**Date:** AY2010 **Name of Administrative or Educational t Unit:** \_\_\_IE-Curriculum\_\_\_

**Contact name:** Kathleen Fenton **Contact email: kfenton** @collin.edu **Contact phone:** **Office Location:**

**Mission:**

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| The mission of the unit is to advance the mission of the college through support of the faculty -led curriculum development process and to provide oversight of curriculum compliance with SACS, the Texas Higher Education Coordinating Board, the US Department of Education, and individual program accrediting entities. **Primary functions:**Create catalogMaintain catalog accuracy of academic programs and coursesCourse and program inventory managementMaintain College syllabus depotLuminis web site maintenance of academic programsSupport registrationMaintain compliance of programs and courses with state/SACS/US Dept of EducationSupport Curriculum Advisory Board (CAB)Maintain integrity of program and course information systems |

**PART I: Might not change from year to year**

| A. Outcomes(s)Results expected in this department/program | B. Measure(s)The instrument or process used to measure results | C. Target(s)The level of success expected |
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| Support development of relevant new workforce education degree and certificate programs to maintain relevancy to industry standards and needs | State, SACS and Federal approval of new programs | Develop curriculum for at least two new programs to meet nationa, state, and local needs. |
| Develop an audit process for clearing up errors in schedule  | Argos total pull report – compared to Banner course sections “SCAPREQ” matches SSAPREQ | Id & correct 95% of Errors |
| Increase Faculty/Staff overall satisfaction with the curriculum department | Institutional Effectiveness College-wide Faculty / Staff Survey - 2011 | Average rating of 4.0 on a 5 point scale |

**PART II: For academic year** 2012-13 **(enter year i.e. 2011-12)**

**From Part I**

| A. Outcomes(s)Results expected in this department/program | D. Action PlanYears 5 & 2Based on analysis of previous assessment, create an action plan and include it here in the row of the outcomes(s) it addresses. | E. Implement Action PlanYears 1 & 3Implement the action plan and collect data | F. Data Results SummaryYears 2 & 4Summarize the data collected | G. FindingsYears 2 & 4What does data say about outcome? |
| --- | --- | --- | --- | --- |
| Support development of new workforce education degree and certificate programs to maintain relevancy to industry standards and meet local and state needs | Develop relevant new workforce education degree and certificate programs, and update existing programs  | Implement plan and collect data | New state, SACS & federally approved programs::* Mobile application programming certificate (iPhone, Android, etc.)
* Polysomnographic Technology AAS & certificate;
* Revised AAS & certificate programs in Applied Graphic Design Technology
* Replaced Geographic Information Systems (GIS) AAS and certificate with updated & expanded Geospatial Information Sciences (GIS) program.
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| Develop an audit process for clearing up errors in schedule  | Communicate to schedule builders regarding errors and work with them to correct process to produce zero errors | Implement plan and collect data | Query developed to pull scheduling information to permit visual audit.  | Query assists audit process by increasing efficiency but uutomated identification of discrepancies still target.  |
| Increase Faculty/Staff overall satisfaction with the curriculum department | 1. document roles and responsibilities of curriculum and assessment teams2. communicate role of curriculum team on web site and in cab meetings |  | 2011 vs 2012Overall satisfaction rating was 4.8 on 5 pt scale both years, but degree of satisfaction increased.Satisfied- 38.3% vs 36%Very satisfied –28.3% vs. 44% | Overall satisfaction rose from 28.3% very satisfied to 44% very satisfied. |
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