**Continuous Improvement Plan**

**Date:** January 18, 2024 **Name of Program/Unit: Human Resources (Workforce)**

**Contact name:** Julia Williams, Discipline Lead **Contact email:** jmwilliams@collin.edu **Contact phone:** 972-881-5924

**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

|  |  |  |
| --- | --- | --- |
| **A. Expected Outcome(s)**Results expected in this unit(e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) |  **B. Measure(s)**Instrument(s)/process(es) used to measure results(e.g. survey results, exam questions, etc.)Include Course Information and Semester in which assessment will occur | **C. Target(s)**Level of success expected(e.g. 80% approval rating, 10 day faster request turn-around time, etc.) |
|  |  |   |
|  |  |  |
|  |  |  |

**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)**

|  |
| --- |
| 1. **Outcome #1**

Students will learn how to explain and apply various employment laws, rules, regulations, and policies affecting human capital in today’s global workforce. |
| 1. **Measure (Outcome #1)**

As a requirement for Capstone Course HRPO 2303 Employment Practices, students complete a multi-faceted case study project to identify and explain employment laws and rules that apply to workforce scenarios. | 1. **Target (Outcome #1)**

85% of students will score 2.0 or better out of 4.0 maximum on the faculty-developed rubric elements that align to PLO #1 for HRPO 2303 Employment Practices |
| 1. **Action Plan (Outcome #1)**

**HRPO 2303 Employment Practices requires a department permit to allow students to register for the course. Students will be allowed to register for HRPO 2303 after the successful completion of HRPO 2301 which includes an introduction to employment laws. Students will be given practice workforce scenarios to allow for opportunities to explain and apply employment laws prior to the end of course assessment.**  |
| 1. **Results Summary (Outcome #1)**

Data collected in Year 1 during Fall 2022 through Spring 2023 resulted in 80% of the students scoring 2.0 or better out of a 4.0 maximum on the faculty-developed rubric elements that aligned to PLO #1 for HRPO 2303 Employment Practices (Capstone Course).  |
| 1. **Findings (Outcome #1)**

The current findings on the assessment show 80% of students achieving the expected outcome of 2.0 or better out of a 4.0 maximum on the faculty-developed rubric elements. Due to the critical need of preparing students to enter the workforce pursuing a career in Human Resources, the goal is to achieve a higher percentage of achievement that communicates that the students are well-versed in understanding and applying employment laws.  |
| 1. **Implementation of Findings**

All full-time and Adjunct Faculty assigned to teach HRPO 2303 Employment Practices will have a pre-meeting with the program Discipline-Lead to review the PLO #1 measurement outcome for the course and to be made aware of the importance of including practice workforce scenarios prior to giving the end of course outcome assessment. All faculty will administer an identical assessment to all students. Students will not be allowed to opt out of taking the end of course assessment. Failure to take the end of course assessment may result in failing the course.  |

|  |
| --- |
| 1. **Outcome #2**
 |
| 1. **Measure (Outcome #2)**
 | 1. **Target (Outcome #2)**
 |
| 1. **Action Plan (Outcome #2)**
 |
| 1. **Results Summary (Outcome #2)**
 |
| 1. **Findings (Outcome #1)**
 |
| 1. **Implementation of Findings**
 |