

The Higher Learning Commission Action Project Directory

Mineral Area College: Implementing Taskstream to Streamline Course-Level Assessment: Phase Two

Project Details	
Title Implementing Taskstream to Streamline Course-Level Assessment: Phase Two	Status ACTIVE
Category 1 - Helping Students Learn	Updated
Timeline	Reviewed
Planned Project Kickoff 08-18-2015	Created 09-09-2015
Target Completion 09-30-2016	Last Modified 09-11-2015

1: Briefly describe the project in less than 100 words. Be sure to identify the key organizational areas (departments, programs, divisions, units, etc.) and key organizational processes that this action project will affect, change, and/or improve. :

A: This project is the second in a series implementing the accountability management system (AMS) Taskstream for course-level assessment and will encompass both the Arts & Sciences and Career & Technical divisions of the college as it works towards streamlining and centralizing course-level assessment. This project's goals, aligned with the second year of the College's Strategic Plan, include collecting data for 20% of courses and increasing the number of courses with student learning outcomes entered in Taskstream to 41%. This project will also include the first peer review of courses from the previous assessment cycle.

2: Describe your institution's reasons for initiating this action project now and for how long it should take to complete it. Why are this project and its goals high among your institution's current priorities? Also, explain how this project relates to any strategic initiatives or challenges described in the institution's recent or soon-to-be submitted systems portfolio.:

A: Mineral Area College is continuing its efforts to streamline and centralize assessment in response to feedback from a Campus Quality Visit and Systems Appraisal Report. As noted above, this project is the second in a phase of projects regarding AMS implementation and should be completed within 18 months of its launch. The College believes that by centralizing assessment data and making it easily accessible, data can be used to inform decision making to improve student learning.

This project is aligned with the Strategic Plan initiative of Measuring and Improving Student Learning Outcomes and the goal of revising course-level evaluation to create systemic, continuous improvements to advance student learning. Using a centralized platform like Taskstream allows the College to easily track progress on student learning outcomes and store information vital to closing the assessment loop, including reflections and recommendations to improve student learning.

3: List the project goals, milestones, and deliverables along with corresponding metrics, due dates, and other measures for assessing the progress for each goal. Be sure to include formal evaluations when the project progress will be reviewed.:

Action	Due Date	Measure	Evaluation
Collaborate with faculty members to determine assessment goals for 2015-2016 academic year	October 2015	Faculty members will have a set of assessment goals for the academic year, including entering student learning outcomes for courses in Taskstream and tracking course findings.	Assessment goals will be evaluated at the end of the fall and spring semesters by the Assistant Accreditation and Course Assessment Specialist and individual faculty members and will be adjusted as needed.
Review 2014-2015 Assessment Cycle course-level findings	December 2015	Courses submitted for review will be peer reviewed by a member of the Assessment Committee and the Associate Dean of Instruction.	Progress on reviews will be monitored throughout the fall semester by the Asst. Accreditation and Course Assessment Specialist.
Increase number of courses entered in Taskstream to 41% (273) courses	June 2016	273 courses will be ready for data collection.	Courses entered into Taskstream will be monitored weekly, with updates to the Associate Dean of Instruction and President's Cabinet.
Increase the number of courses in data collection to 20% (132) courses	August 2016	132 courses will be in data collection and have findings entered into Taskstream.	Courses in data collection will be monitored at the end and beginning of each semester.

4: Describe how various members of the learning community will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration.:

A: The AMS implementation is a campus-wide initiative that includes the both Arts and Sciences Division and Career and Technical Education Division. The Arts and Sciences division offers approximately 300 courses, with the largest number of courses being the general education courses offered across their three degrees. The CTE division offers approximately 360 courses within its 36 degree programs.

This project will include all full-time faculty (including department chairs), adjunct faculty, dual-credit instructors, and the divisional deans. Faculty members designated as lead instructors will be responsible for establishing student learning outcomes and setting up courses for data collection, and reporting findings into the Taskstream system. Adjunct and dual-credit faculty members will report course-level findings to the lead faculty member on a course, who will then aggregate the findings for all sections of a course and report into Taskstream.

The Assistant Accreditation and Course Assessment Specialist will oversee the progress of this initiative. At the beginning of the academic year/assessment cycle, departments and individual instructors will meet with the specialist and develop assessment goals for the year. One-on-one training sessions will be provided as requested and training documents will be reviewed and updated. Training sessions will be scheduled on professional development days. The Assistant Accreditation and Course Assessment Specialist will also send reminders and updates to faculty, staff, and the President's cabinet.

Students will be positively impacted as faculty members use findings to determine necessary improvements and additional support needed to improve student learning.

5: Describe how the institution will monitor project progress/success during, and at the completion of this project. Be sure to specifically state the measures that will be evaluated and when.:

A: The Assistant Accreditation and Course Assessment Specialist will continually monitor progress of this project by consulting with faculty throughout the academic year and report to the Associate Dean of Instruction and President's Cabinet. The Associate Dean of Instruction will receive weekly reports and the President's Cabinet will be updated monthly.

The Assistant Accreditation and Course Assessment Specialist will work with individual faculty members to set assessment goals for the year by October and will follow up with faculty members in January and May to monitor goals and adjust goals as necessary. Faculty members will receive updates of assessment progress in quarterly assessment newsletters and on professional development days.

6: Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals.:

A: One challenge that the College anticipates in completing this project is in regards to the human resources needed for this project. Assessing students is not a new practice to faculty members, but adding the formal documentation at the end of a semester takes extra time faculty members may not have readily available. The lead faculty members are responsible for all sections of a course, including adjunct and dual credit instructors. Consolidating all of the data adds more responsibility for full-time faculty members. The Assistant Accreditation and Course Assessment Specialist will provide support as needed and requested by departments.

Another challenge in regards to human resources is in regards to the review of courses. The assessment committee is comprised of faculty members who are also participating in data collection of courses and may not have the time to peer review courses from the previous cycle. The College will work towards streamlining the review process and recruiting more on-campus reviewers to reduce the number of courses reviewed for each member of the assessment committee.

7: Provide any additional information that the institution wishes for reviewers to understand regarding this action project.:

A: This action project will continue the progress made in the College's implementation of the AMS Taskstream and will include the focus of evaluating the data collected and ensuring that faculty members are closing the loop by noting any changes to improve student learning.