Action Project Template

A. Give a short identifying title (under 10 words) to this Action Project.

Mandatory Assessment, Advising, and Placement Project

B. Describe the goal(s) of this action Project (in 100 words or fewer).

The project will increase student preparedness for and retention in a course and make better use of institutional resources by improving student readiness for the courses they attempt.

C. Please identify the single AQIP Criterion which the Action Project will primarily affect (select one from the Primary row), and no more than four other criteria to which it is strongly related (select four from the Related row).

Primary	1. <u>Helping Students Learn</u> 2. Accomplishing Other Distinctive Objectives 3. Understanding Students' and Other Stakeholders' Needs 4. Valuing People 5. Leading and Communicating 6. Supporting Institutional Operations 7. Planning Continuous Improvement 8. Building Collaborative Relationships 9. None
Related	1. Helping Students Learn 2. Accomplishing Other Distinctive Objectives 3. Understanding Students' and Other Stakeholders' Needs 4. <u>Valuing People</u> 5. Leading and Communicating 6. Supporting Institutional Operations 7. <u>Planning Continuous Improvement</u> 8. <u>Building Collaborative Relationships</u>

Identify up to four of the AQIP Principles of High-Performing Organizations that you hope this project will enhance.

Principles	A. A mission and vision that focuses on serving students and other stakeholders B. Broad-based faculty, staff and administrative involvement C. Leaders and leadership systems that support a quality culture D. A learning-centered environment E. Respect for people and willingness to invest in them F. Collaboration and a shared institutional focus G. Ability, flexibility, and responsiveness to changing needs and conditions H. Planning for innovation and improvement I. Fact-based information-gathering and thinking to support analysis and decision-making

D. Please describe your Institution/s rationale for addressing the Primary criterion at this time. Why is this project and its goal(s) one of your "vital few"?

The premise of a learning college is to provide students with opportunities to be successful. The MAAP project is an essential strategy that will enhance our students' ability to succeed by placing them in identified, entry-level courses for which they are academically prepared.

E. List the organizational areas (or institutional departments and divisions) most affected.
   - ϖ Arts and Sciences
   - ϖ ALD
   - ϖ Student Development Services
   - ϖ Occupational Programs

F. List and briefly describe the critical processes most affected.
   - ϖ Assessment: Students will be assessed before they can enroll in identified, entry-level courses
   - ϖ Registration: The registration process will need to add a component whereby students are blocked from classes into which they have been placed
   - ϖ Academic Advising: Trained advisors will need to be available to advise students about the courses their scores suggest they need to take
   - ϖ Curriculum Development: Departments, such as math, English, science and social science, will need to adapt their curriculum to meet the needs of students who are assessed, advised and properly placed.
   - ϖ Orientation: During orientation, students will need to be assessed, advised and placed in appropriate courses
   - ϖ Instructional Design: Instructors will need to adapt their individual courses to meet the needs of the students enrolled in their courses

ϖ   Class Scheduling: Courses will be scheduled based on identified student need

G. List the process measures that you plan to track as you work on this project.
   ϖ   Mandatory assessment: Students enrolling in an identified, entry-level course will have an assessment of the skills necessary to be successful in that course.
   ϖ   Mandatory advising: Students enrolling in an identified, entry-level course will receive advising regarding their assessment results and appropriate placement in a timely fashion.
   ϖ   Mandatory placement: Students enrolling in an identified, entry-level course will be placed into the course for which they are academically prepared.

H. List the outcome measures that you plan to track as you work on this Action Project.
   ϖ   Students who engage in the MAAP process will have a lower rate of failure (D's, F's, or W 's) in math and English classes than students who did not engage in the MAAP process
   ϖ   More students who engage in the MAAP process will respond that they were academically prepared for their math and/or English courses 4-6 weeks into the semester than students who did not engage in the MAAP process.
   ϖ   Faculty will recognize 4-6 weeks into the semester that students who engage in the MAAP process are more academically prepared for their math and/or English courses 4-6 weeks into the semester than students who did not engage in the MAAP process
   ϖ   The advising process will help students to select courses for which they are academically prepared.
   ϖ   Students who participate in the MAAP process will register for classes into which they are advised
   ϖ   The MAAP process will provide information about course section needs for future planning

I.   Describe your annual stretch targets for this Action Project.

Year	Stretch Targets
One	Focus on Assessment and Placement ♣ Pilot MAAP process in selected programs for identified entry level courses ♣ Select and pilot testing process (instrument(s), facilities, staff, cut scores) ♣ Create processes that both prepare students for tests as well as provide appeals, retake or alternatives

	♣ Identify entrance level competencies for identified entry level courses ♣ Create curriculum review, revision and laddering process for identified entry-level courses. ♣ Plan implementation of MAAP through PeopleSoft ♣ Analyze data and revise processes from year one ♣ Develop and implement a communication system to share and discuss MAAP college-wide
Two	Focus on Advising and Systems Development ♣ Create an integrated student tracking system of data collection, analysis and assessment for all students receiving assessment, advising and placement ♣ Create an integrated tracking system of data collection, analysis and assessment for the assessment, advising, and placement functions of MAAP ♣ Define nature, format, venue, process, and training for advising for placement ♣ Implement MAAP within PeopleSoft ♣ Create a system of resource allocation for funding process Continuing Focus on Assessment and Placement ♣ On-going assessment of testing process ♣ Expand MAAP pilot ♣ Implement curriculum review, revision and laddering process ♣ Create a system to identify and enforce course pre-requisites ♣ Assess and improve communication system to share and discuss MAAP college-wide ♣ Create a flexible system of scheduling course and staff ♣ Analyze data and revise process from years one and two
Three	Focus on Preparation for Full Implementation of MAAP for identified entry-level courses in year four ♣ Expand MAAP Pilot ♣ On-going assessment of testing process ♣ Fully implement MAAP through PeopleSoft (Couse blocking, required pre requisites, mandated placement) ♣ Implement revised assessment and advising processes ♣ Continue Implementation of curriculum review, revision and laddering process ♣ Assess, analyze data and revise process from years one, two, and three ♣ Assess and improve communication system to share and discuss MAAP college-wide

J. Briefly describe how your plan to keep your institution's attention and energies focused on this project and its goal(s).

We will focus the attention and energies of the institution by involving as many of the stakeholders as possible in the decision making and the work. Faculty, counselors, and staff will be directly involved in curriculum, assessment, advising, data gathering and systems efforts. We will mount a communication system that will keep the institution informed of the progress of the project. This is a popular project within the college that has strong support. Project successes should be able to maintain that support.

K. Who should be able to read this Action Project's title and description?

Anyone	Only people from other AQIP institutions

Who should be able to read this Action Project's general outlines?

Anyone	Only people from other AQIP institutions

Who should be able to see the measures you will use to chart this Action Project's progress and outcomes?

Anyone	Only people from other AQIP institutions

Who should be able to see the targets your have set for this Action Project?

Anyone	Only people from other AQIP institutions

L. Please explain you reasoning for whichever level of publicity you chose.
  ♣ We believe that the MAAP process should be an open process
  ♣ We wish to be accountable to stakeholders