



Planning and Evaluation Tracking

College Year: 2007-2008

Division of: Workforce Development
 Department of: Leisure Studies

Person Responsible: Damaris Schlöng
 Person Responsible: Luke Morrison

Purpose Statement: Meet the personal enrichment educational needs of the Amarillo College service area as resources allow.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results <u>Timeframe – 2006-2007</u>	Use of Results (including improvements and revisions)
1. Establish quality standards for the Children's Gymnastics Program and ensure compliance to those standards.	1. After taking a standardized Level 1 gymnastics course, 70% of beginning gymnastics students, age 5 and up, will demonstrate Level 1 competencies of at least 80% on a skill-level assessment using the Level 1 Curriculum Checklist.	<p>1. Level 1 Curriculum Checklist created to assess student skill-level: Fall 2005</p> <p>Standardized Level I Gymnastics Classes first held: Spring 2006</p> <p>Skill-level assessments were taken at the end of the semesters listed below using the Level 1 Curriculum Checklist.</p> <p><u>SPRING 2006</u> # of Level I gymnasts: 186 # of students meeting set competency: 179 96% (N = 179 of 186) of Level I students demonstrated Level I competencies of at least 80% on the skill-level assessment taken at the end of the Spring 2006 semester.</p> <p><u>SUMMER 2006</u> # of Level I gymnasts: 161 # of students meeting set competency: 150 93% (N = 150 of 161) of Level I students demonstrated Level I competencies of at least 80% on the skill-level assessment taken at the</p>	<p>1.1 Summer 2007 showed an increase of 10.4% of students who met or exceeded the skill-level goal over the Spring 2007 semester. Although this is a significant increase, the number of children tested was significantly lower over Summer 2007 vs. Spring 2007 (85 vs. 177).</p> <p>1.2 It has also been determined that due to summer vacations, the shortness of the summer semester, and more student absences due to summer vacations; that the summer semester is not an appropriate time to conduct student Level testing of any kind.</p>

end of the Summer 2006 semester.

FALL 2006

of Level I gymnasts: **139**

of students meeting set
competency: **124**

89.2% (N = 124 of 139) of Level I
students demonstrated Level I
competencies of at least 80% on the
skill-level assessment taken at the
end of the Fall 2006 semester.

SPRING 2007

of Level I gymnasts: **177**

of students meeting set
competency: **142**

80.2% (N = 142 of 177) of Level I
students demonstrated Level I
competencies of at least 80% on the
skill-level assessment taken at the
end of the Spring 2007 semester.

SUMMER 2007

of Level I gymnasts: **85**

of students meeting set
competency: **77**

90.6% (N= 77 of 85) of Level I
students demonstrated Level 1
competencies of at least 80% on the
skill-level assessment taken at the
end of the Summer 2007 semester.

As of 10/01/07

ACTION PLAN

The Level I Curriculum Checklist
has already had a few minor
changes made and will continue to
be used as a guide post for Level I
assessment of skills until USAG
updates their program in 2014. At
that time, our gymnastics coaching
team will be retrained on the
updated Level 1 Curriculum
Checklist.

Level I testing will continue only in
the Fall and Spring semesters.

2. Streamline the processing of course paperwork from entities supported by the Leisure Studies Department.

2. After attending training, Leisure Studies (LS) supported entities such as Dance AC, Youth Theatre, Gymnastics, and non-Leisure Studies Music will consistently submit accurate and timely Continuing Education (CE) course paperwork 95% of the time based on e-mail notification/log of specific paperwork errors. (**Note: Statistics do not include classes submitted by individual instructors who are not associated with a particular entity.*)

Timeframe – 2006-2007

2. FALL 2006 CE SCHEDULE

submitting CE paperwork to LS: **6**
submitting CE paperwork to LS by deadline: **4**
% that hit the published deadline: **67%** (N = 4 of 6)
of course/section worksheets submitted: **146**
of course/section worksheets without errors: **110**
Accuracy of submissions: **75%** (N = 110 of 146)

SPRING 2007 CE SCHEDULE

submitting CE paperwork to LS: **7**
submitting CE paperwork to LS by deadline: **5**
% that hit the published deadline: **71%** (N = 5 of 7)
of course/section worksheets submitted: **157**
of course/section worksheets without errors: **150**
Accuracy of submissions: **96%** (N = 150 of 157)

SUMMER 2007 CE SCHEDULE

submitting CE paperwork : **4**
submitting CE paperwork to LS by deadline: **4**
% that hit the published deadline: **100%** (N = 4 of 4)
of course/section worksheets submitted: **140**
of course/section worksheets

Maintain hard copy record of Level 1 Curriculum Checklists for 3 years from date of assessment.

Continue to use USAG-based curriculum to further promote quality standards.

2. The performance in meeting published deadlines for Fall 2007 and Spring 2008 has fallen to 82% from a high of 100% for Summer 2007 (please note, however, that only four entities submitted classes for Summer 2007 and thus simplified the process). Accuracy of submissions dropped to 69 and 64% for Fall 2007 and Spring 2008 respectively.

Please note that there was turnover in internal and external staff which effected both productivity and accuracy of the CE Schedule.

without errors: **100**
Accuracy of submissions:
71% (N = 100 of 140)

As of 10/01/07

FALL 2007 CE SCHEDULE

submitting CE paperwork to LS: **11**
submitting CE paperwork to LS by
deadline: **9**
% that hit the published deadline:
82% (N = 9 of 11)
of course/section worksheets
submitted: **191**
of course/section worksheets
without errors: **132**
Accuracy of submissions:
69% (N = 132 of 191)

SPRING 2008 CE SCHEDULE

submitting CE paperwork to LS: **11**
submitting CE paperwork to LS by
deadline: **9**
% that hit the published deadline:
82% (N = 9 of 11)
of course/section worksheets
submitted: **189**
of course/section worksheets
without errors: **121**
Accuracy of submissions:
64% (N = 121 of 189)

Timeframe – 2006-2007

3. **FALL 2006 CE SCHEDULE**

proofing and editing their section of
CE Class Schedule and electronically
submitting corrected copy to LS: **6**
submitting corrected copy to LS by
published deadline: **4**
% submitting corrected copy to LS by
published deadline: **67%** (N = 4 of 6)
that followed proofing and editing
instructions from LS and met CE
Schedule Standards: **4**
Accuracy of corrected copy:
67% (N = 4 of 6)

ACTION PLAN

Performance will improve for
Summer 2008 as new employees
are becoming more proficient at
assigned tasks.

Track class worksheet
submissions for Summer 2008.

3. Improve printed CE class
schedule proofing/editing
process with increased
participation, accountability,
and accuracy from entities
supported by the Leisure
Studies Department.

3. After receiving the Continuing
Education class schedule proof
copy, Leisure Studies
supported entities such as
Dance AC, Youth Theatre,
Gymnastics, and non-Leisure
Studies Music will accurately
proof and edit, with 95%
accuracy, their section of the
schedule and electronically
submit the corrected copy to
the Leisure Studies office by
the developmental calendar

3. Performance in meeting
published deadlines for proofing,
editing and resubmission of
corrected copy (according to
instructions from the Leisure
Studies Department) remains at
100%. However, accuracy has
fallen to 33%.

The methodology used to
evaluate accuracy may need
review. Though only 1 of the
three submissions attained the
95% accuracy standard (or only

deadline.

SPRING 2007 CE SCHEDULE

proofing and editing their section of CE Class Schedule and electronically submitting corrected copy to LS: **7**
submitting corrected copy to LS by published deadline: **5**
% submitting corrected copy to LS by published deadline: **71%** (N = 5 of 7)
that followed proofing and editing instructions from LS and met CE Schedule Standards: **5**
Accuracy of corrected copy submissions: **71%** (N = 5 of 7)

SUMMER 2007 CE SCHEDULE

proofing and editing their section of CE Class Schedule and electronically submitting corrected copy to LS.
Summer 2007: **4**
submitting corrected copy to LS by published deadline: **4**
% submitting corrected copy to LS by published deadline:
100% (N = 4 of 4)
submitting corrected copy that followed proofing and editing instructions from LS and met CE Schedule Standards.
Summer 2007: **4**
Accuracy of corrected copy submissions: **100%** (N = 4 of 4)

As of 10/01/07

FALL 2007 CE SCHEDULE

proofing and editing their section of CE Class Schedule and electronically submitting corrected copy to LS: **3**
submitting corrected copy to LS by published deadline: **3**
% submitting corrected copy to the LS Office by published deadline:
100% (N = 3 of 3)
submitting corrected copy that followed proofing and editing instructions from LS and met CE Schedule Standards: **1**

33%), the two that fell short had accuracies of 71%. Thus, though improvement is needed, the situation is not as bad as a 33% rating would indicate.

Please note that there was turnover in internal and external staff which effected both productivity and accuracy of the CE Schedule.

ACTION PLAN

Performance will improve for Summer 2008 as new employees are becoming more proficient at assigned tasks.

Will review methodology to evaluate accuracy and modify if necessary.

Track copy submissions for Summer 2008.

Accuracy of corrected copy
submissions: **33%** (N = 1 of 3)