online delivery approach. (October 2012)
 - 1.8.4 After faculty and staff identify new online delivery approaches, academic leadership will select at least one discipline to pilot the new online delivery approach. (October 2012)
 - 1.8.5 After IT and CTL staff ensure that online learning and services are accessible via mobile devices, students will be encouraged to access the College's online instruction and services via mobile devices. (January 2013)
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - See dates above
- Budget Information Needed for Future Action (Cost/Details):
 - Included in CTL budget at this time

Goal Statement #7:

Synchronize recommendations for career advising and course registration.

(New Goal 2011-2012 – Strategic Plan through 2015, Strategy 1.2) – Becky Burton

Outcome/Objective Statement:

- 7a. Career and Technical Education (CTE) faculty and the career cluster director will develop core curricula for assigned career clusters.
- 7b. Cluster brochures which include career cluster pathway matrices will be used to advise and register students.

• Results (Provide Numbers and Percentages for Quantitative Data)

7a. Career and Technical Education (CTE) faculty and the career cluster director will develop core curricula for assigned career clusters:

- 2011-2012 Data: 4 clusters completed
- 2010-2011 Data: 2 clusters completed
- 2009-2010 Data: 2 clusters completed

7b. Cluster brochures which include career cluster pathway matrices will be used to advise and register students.

- All brochures finished and used across all areas of the college. Updates started for first two brochures that were done.
- 2009-2010 Data: 4 brochures completed
- 2010-2011 Data: 7 brochures completed

• Analysis

- Eight of eleven clusters have core curriculum. One cluster does not have any AAS degrees so they will not be required to participate.
- Brochures have been widely used and well received.
- Four of eleven clusters have core curriculum completed.
- All eleven brochures have been completed

• Improvements

To expedite the process, we are moving our WIDS database to a web based version. This will allow for more real time data collection and assessment of programs.

• Recommendations/Actions for 2012-13

- Career cluster director in conjunction with CTE faculty will input data. Career clusters director will analysis data and work with faculty to determine core curricula for the remaining clusters.
- Brochures will be re-evaluated for changes every two years.
- Budget Information Needed for Future Action (Cost/Details): move to web based program cost \$15,000.
- Completion of core curriculum development using web based WIDS
- To ensure programs are still in correct cluster and all programs in current AC inventory are represented the CC director will use the AC catalog to evaluate all programs. Once evaluation is complete and necessary changes are identified it will be submitted to Deans Council for approval.
- After approval of program/cluster assignments, brochures will be updated to reflect changes.

Goal Statement #8:

Assess required competencies in credit CTE courses/programs, linked CE courses, and CE certification programs.

New Goal 2011-2012 – Strategic Plan through 2015, Strategy 1.5, Task 1.5.1.2.1) – Becky Burton**Outcome/Objective Statement:**

CTE and CE faculty and staff will collaboratively offer all necessary credentials which will allow students increasingly to sustain themselves via jobs within the chosen career cluster.

• Results (Provide Numbers and Percentages for Quantitative Data)

- 2011-12--- three additional MSC were approved for implementation in 2012-13
- 2010-11- Marketable Skills Certificates (MSC) were approved through the curriculum committee and introduced to AC faculty. MSC help create a pathway of stackable credentials for students in a chosen cluster.

• Analysis

- Data will not be available until after October 13th
- Five MSC were created in three clusters and introduced into the 2011-12 AC catalog. Data will begin being tracked this semester.

• Improvements

- Data will be accessed when it becomes available.

Recommendations/Actions for 2012-2013

- Career clusters will continue to look for opportunities to inform and educate faculty on MSC and help with the formation of such certificates.

Action Plan:

After data is received it will be assessed and recommendations made on that information.

- Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - Budget Information Needed for Future Action (Cost/Details):
-