

# Mitchell Technical Institute

## Annual Program Assessment Review

Department Head:

Program:

Date:

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

### Direct Measures

#### A. Program Learning Outcomes

*Program learning outcomes meet industry and community trends and support the mission of Mitchell Technical Institute.*

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

Instructors reviewed program outcomes in May and in January. We reworded the outcomes and added two for the associate degree.

3. Outcomes are up-to-date in WIDS and on the program's web page. Yes  
 No

#### B. Course Syllabi

*Course syllabi in the program include the following components (check the box if included):*

Course title and number	<input checked="" type="checkbox"/>
Credit hours	<input checked="" type="checkbox"/>
Instructor	<input checked="" type="checkbox"/>
Instructor office hours/contact information	<input checked="" type="checkbox"/>
Prerequisites	<input checked="" type="checkbox"/>
Course description	<input checked="" type="checkbox"/>
Competencies	<input checked="" type="checkbox"/>
Required Text(s)	<input checked="" type="checkbox"/>
Grading criteria	<input checked="" type="checkbox"/>
ADA statement	<input checked="" type="checkbox"/>
Academic Integrity Policy	<input checked="" type="checkbox"/>

1. Date of review:
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:

No SBM syllabi were reviewed.

3. Syllabi are up-to-date in WIDS. Yes  No

### C. Program Competencies

*The program has a list of identified competencies.*

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

Competencies were reviewed and modified by the department based on recommendations from industry and advisory board

3. Competencies are up-to-date in WIDS. Yes  No

### D. Course Assessments

*Instructors in the program will a.) use a variety of assessment instruments and tools; b.) assess identified program 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.

Types of Assessment	Used by instructors in program
Oral examinations/presentations	<input checked="" type="checkbox"/>
Written essays	<input checked="" type="checkbox"/>
Written reports	<input checked="" type="checkbox"/>
Examinations	<input checked="" type="checkbox"/>
Quizzes	<input checked="" type="checkbox"/>
Comprehensive final exams	<input checked="" type="checkbox"/>
Journals	<input type="checkbox"/>
Peer evaluations	<input checked="" type="checkbox"/>
Self evaluations	<input checked="" type="checkbox"/>
Class participation	<input checked="" type="checkbox"/>
Portfolio projects	<input checked="" type="checkbox"/>
Capstone projects	<input checked="" type="checkbox"/>

Other projects	<input checked="" type="checkbox"/>
Video tapes of student mastery	<input type="checkbox"/>
Lab demonstrations	<input type="checkbox"/>
Simulations	<input type="checkbox"/>
Clinical/internship observations	<input type="checkbox"/>

2. Are assessments used in the program matched to the objectives/competencies for the program? Yes  No

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

New technologies were incorporated, new projects created, assignment and tests were modified.

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

Students created comprehensive projects to demonstrate mastery of software programs. Trouble shooting and problem solving activities were incorporated into daily work and exams. Students created training lessons to present to their peers.

#### E. Certification

*If available, the program uses industry and/or program certification tests to assess student mastery of learning objectives or competencies.*

1. List any industry or program certification tests taken by students or graduates of your program in the past year (Jan-Dec).

Certification Tests	# Testing	# Passing	Pass Rate
NA			-1.#IND

2. As you reviewed results of certification tests, what curriculum changes were made in your program?

NA

#### F. Program Internships/Externships

*If applicable, the program uses internships, externships, or on-the-job training to assess student mastery of learning objectives or competencies.*

1. How do you evaluate program competencies or learning objectives during internship/externship experiences?

MA

2. As you reviewed results of internship/externship evaluations, what curriculum changes were made in your program?

NA

**G. Program Outcome Assessment**

*Program outcome assessment results were used to revise and improve instruction and curriculum both for current students and future cohorts in this program.*

1. What program outcome was assessed this year?

Apply Computer skills efficiently and accurately using a variety of computer application programs.

2. How did you assess student achievement of this program outcome? (What measure was used?)

Hands on test in BUS 216 (Working with Multiple Worksheets and Workbooks; Creating, Sorting and Querying a Table) worth 75 points

3. What is the benchmark for achievement of this outcome?

Class average of 60 out of 75 points

4. Explain the results and your analysis of the previous year's data on this outcome. (Did your students meet the benchmark? If not, what factors might be affecting student achievement of this outcome? Is there further assessment needed to understand and address why the program is not meeting the benchmark?)

Class average was 60.68. Students met the benchmark, but they do need more practical experience with database activities within excel.

5. Explain how you will use assessment results to make changes in your program.

Students will be required to complete 1 additional assignment in database activities.

6. If you made changes to your program last year based on program outcome assessment, what has been the impact on student achievement following the changes?

Not applicable

If applicable, what further changes are needed to improve achievement in this program outcome?

[Pre-2017 Closing the Loop archived results]

## Indirect Measures

### H. Enrollment

*Five-year data for this program will demonstrate that the program's 10-day count is at or above 75% of its enrollment cap.*

Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

Yes.

### I. Retention

*Five-year data for this program will demonstrate that 75% or more of enrolled students complete their program or return to MTI the following year.*

Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

No. A retention plan is being developed.

### J. Graduation

*Five-year data for this program will demonstrate that 70% or more of exiting students complete this program with a diploma or degree.*

Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

NO. With the changes being made through the retention plan, graduation rates should improve.

**K. Placement**

*Five-year data for this program will demonstrate that 80% or more of completing students in the labor market obtain employment in the program field.*

Does the most recent year's data meet this benchmark? If not, explain a single year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

No.

**L. Student Satisfaction**

*Students in this program indicate an excellent level of satisfaction with their instruction, as demonstrated by no gaps exceeding 1.0 on questions related to instructional effectiveness on the most recent Noel-Levitz Student Satisfaction Inventory survey.*

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

No gaps in student satisfaction.

**M. Alumni Satisfaction**

*Institutional surveys of alumni indicate an 80% or greater satisfaction with their career preparation in this program.*

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

No data available. No program graduates responded to survey.

**N. Employer Satisfaction**

*Employers respond favorably 80% of the time when surveyed about the quality of this program.*

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

100% satisfaction

**O. Professional Development**

*Instructors in this program demonstrate a commitment to their own professional development by completing continuing education activities each year.*

What professional development activities have instructors in this program completed in the last year?

How were these activities used to improve this program?

**P. Professional Organizations**

*Instructors in this program are members of professional organizations and encourage their students to pursue such memberships.*

Do faculty members belong to professional organizations associated with this program?      Yes       No

If no, explain why.

MATE, ACTE

Are students made aware of the professional organizations for their career field?

Yes       No

**Q. Advisory Committee Recommendations**

*Suggestions and changes recommended by this program's advisory committee are addressed and implemented by the program.*

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

No recommendations for change were made.

Indicate the personnel responsible for implementing the changes:

Implementation date:

**R. Program Improvement Plans**

*As you review this past year, what changes do you propose for the next school year that will affect the program budget?*

Anticipated costs: