

AQIP Annual Report Questions
(September 14, 2004)

1. Describe the past year's accomplishments and the current status of this Action Project.

**There were 8 Work Team Goals for 2003-2004:
Focus on Assessment and Placement**

- a. **Pilot MAAP process in selected programs for identified entry-level courses (math & English).**

The following programs (for those students attending Orientation) were MAAPed in Summer '03: A&S, Administrative Assistant, Architectural Technology, Mechanical Design Technology, and Civil Engineering Technology. In December 2003: A&S, Administrative Assistant, Finance, Accounting, Accounting Assistant, and Business Mid-Management. In Summer '04: A&S, Administrative Assistant, Architectural Technology, Mechanical Design Technology, Civil Engineering Technology, Finance, Accounting, Accounting Assistant, Business Mid-Management, Fashion Marketing, and Paralegal.

- b. **Select and pilot testing process (instruments, facilities, staff, cut scores).** Math, English & some T&I instructors tested COMPASS&/ or AccuPlacer in February. The Math Department tested both instruments and selected COMPASS. English is piloting COMPASS E-Write this summer. Cut scores are being re-established, with help from ACT/COMPASS. Facilities for testing will be improved once the placement test can be accessed on line. Staff for administering COMPASS will continue to come from Student Development and Success.

- c. **Create processes that prepare students for tests as well as provide appeals, retake or alternatives.**

The Work Group gathered information on what is currently done at MATC. A Brochure is being sent out to all students invited to orientation in the MAAPed programs (June 2004) with testing information. Information for retake & alternatives are online. Appeals to be set up when 'mandatory' is enforced.

- d. **Identify entry-level competencies for identified entry-level courses.**

The English and Math departments are in the process of identifying competencies for entry-level math; this should be completed by Fall 2004.

- e. **Create curriculum review, revision and laddering process for entry-level courses.**
The English and Math departments have a process for curriculum review and revision. The laddering process is underway within A&S English and Math departments and within ALD. The next step is to ladder between divisions.
- f. **Plan implementation of MAAP through PeopleSoft.**
A task force, formed within the work group, established guidelines for MAAP implementation in the upcoming PeopleSoft version and submitted the request to the PeopleSoft committee.
- g. **Analyze data and revise processes from year one.**
The data has been analyzed from the previous year. Data from Fall 2003 was not received from R&P until 5/5/2004, and was not as complete as in the previous year. Data arrived too late and is too incomplete for major revisions, but some revisions were made from analysis of processes
- h. **Develop and implement a communication system to share and discuss MAAP college-wide.**
The Professional Development handout is communicating the MAAP process via newsletters. Fall In-service had sharing and began a discussion of MAAP, and January 2004 In-service will continue that discussion. Sessions held at January In-service resulted in more programs being MAAPed in June 2004. Not systematic yet and this needs to be addressed.

- 2. Describe how the institution involved people in work on this Action Project.

The project could not be attempted without involvement from many people. A short list: All members of the AQIP/MAAP committee; Math and English faculty; Program coordinators, administrative assistants, and administrators for MAAP'ed programs; Research & Planning; support staff in SDS and in duplicating.

- 3. Describe your planned next steps for this Action Project.

There are 12 stated Goals for Year Two. After discussion, these have been modified as below:

Continuing Focus on Assessment and Placement

- 1) **On-going assessment of testing process**
- 2) **Expand MAAP pilot**
- 3) **Implement curriculum, review, revision and laddering process**
- 4) **Create a system to identify and enforce course pre-requisites – NOTE: We will create a system to identify course pre-requisites. Enforcing will depend on PeopleSoft.**
- 5) **Assess and improve communication system to share and discuss MAAP college-wide.**
- 6) **Create a flexible system of scheduling course and staff.**
- 7) **Analyze data and revise process from years one and two.**

And: Focus on Advising and Systems Development

- 1) Create an integrated student tracking system of data collection, analysis and assessment for all students receiving assessment, advising and placement.**
- 2) Create an integrated tracking system of data collection, analysis and assessment for the for assessment, advising, and placement functions of MAAP.**
- 3) Review & revise nature, format, venue, process, and training for advising for placement.**
- 4) Implement MAAP within PeopleSoft.**
- 5) Create a system of resource allocation for funding process.**

Additional: Explore MAAP and:

- 1) Lower level ALD**
- 2) On-line students**
- 3) Non-degree students**
- 4) Regional campuses**

4. Describe any "effective practice(s)" that resulted from your work on this Action Project.

- 1) Informing students that they will be Assessed, Advised & Placed into entry-level Math and English courses via a brochure sent with invitation to Orientation/Registration.
- 2) Purchase of a document scanner and software, along with redesign of the advising instruments, to process our data in our unit.
- 3) A&S will mimic mandatory orientation by scheduling students to come to orientation/registration (MAAP) on a date prior to the opening date for A&S students not attending orientation.

5. What challenges, if any, are you still facing in regards to this Action Project?

Institutional changes: Mandatory Assessment before Mandatory orientation, PeopleSoft able to enforce Mandatory Placement.

Infrastructure and resources needed for MAAP and developmental courses.

Assessment, Data Gathering and Analysis.

Addressing students other than Truax program students.

Obtaining buy-in by all Learning Programs departments.

6. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this Action Project, explain your need(s) here and tell us who to contact and when?