



Planning and Evaluation Tracking

College Year: 2008-2009

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	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. Time Frame: 01/08 – 05/08 Level 1 Curriculum Checklist created to assess student skill-level: Fall 2005. Standardized Level I Gymnastics Classes first held: Spring 2006 Skill-level assessments were taken at the end of the semester listed below using the Level 1 Curriculum Checklist.</p> <p>Spring 2008 # of Level I gymnasts: 86 # of students meeting set competency: 76 88.4% (N= 76 of 86) of Level I students demonstrated Level 1 competencies of at least 80% on the skill-level assessment taken at the end of the Spring 2008 semester.</p> <p>Fall 2008 # of Level I gymnasts: # of students meeting set competency: 0% (N= of) of Level I students demonstrated Level 1 competencies of at least 80% on the skill-level assessment taken at the end of the Spring 2008 semester.</p>	<p>1. Time Frame: 01/08 – 05/08 Spring 2008 showed that 88.4% of students met or exceeded the skill level goal.</p> <p><u>ACTION PLAN</u> The Level I Curriculum Checklist 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.</p> <p>Level I testing will continue only in the Fall and Spring semesters.</p> <p>Maintain hard copy record of Level 1 Curriculum Checklists for 3 years from date of assessment.</p> <p>Continue to use USAG-based curriculum to further promote quality standards.</p>

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

3. Improve printed CE class schedule proofing/editing process with increased participation, accountability, and accuracy 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.*)

3. After receiving the Continuing Education class schedule proof copy, Leisure Studies and supported entities will edit and proof, with 95% accuracy, their section of the schedule and electronically submit the corrected copy to the Leisure Studies office by the developmental calendar deadline.

2. Time Frame: 09/08 – 01/09

Fall 2008 CE SCHEDULE

submitting CE paperwork to LS: **11**
submitting CE paperwork to LS by deadline: **11**
% that hit the published deadline: **100%** (N = 11 of 11)
of course/section worksheets submitted: **260**
of course/section worksheets without errors: **253**
Accuracy of submissions: **97.3%** (N = 253 of 260)

Spring 2009 CE SCHEDULE

submitting CE paperwork to LS: **10**
submitting CE paperwork to LS by deadline: **10**
% that hit the published deadline: **100%** (N = 10 of 10)
of course/section worksheets submitted: **251**
of course/section worksheets without errors: **240**
Accuracy of submissions: **95.6%** (N = 240 of 251)

3. Time Frame: 09/08 – 01/09

Fall 2008 CE SCHEDULE

proofing and editing their section of CE Class Schedule and electronically submitting corrected copy to LS: **11**
submitting corrected copy to LS by published deadline: **11**
% submitting corrected copy to the LS Office by published deadline: **100%** (N = 11 of 11)
submitting corrected copy that followed proofing and editing instructions from LS and met CE Schedule Standards: **11**
Corrected copy submissions meeting objective: **100%** (N = 11 of 11)

2. Time Frame: 09/08 – 01/09

The performance in meeting published deadlines for Spring 2009 is 100%. Accuracy of submissions for Spring 2009 is 95.6%.

ACTION PLAN

Track class worksheet submissions for Summer 2009.

3. Time Frame: 09/08 – 01/09

Performance in meeting published deadlines for proofing, editing and resubmission of corrected copy (according to instructions from the Leisure Studies Department) remains at 100%. Corrected copy submissions meeting objective is also 100% (please note that this notates critical information accuracy, not grammatical corrections and so forth, made by the proofing team).

Spring 2009 CE SCHEDULE

proofing and editing their section of
CE Class Schedule and electronically
submitting corrected copy to LS: **10**

submitting corrected copy to LS by
published deadline: **10**

% submitting corrected copy to the
LS Office by published deadline:

100% (N = 10 of 10)

submitting corrected copy that
followed proofing and editing
instructions from LS and met CE
Schedule Standards: **10**

Corrected copy submissions meeting
objective: **100%** (N = 10 of 10)

ACTION PLAN

Track copy submissions for
Summer 2009.