As a department, please review the following direct and indirect measures and provide the responses requested.

**Direct Measures**

A. **Program Student Learning Outcomes**
   *General Education outcomes for the MTI graduate meet industry and community trends and support the mission of Mitchell Technical Institute.*

   1. Date of review: 1/6/2014
   2. Explain how outcomes were reviewed this year (i.e., input from advisory committee, instructors, students, etc.) and changes made, if any:

   Input from advisory board
   Student evaluations
   WIDS

   No changes were made in our Gen. Ed. outcomes.

B. **Course Syllabi**
   *Syllabi used in General Education courses include the following components (check the box if included in syllabi):*

<table>
<thead>
<tr>
<th>Component</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title and number</td>
<td>✓</td>
</tr>
<tr>
<td>Credit hours</td>
<td>✓</td>
</tr>
<tr>
<td>Instructor</td>
<td>✓</td>
</tr>
<tr>
<td>Instructor office hours/contact information</td>
<td>✓</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>✓</td>
</tr>
<tr>
<td>Course description</td>
<td>✓</td>
</tr>
<tr>
<td>Competencies</td>
<td>✓</td>
</tr>
<tr>
<td>Required text(s)</td>
<td>✓</td>
</tr>
<tr>
<td>Grading criteria</td>
<td>✓</td>
</tr>
<tr>
<td>ADA statement</td>
<td>✓</td>
</tr>
</tbody>
</table>
1. Date of review: 1/6/2014.
2. Explain which syllabi were reviewed this year, input received from advisory committee, instructors, students, etc., regarding course objectives and textbooks used, and changes made, if any:

In our advisory board meeting, we discussed Psychology and Sociology syllabi.

The advisory board reiterated the importance of the work ethic rubric and curriculum. Members were pleased that instructors assess students on work ethic skills.

C. Student Learning Competencies
   MTI has a list of identified General Education student learning competencies.

   1. Date of review: 1/6/2014
   2. Explain how competencies were reviewed this year (i.e., input from advisory committee, instructors, students, etc.) and changes made, if any:

   Composition, Business Communications, and Speech were reviewed and updated in WIDS; competencies were reviewed but remained the same. Competencies for all other courses were reviewed and based on advisory board input, student evaluations, and instructor evaluations.

D. Assessment
   General Education instructors will a.) use a variety of assessment instruments and tools; b.) assess identified objectives and competencies; and c.) include assessment of higher level thinking skills, such as application, analysis, synthesis and evaluation.

   1. Complete the checklist indicating which kinds of assessments are used in your program.

<table>
<thead>
<tr>
<th>Types of Assessment</th>
<th>Used by instructors in program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral examinations/presentations</td>
<td>✔</td>
</tr>
<tr>
<td>Written essays</td>
<td>✔</td>
</tr>
<tr>
<td>Written reports</td>
<td>✔</td>
</tr>
<tr>
<td>Examinations</td>
<td>✔</td>
</tr>
<tr>
<td>Quizzes</td>
<td>✔</td>
</tr>
<tr>
<td>Comprehensive final exams</td>
<td>✔</td>
</tr>
<tr>
<td>Journals</td>
<td>✔</td>
</tr>
<tr>
<td>Peer evaluations</td>
<td>✔</td>
</tr>
<tr>
<td>Self evaluations</td>
<td>✔</td>
</tr>
<tr>
<td>Class participation</td>
<td>✔</td>
</tr>
<tr>
<td>Portfolio projects</td>
<td>✔</td>
</tr>
<tr>
<td>Capstone projects</td>
<td></td>
</tr>
</tbody>
</table>
2. Are assessments used in General Education courses matched to the objectives/competencies of General Education at MTI?

- Yes
- No

3. Explain changes in the assessments used in General Education courses since your last review (including input received and rationale):

   The majority of the math assessments are online on MyMathLab. We are continuing to implement more online assignments and assessments.

4. Give examples of how assessments used in General Education courses reflect higher level thinking skills, such as application, analysis, synthesis and evaluation.

   More creative problem solving
   Applying percentage discounts for merchandising
   Manipulation of equations to the electrical field
   Present proposals
   Developing explicit instructions for processes
   Develop spreadsheets, power point presentations
   Practice employability skills
   Perform community service
   Practice teamwork activities
   Demonstrate real-life coping skills
   Critically analyze print or electronic media
   Research and evaluation of print and internet media

E. Closing the Loop

   Assessment results were used to revise and improve instruction and curriculum both for current students and future cohorts at MTI.

   Explain how you used direct assessment results to make changes in your courses:

   Technical math and algebra courses were utilizing the MyMathLab program. Speech, composition, technical math, intermediate algebra, psychology, and sociology courses are available online.
**Indirect Measures**

A. **Student Satisfaction**  
*Institutionally-administered surveys and course evaluations indicate an 80% or greater satisfaction with General Education instruction.*

If this benchmark is not met, what strategy or strategies will be implemented to address this measure?

N/A

B. **Alumni Satisfaction**  
*Institutional surveys of alumni indicate an 80% or greater satisfaction with their General Education courses.*

If this benchmark is not met, what strategy or strategies will be implemented to address this measure?

N/A

C. **Employer Satisfaction**  
*Employers respond favorably 80% of the time when surveyed about the quality of General Education at MTI.*

If this benchmark is not met, what strategy or strategies will be implemented to address this measure?

N/A

D. **Professional Development**  
*General Education instructors demonstrate a commitment to their own professional development by completing continuing education activities each year.*
What professional development activities have instructors completed in the last year?

SDACTE Conference (Technical Education)
SDCTE Conference (English)
SCASD Conference (Speech)
SDCTM Conference (Math)
ATEA Region IV Conference (Technical Education)
MTI Professional Development Seminars in Summer (Softchalk, VoiceThread, Flipping Classrooms, Outlook, etc.)
Methods of Technical Education Course

How were these activities used to improve General Education at MTI?

In our professional conferences, we focused on new teaching techniques and concepts that could improve student performance. We continue to implement and update the use of technology in our classrooms in response to the information provided at the conferences.

E. Professional Organizations

*General Education instructors are members of professional organizations.*

Do faculty members belong to professional organizations associated with this program?

- ☐ Yes
- ☐ No

If no, explain why.

F. Advisory Committee Recommendations

*Suggestions and changes recommended by the General Education Advisory Committee are addressed and implemented by the department.*

What changes will be made to the General Education courses based on feedback provided at this year's advisory committee meeting(s)?

Continue to reinforce value of work ethic and how it pertains to the real world. We also hope to incorporate more guest speakers from industry for classroom presentations.
Indicate the personnel responsible for implementing the changes:

Implementation date: 8/26/2013

G. Improvement Plans
As you review this past year, what changes do you propose for the next school year that will affect the budget?
The department is reviewing the SmartThinking Program for future use.

Anticipated costs: None