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Importance of Assessment

HCC’s Mission is “Expanding the Tradition of Excellence through Learning and Collaboration.” Assessment allows for the institution to accomplish its mission by helping continuous improvement occur. Analyzing and then acting upon collected assessment data leads to collaborations across HCC that help create an environment where student learning and academic success take place.

In *Assessment Essentials*, Palomba and Banta (1999) explain “[a]ssessment is a process that focuses on student learning, a process that involves reviewing and reflecting on practice as academics have always done, but in a more planned and careful way” (p. 1). Basically, assessment is formalizing what people have already been doing by making sure clear outcomes are in place, creating assessment tools to measure how well one meets them, collecting that information, and analyzing it to make improvements to the system.

Assessment works hand-in-hand with teaching, for teaching involves establishing course learning outcomes, creating and maintaining a positive learning environment, selecting and implementing appropriate teaching methods, and measuring student success in achieving learning outcomes. Through the information gained from that last step, teachers learn how well students performed, which in turn can lead to modifying the teaching of the material to further strengthen the student learning of the course outcomes.

To further explain assessment, the American Association for Higher Education in 1995 published “9 Principles of Good Practice for Assessing Student Learning.” Then Banta, Lund, Black, and Oblander added a 10th Principle in 1996. Although these are over twenty-years old, they still are applicable and provide a good overview of the best practices for assessment:

1. **The assessment of student learning begins with educational values.** Assessment is not an end in itself but a vehicle for educational improvement. Its effective practice, then, begins with and enacts a vision of the kinds of learning we most value for students and strive to help them achieve. Educational values should drive not only what we choose to assess but also *how* we do so. Where questions about educational mission and values are skipped over, assessment threatens to be an exercise in measuring what’s easy, rather than a process of improving what we really care about.

2. **Assessment is most effective when it reflects an understanding of learning as multidimensional, integrated, and revealed in performance over time.** Learning is a complex process. It entails not only what students know but what they can do with what they know; it involves not only knowledge and abilities but values, attitudes, and habits of mind that affect both academic success and performance beyond the classroom. Assessment should reflect these understandings by employing a diverse array of methods, including those that call for actual performance, using them over time so as to reveal change, growth, and increasing degrees of integration. Such an approach
aims for a more complete and accurate picture of learning, and therefore firmer bases for improving our students' educational experience.

3. **Assessment works best when the programs it seeks to improve have clear, explicitly stated purposes.** Assessment is a goal-oriented process. It entails comparing educational performance with educational purposes and expectations -- those derived from the institution's mission, from faculty intentions in program and course design, and from knowledge of students' own goals. Where program purposes lack specificity or agreement, assessment as a process pushes a campus toward clarity about where to aim and what standards to apply; assessment also prompts attention to where and how program goals will be taught and learned. Clear, shared, implementable goals are the cornerstone for assessment that is focused and useful.

4. **Assessment requires attention to outcomes but also and equally to the experiences that lead to those outcomes.** Information about outcomes is of high importance; where students "end up" matters greatly. But to improve outcomes, we need to know about student experience along the way -- about the curricula, teaching, and kind of student effort that lead to particular outcomes. Assessment can help us understand which students learn best under what conditions; with such knowledge comes the capacity to improve the whole of their learning.

5. **Assessment works best when it is ongoing not episodic.** Assessment is a process whose power is cumulative. Though isolated, "one-shot" assessment can be better than none, improvement is best fostered when assessment entails a linked series of activities undertaken over time. This may mean tracking the process of individual students, or of cohorts of students; it may mean collecting the same examples of student performance or using the same instrument semester after semester. The point is to monitor progress toward intended goals in a spirit of continuous improvement. Along the way, the assessment process itself should be evaluated and refined in light of emerging insights.

6. **Assessment fosters wider improvement when representatives from across the educational community are involved.** Student learning is a campus-wide responsibility, and assessment is a way of enacting that responsibility. Thus, while assessment efforts may start small, the aim over time is to involve people from across the educational community. Faculty plays an especially important role, but assessment's questions can't be fully addressed without participation by student-affairs educators, librarians, administrators, and students. Assessment may also involve individuals from beyond the campus (alumni/ae, trustees, employers) whose experience can enrich the sense of appropriate aims and standards for learning. Thus understood, assessment is not a task for small groups of experts but a collaborative activity; its aim is wider, better-informed attention to student learning by all parties with a stake in its improvement.

7. **Assessment makes a difference when it begins with issues of use and illuminates questions that people really care about.** Assessment recognizes the value of information in the process of improvement. But to be useful, information must be
connected to issues or questions that people really care about. This implies assessment approaches that produce evidence that relevant parties will find credible, suggestive, and applicable to decisions that need to be made. It means thinking in advance about how the information will be used, and by whom. The point of assessment is not to gather data and return "results"; it is a process that starts with the questions of decision-makers, that involves them in the gathering and interpreting of data, and that informs and helps guide continuous improvement.

8. **Assessment is most likely to lead to improvement when it is part of a larger set of conditions that promote change.** Assessment alone changes little. Its greatest contribution comes on campuses where the quality of teaching and learning is visibly valued and worked at. On such campuses, the push to improve educational performance is a visible and primary goal of leadership; improving the quality of undergraduate education is central to the institution's planning, budgeting, and personnel decisions. On such campuses, information about learning outcomes is seen as an integral part of decision making, and avidly sought.

9. **Through assessment, educators meet responsibilities to students and to the public.** There is a compelling public stake in education. As educators, we have a responsibility to the publics that support or depend on us to provide information about the ways in which our students meet goals and expectations. But that responsibility goes beyond the reporting of such information; our deeper obligation -- to ourselves, our students, and society -- is to improve. Those to whom educators are accountable have a corresponding obligation to support such attempts at improvement.

10. **A tenth principle was identified in Assessment in Practice** (Banta, Lund, Black, & Oblander, 1996): Assessment is most effective when undertaken in an environment that is receptive, supportive, and enabling. More specifically, successful assessment requires an environment characterized by effective leadership, administrative commitment, adequate resources (for example, clerical support and money), faculty and staff development opportunities, and time. (p. 62)

Following these best practices, collaborating with others, and discussing/learning from the information gained leads to the development of a culture of assessment. It is through this culture HCC can continue to expand on its tradition of excellence as it works towards its vision of being one of the top higher education institutions not only in Kansas but also in the United States.
Assessment at HCC – History

In 2000, the Assessment Subcommittee (see Appendix A for the Assessment Subcommittee Charter and Membership), chaired by a part-time Assessment Coordinator, was formed under Teaching and Learning and charged with identifying student learning outcomes. In 2005, a full-time Director of Learning Outcomes and Assessment was hired. She led the charge to focus on assessment by modifying the existing plan and integrating student learning outcomes by connecting course outcomes in transfer academic areas to institution-wide outcomes and course outcomes in required program courses to program outcomes. In 2009, the course outcomes reporting mechanism in HCC WebServices was beta-tested by Assessment Subcommittee members before its official launch in 2010. Full-time instructors were to report the number of completers and achievers for at least six credit hours of classes. This data served as an internal direct assessment measurement of student learning taking place in the classroom.

In 2012, the Director of Learning Outcomes and Assessment resigned. The Curriculum and Program Improvement Coordinator was then given the charge to chair the Assessment Subcommittee. In 2013, the course outcomes reporting mechanism was assessed by the subcommittee. Based upon their assessment of the instrument, two additional fields, the number of students enrolled at the time the assessment of the outcome occurred and notes about the assessment tool and outcome, were added. Part-time instructors were also encouraged to submit their assessment data. In 2015, the reporting of course outcomes was made mandatory for all faculty, and the Assessment Subcommittee appointed a faculty member to serve as co-chair.

Over the last three years, the Assessment Subcommittee has investigated other methods of assessing student learning including both external direct measurements of Institution-Wide Outcomes and internal indirect measurements regarding the academic experience. Based upon their research, they used as a beta-test the Collegiate Assessment of Academic Proficiency’s Critical Thinking Test for the former category and designed as well as distributed a campus-wide student and faculty academic experience survey for the latter category.

Going forward, the Assessment Subcommittee is investigating methods in which course outcome reporting can be tied directly to course electronic gradebooks in LearningZone as a method to replace the course outcome reporting mechanism in HCC WebServices. Furthermore, they will continue to utilize their current assessment instruments, investigate other potential assessment resources, and further close the assessment loop at HCC.
Assessment at HCC – General Education & Institution Wide Outcomes

Two key parts of academic assessment at HCC are its General Education curriculum and the Institution Wide Outcomes.

Philosophy of General Education
The general education requirements at HCC represent the philosophy of education to provide an adequate body of common knowledge necessary to assure a broadly based liberal education. General education courses provide proficiency in writing, reading, speaking and listening; they acquaint students with mathematical structures to enhance critical thinking skills; they provide a basis for science and scientific inquiry; and they familiarize students with various branches of human understanding.

Each degree program at HCC contains an integrated core of general education requirements or embedded skills. This emphasis helps students understand they are not only trained but also educated, that they are not only individuals but also members of the greater human community. It is the belief of HCC these requirements can enrich the lives of students, broaden their perspectives, and make learning a lifelong enterprise.

Aims of General Education
General education provides students with the following opportunities:

- Increase reading, writing, and oral communication proficiencies
- Develop and apply scientific inquiry and mathematical reasoning, computation and problem-solving abilities
- Increase integrated learning of history, fine arts, philosophy, and literature
- Exhibit comprehension of the principles of social and natural sciences
- Enhance awareness of ethical issues and cultural/international diversity
- Establish connections between academic areas and apply critical thinking to contemporary issues and societal concerns
- Develop a commitment to personal wellness, and
- Assimilate the importance of lifelong learning.

Guidelines for course to be considered for General Education
Course is:

- college-level, not developmental
- general in nature and not specialized or intended for a select audience
- foundational with fundamental concepts, methods, problems, and theories of a discipline, or disciplines in the case of an interdisciplinary course
- not designed for a specific career program
- representative of the five HCC institution-wide outcomes
- appropriate for the general education area indicated
- appropriate for the degree(s) indicated
Institution Wide Outcomes

HCC has in place five outcomes that oversee not only the general education courses but also the entire curriculum. All HCC courses are connected to at least one Institution Wide Outcome. These outcomes are reviewed annually at the August Representative Assembly meeting, and student performance based upon these outcomes is assessed in courses, program reviews, and institution-wide assessment instruments. Rubrics are currently being developed to assist with consistency of measuring each of these outcomes.

The five HCC Institution Wide Outcomes are as follows:

I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.

II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.

III. Demonstrate effective communication through reading, writing, listening, and speaking.

IV. Demonstrate effective interpersonal and collaborative skills.

V. Demonstrate effective quantitative-reasoning and computational skills.
Assessment at HCC – Course Assessment

Each course at HCC uses a common syllabus (see Appendix B for an example syllabus) that was approved by the department, Curriculum Committee, Representative Assembly, and Board of Trustees. Each syllabus states the measurable course outcomes and competencies that must occur during the teaching of the class. In addition to this, the syllabus also states the common assessment instruments the instructor must use when teaching the course. The listed assessment instruments are the minimum amount that are required to be used. An instructor has the ability to use more instruments at his/her discretion. These common syllabi allow for consistency to take place across the institution regardless of the mode of delivery or the location.

Instructors utilize evaluation tools to lead to the assessment of student learning; however, it is important not to confuse evaluation with assessment. Assessment focuses on learning, teaching, and outcomes through its process-oriented approach while evaluation focuses on grades with its being product-oriented (see Appendix B for a differentiation chart that provides further clarification). To assist with creating course assessment and evaluation tools, an instructor should use Blooms’ Taxonomy (see Appendix B), which can greatly assist creating a range of learning measurements that progresses into higher learning. This way, the course outcomes and competencies can be introduced, reinforced and mastered. Furthermore, Classroom Assessment Techniques (see Appendix B) can provide quick and simple ways to assess the student learning taking place.

Upon completion of the assessment instrument used to assess the course outcome, HCC faculty report the number enrolled at the time the assessment instrument was given, the number of completers, the number of achievers, and any notes about the assessment instrument. “Completers” are defined as those who completed the assessment instrument, and “achievers” are defined as those who successfully completed the assessment instrument. This information is collected and then used in a variety of ways including Program Reviews and Kansas Board of Regents’ reports. Furthermore, the information for each instructor is placed in a spreadsheet and returned to him/her, so the instructors can easily compare semester to semester in terms of progress made with increasing student learning and make adjustments to their classes based upon this data.

An example of a completed course outcomes reporting mechanism:

<table>
<thead>
<tr>
<th>EN214 #16: Introduction to Cultural Studies: Fairy Tales</th>
<th>Enrolled:</th>
<th>Completers:</th>
<th>Achievers:</th>
<th>Percentage:</th>
<th>Notes (120 chars max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explore the field of cultural studies</td>
<td>11</td>
<td>10</td>
<td>9</td>
<td>90%</td>
<td>Cultural Analysis Essay. More detailed d</td>
</tr>
<tr>
<td>2. Examine the tradition of fairy tales</td>
<td>11</td>
<td>10</td>
<td>10</td>
<td>100%</td>
<td>Final Exam. All students did a very good job.</td>
</tr>
<tr>
<td>3. Increase an awareness of critical theory and its application on written and visual text</td>
<td>11</td>
<td>10</td>
<td>8</td>
<td>80%</td>
<td>Theoretical Analysis Essay. The papers were well written.</td>
</tr>
<tr>
<td>4. Analyze the role that scholarly writing plays in society</td>
<td>11</td>
<td>9</td>
<td>8</td>
<td>89%</td>
<td>Scholarly Reaction Essay. An example e</td>
</tr>
<tr>
<td>5. Develop the ability to think critically about one’s culture</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>82%</td>
<td>Discussions. I need to continue to stress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EN214H0003: Honors Introduction to Cultural Studies: Fairy Tales</th>
<th>Enrolled:</th>
<th>Completers:</th>
<th>Achievers:</th>
<th>Percentage:</th>
<th>Notes (120 chars max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explore the field of cultural studies</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>100%</td>
<td>Cultural Analysis Essay. Revised instruc</td>
</tr>
<tr>
<td>2. Examine the tradition of fairy tales</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>82%</td>
<td>Final Exam. The two who did not achieve</td>
</tr>
<tr>
<td>3. Increase an awareness of critical theory and its application on written and visual text</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>100%</td>
<td>Theoretical Analysis Essay. Need to stre</td>
</tr>
<tr>
<td>4. Analyze the role that scholarly writing plays in society.</td>
<td>11</td>
<td>9</td>
<td>9</td>
<td>100%</td>
<td>Scholarly Reaction Essay. Two students</td>
</tr>
<tr>
<td>5. Develop the ability to think critically about one’s culture</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>82%</td>
<td>Discussions: Film Responses. Two stud</td>
</tr>
</tbody>
</table>
Assessment at HCC – Program Review (Assessment)

Continuous assessment of programs assists with keeping the curriculum current and meaningful. HCC has in place a structured program review process which involves a cycle in which each program conducts a thorough data-driven assessment review and then provides annual updates about its ongoing work. Programs that have outside accreditation complete their required self-study and submit it along with annual updates in place of the HCC Program Review.

For the general education program review, each of the following conducts its own program review and annual update:

- Fine Arts
- Natural Science & Mathematics: Biology, Chemistry, Mathematics, Physics
- Social Science: Psychology and Sociology

Please see Appendix C for the HCC Program Review Schedule and Assessment Procedure.
Assessment at HCC – Institutional Assessment

HCC has in place both direct and indirect internal and external assessment instruments to assess the entire institution. These assessment tools are utilized throughout a student’s time at HCC.

Direct Assessment Instruments

Placement Assessment

To serve as a process for directing entering students to courses for which students are adequately prepared, the college relies on several levels of diagnostic tests to assess prior student learning. Multiple assessments are employed to determine placement including ACT scores, ASSET, COMPASS, ACCUPLACER, and Work Keys (for selected technical programs). Specific cutoff scores are aligned to placement in specific courses as indicated below.

Mandatory English Placement Scores

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>Asset Score</th>
<th>Compass Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or below</td>
<td>23-40</td>
<td>0-52</td>
<td>EN098 Foundations of English</td>
</tr>
<tr>
<td>17-19</td>
<td>41-44</td>
<td>53-75</td>
<td>EN099 Elements of Writing concurrently with EN100 English Composition IB</td>
</tr>
<tr>
<td>20 or above</td>
<td>45 or above</td>
<td>76-99</td>
<td>EN101 English Composition IA</td>
</tr>
</tbody>
</table>

Mandatory Math Placement Scores

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>Accuplacer Score</th>
<th>Compass Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>0-24</td>
<td>Pre-Algebra 31-39</td>
<td>MA097 Essentials of Mathematics</td>
</tr>
<tr>
<td>NA</td>
<td>25-56</td>
<td>Pre-Algebra 40 or above</td>
<td>MA098 Basic Algebra</td>
</tr>
<tr>
<td>NA</td>
<td>57-74</td>
<td>Algebra 28-47</td>
<td>MA105 Intermediate Algebra</td>
</tr>
<tr>
<td>21 or above</td>
<td>75 or above</td>
<td>Algebra 48 or above</td>
<td>MA106 College Algebra</td>
</tr>
</tbody>
</table>

In addition to the ACT, Accuplacer, and Asset Placements tests, the HCC uses additional diagnostic testing to help ensure proper student placement in gateway courses. Students who test into Reading Comprehension are given a diagnostic to assess their reading ability. Students who are placed in Foundations of English are also given a diagnostic test during the first three hours of class. Students who score high enough on the diagnostic are moved to EN099 Elements of Writing/EN100 English Composition IB which is a five hours course with two hours considered developmental (EN099) and three hours considered as college-level English Composition I (EN100). This provides the students a diagnostic assessment opportunity outside of the standardized assessments.
**Course Outcomes Reporting**
With course outcomes being mapped to the Institution Wide Outcomes (see Appendix D), the outcome reporting mechanism for courses is also utilized for institutional assessment. An assessment report is run to illustrate the percentage of those deemed as achieving each Institution Wide Outcome.

**CAAP and WorkKeys Testing**
Starting in the Spring of 2015, HCC began the use of the Collegiate Assessment of Academic Proficiency (CAAP) Critical Thinking Test and the WorkKeys Applied Mathematics, Locating Information, and Reading for Information assessments to assess student achievement of Institution-Wide Outcomes of HCC graduates. While the testing pool was on a volunteer basis, which led to a low number of participants, value was found of using these external direct measurements, and they will continue to be utilized in future years with plans to expand the testing pool through the implementation of different procedures based upon the assessment of the first-year's practice.

**Indirect Assessment Instruments**

**HCC First Semester Experience Survey**
During the 2014/2015 Academic Year, a task force with members from the Assessment Subcommittee and Institutional Effectiveness Committee developed a survey to assess a student’s experience during his/her first semester at HCC. The survey will be first used during Fall 2015 with sections of ED105 Success Seminar/College Orientation targeted as the test group. In following years, it will be across campus. In addition to collecting information about first impressions about HCC, the data collected will be able to be compared to the HCC Graduate Questionnaire to allow for further analysis of that data.

**HCC Academic Experience Student and Faculty Surveys**
Created to explore the findings of CCSSE and Noel Levitz in more detail, the HCC Academic Experience Student and Faculty Surveys (See Appendix D) provide the institution with data about the experiences in the classroom. The Assessment Subcommittee built this survey over the course of the 2013/2014 and 2014/2015 academic years, and it was first given during Spring 2015. This survey will continue to be given to both students and faculty during the spring semester.

**Community College Survey of Student Engagement (CCSSE)**
CCSSE is an external indirect assessment that targets mainly returning students to ask them about institutional practices and student behaviors that have been found to be correlated with student learning and retention. It was administered at HCC every other
year from 2007 to 2013. In 2014, the decision was made to utilize the financial resources spent on CCSSE for CAAP and WorkKeys testing.

**Noel-Levitz Student Satisfaction Inventory (SSI)**
SSI was first administered at HCC in 2000, and it has continued to be used every other year to assess the satisfaction of students to help improve quality of student life and learning through its measurement of student satisfaction and priorities. This method allows HCC to know what issues are important to the students and their feelings about them. The next administration of SSI at HCC will be during the Spring of 2016.

**HCC Graduate Questionnaire**
A key component of the Graduate Checklist is completing the HCC Graduate Questionnaire (See Appendix D). This survey collects information about the experiences of the students while they were attending HCC. This includes assessing Admissions, Financial Aid, Academic Advising, Residential Life, the Business Office, Curriculum & Instruction, Rimmer Learning Center, JFK Library, and Cultural & Social Activities. The survey has a mix of multiple-choice and open-ended questions.

**Annual Surveys/Projects/Reports Completed**
HCC completes many surveys and reports using data about many different facets of the college. The following provides a list of many of the surveys, projects, and reports completed either annually or biannually. The information is then made available to be reviewed and analyzed both internally and externally.

**ACT Institutional Data Questionnaire**
HCC submits information to ACT, and they then display it on their website which is used by high school students, parents, and school counselors to see and analyze the data about enrollment, financial aid, admissions, student affairs, costs, and academic programs.

**College Board’s Annual Survey of College**
HCC submits information to College Board, and they then display it on their website which is used by high school students, parents, and school counselors to see and analyze the characteristics of each college including programs, costs, application requirements, financial aid, student-faculty ratio, campus life, and deadlines.

**Higher Learning Commission (HLC) Institutional Update**
This update provides HLC with information regarding administrative positions, financial information, federal compliance, student head count, instructional head count, dual credit, certificates & degrees awards, distance education, and locations.
HCC Superintendent’s Report
Prepared for each of the school districts in the service area and reviewed by members of President’s Council, Institutional Research, and the school district, the HCC Superintendent’s Report presents enrollment numbers, first-term grade point averages, retention percentage, placement tests’ performance, and degree completion percentages.

Integrated Postsecondary Education Data System (IPEDS) Survey
Information is reported to IPEDS and then located in College Navigator regarding tuition, fees, financial aid, net price, enrollment, admissions, retention & graduation rates, programs/majors, service members & veterans, varsity athletic teams, accreditation, campus security, and cohort default rates.

Kansas Board of Regents Reports
The following is a list of annually and biannually HCC-reviewed and submitted reports to the Kansas Board of Regents:

- Business & Industry, Training and Enrichment Report
- Kansas Association of Community College Business Officers (KACCBO) Enrollment Data Report
- Kansas Higher Education Enrollment (KHEER) Report
- Kansas Postsecondary Database (KSPSD) Report
- Performance Agreement Report
- Perkins Follow-Up Report
- Special Collections (SB155, AOK, GED Accelerator) Report
- Student Learning Assessment Report

National Community College Benchmark Project (NCCBP)
Information reported to the NCCBP provides comparison data with other peer community colleges to assist with measuring effectiveness and analyzing performance measurement activities. Information compared includes transfer rates, completion rates, credit hour percentages, student performance at transfer institutions, student satisfaction and engagement, student goal attainment, retention rates, success rates, and market penetration.

National Community College Cost and Productivity Project (NCCCPP)
Information reported to the NCCCPP provides comparison data with other community college in terms of cost and productivity of a programs. The reports provide program data regarding instructional costs per credit hour, percent of student credit hours taught, and student/faculty ratio.

Peterson’s Annual Survey of Undergraduate Institutions
HCC submits information to Peterson’s, and they then display it on their website which is used by high school students, parents, and school counselors to see and analyze the characteristics of each college including programs, costs, application requirements, faculty, athletics, student-faculty ratio, campus life, and deadlines.
Information Regularly Collected by Institutional Research for Reports and Assessment

- Achievement of Outcomes
- Assessment Scores
- Average Out of Pocket Cost
- Business and Industry Courses
- Class Size
- Completer Course Success
- Course Evaluations
- Credit Hours Offered
- Developmental Courses
- Direct Instructional Cost per Student per Credit Hour
- Distance Education Courses
- Employee Satisfaction
- Enrollee Course Success
- Enrollment
  - Head Count
  - Full-Time Equivalent
  - Student Credit Hours
- Fall to Spring and Fall to Fall Persistence
- FTE Students/FTE Faculty
- Funding Percentage
- Gainful Employment
- Graduate Satisfaction
- Graduation Rates
- Job Placement Rates
- Next Course Retention
- Non-Credit Courses
- Number of Majors
- Outreach Courses
- Retention Rates
- Service Area Demographics
- Service Area High School Graduates at HCC
- Student Engagement
- Student Satisfaction
- Success in Next Course Rates
- Technical Courses
- Transfer Course
- Transfer Performance
- Transfer Rates
- Tuition
- Within-course Retention
Assessment at HCC – Student Services Assessment

The student services offered at HCC are assessed in a variety of manners. Covering the entire area, Noel-Levitz Student Satisfaction Inventory and the HCC Graduate Questionnaire both provide useful data. The HCC First Semester Experience Survey will do the same. Different programs then have a variety of individual assessment instruments in place to measure their effectiveness. Examples include the following:

- Tutoring services keeps track of the students they work with, and then at the end of each semester, they compare the final grades of those who use the tutoring services with those who do not in the classes in which the students sought assistance.
- HCC Student Organizations must complete a Student Activities Fee Request application (See Appendix E) in order to apply for funding from the college. This application requires them to list their previous activities, future activities, financial budget, and how their organization is connected to the HCC mission. It is then reviewed by a group including staff and students who determine the financial amount that is allocated to the organization.
- The Advising Subcommittee analyzes advising practices at HCC by assessing collected data and researching best practices in the field in order to keep academic advising techniques current and beneficial to the advisees and advisors. Advisors are also surveyed to request information about what topics they would like more information.
- Starting in 2015, Student Services began conducting an online internal Satisfaction Survey three times a year (Fall, Spring, and Summer terms). This survey asks students about their experiences with Admissions, Financial Aid, Advising, Records, Residential Life, and HCC Bookstore.
Assessment at HCC – Closing the Loop

Collecting data alone does little to assist with building a culture of assessment at an institution. Therefore, it is vital to close the loop by getting the data to the areas on campus that can then analyze the information and make decisions based upon it to revise, improve, and/or implement practices at HCC. The following are different methods taking place at HCC to close the assessment loop:

- Course outcomes are analyzed by the faculty in terms of completers and achievers. The instructors then make changes to how certain outcomes are addressed in the class in order to improve student learning taking place. Department chairs also receive the course outcome data so they too can have conversations with their faculty to brainstorm techniques to improve the classroom experience.
- The program review team consists of at least the faculty, department chair, and the person who oversees the program to analyze the data along with additional research to propose and implement changes based upon their findings.
- President's Council, Department Chair Council, and Representative Assembly review and discuss the data collected from the different assessment instruments in order to make future decisions based upon it.
- Both an HCC public assessment website and a Fall 2015 Professional Learning Days' assessment showcase were created in 2015 to be able to provide a method to disburse the assessment data to interested parties and potential users, increase transparency, and help conversations occur that can lead to improvements taking place.
Glossary

**Active Learning:** an approach where students are participating in learning beyond passively absorbing knowledge such as in a didactic session. Actively learning students are involved in solving problems, applying knowledge, working with other students, and engaging the material to construct their own understanding and use of the information. Examples of active learning methods include those methods where deeper thinking and analysis are the responsibility of the student and the faculty member acts as a coach or facilitator to achieve specified outcomes. Examples of active learning include: inquiry-based learning, case-study methods, project development, modeling, collaborative learning, problem-based learning, buzz groups or brainstorming, and simulations.

**Alternative Assessment:** usually means assessment that does not use the usual tools of paper and pencil testing. An example might be a group presentation by students centered on their approach to a particular problem, judged by faculty using a pre-designed rubric or scoring guide.

**Assessment:** the process of using any method to measure the current knowledge that a student possesses. It is the opportunity for students to demonstrate their current knowledge and abilities and for the instructor to give the student feedback on how and where to improve their learning.

**Classroom Assessment:** an exercise or activity designed by the individual instructor to discover what students are learning or if students are learning what was intended in a single class meetings or a small number of consecutive class meetings. The instructor evaluates the results to decide if changes are needed in future class meetings. The typical question addressed by the assessment is, did students learn what I intended them to learn today?

**Course Outcomes and Competencies:** measurable descriptions of what student will know (cognitive), think (attitudinal), or do (behavioral) upon the completion of the course. A course outcome serves as an umbrella to its competencies which define the applied skills and knowledge that lead to the learning of the outcome.

**Direct Assessment Instrument:** gathers evidence, based on student performance, which demonstrates the learning itself. Can be value added, related to standards, qualitative or quantitative, embedded or not, using local or external criteria. Examples: most classroom testing for grades is direct assessment (in this instance within the confines of a course), as is the evaluation of a research paper in terms of the discriminating use of sources. The latter example could assess learning accomplished within a single course or, if part of a senior requirement, could also assess cumulative learning.
**Embedded Assessment:** a means of gathering information about student learning that is built into and is a natural part of the teaching-learning process. Often uses for assessment purposes classroom assignments that are evaluated to assign students a grade. Can assess individual student performance or aggregate the information to provide information about the course or program; can be formative or summative, quantitative or qualitative. Example: as part of a course, expecting each senior to complete a research paper that is graded for content and style, but is also assessed for advanced ability to locate and evaluate Web-based information (as part of a college-wide outcome to demonstrate information literacy).

**External Assessment Instrument:** use of criteria (rubric) or an instrument developed by an individual or organization external to the one being assessed. Example: CAAP Critical Thinking Test.

**Formative Assessment:** the gathering of information about student learning-during the progression of a course or program and usually repeatedly-to improve the learning of those students. Example: reading the first lab reports of a class to assess whether some or all students in the group need a lesson on how to make them succinct and informative.

**Indirect Assessment Instrument:** gathers reflection about the learning or secondary evidence of its existence. Example: a student survey about whether a course or program helped develop a greater sensitivity to issues of diversity.

**Internal Assessment Instrument:** criteria (rubric) or an instrument developed by an individual or group that is part of the institution where the assessment tool is being utilized.

**Qualitative Data:** data collected as descriptive information, such as a narrative or portfolio. These types of data often collected in open-ended questions, feedback surveys, or summary reports, are more difficult to compare, reproduce, and generalize. It is bulky to store and to report; however, it is often the most valuable and insightful data generated, often providing potential solutions or modifications in the form of feedback.

**Quantitative Data:** data collected as numerical or statistical values. These data use actual numbers (scores, rates, etc) to express quantities of a variable. Qualitative data, such as opinions, can be displayed as numerical data by using Likert scaled responses which assigns a numerical value to each response (e.g. 5 = strongly agree to 1 = strongly disagree). This data is easy to store and manage; it can be generalized and reproduced, but has limited value due to the rigidity of the responses and must be carefully constructed to be valid.

**Program Review:** usually a departmental self-study which seeks to assist its owns strengths and weaknesses and may be aided, in the best instances, by external peer review.
**Rubric:** a set of scoring guidelines for evaluating student work. Rubrics answer the questions: By what criteria should performance be judged? Where should we look and what should we look for to judge performance success? What does the range in the quality of performance look like? How do we determine validly, reliably, and fairly what score should be given and what that score means? How should the different levels of quality be described and distinguished from one another? (Relearning by Design, Inc. 2003)

**Summative Assessment:** the gathering of information at the conclusion of a course, program, or undergraduate career to improve learning or to meet accountability demands. When used for improvement, impacts the next cohort of students taking the course or program. Examples: examining student final exams in a course to see if certain specific areas of the curriculum were understood less well than others; analyzing senior projects for the ability to integrate across disciplines.
Appendix A – Assessment Subcommittee

Assessment Subcommittee Charter

**Vision Statement**
Assessment will be an integral part of the institution, providing direction for improvement and strategic decision making.

**Mission Statement**
The Assessment Subcommittee assists units in developing meaningful, useful, consistent measures of the effectiveness of their processes, the satisfaction of their stakeholders, and the learning of students having contact with the unit.

**Values**
- Accountability
- Transparency
- Empowerment
- Consistency
- Reliability
- Validity
- Fairness
- Creativity
- Communication

**Objectives**
- Develop strategies for assessing the five Institution-wide Outcomes
- Collect information on course assessment of student learning outcomes from faculty
- Guide efforts to assess student learning at HCC both inside and outside the classroom
- Facilitate the systemic deployment of assessment across all units of HCC

**Resources**
The Assessment Subcommittee will work closely with the Curriculum and Program Improvement Coordinator. Input and/or representation will also be needed from:
- faculty
  - full-time
  - part-time
- students
- distance education
- outreach
- non-academic work units
- co- and extra-curricular leaders
- off-site stakeholders.

**Time Frame**
The Assessment Subcommittee will be a standing subcommittee under the Teaching and Learning Committee. Each spring semester members will be polled to determine if they wish to continue service. New members will be invited to join the subcommittee to replace any members who do not wish to continue serving.
Communication
This subcommittee reports directly to the Teaching and Learning Committee. Other groups with whom this group may need to periodically communicate include the Professional Development and Training Committee, the Department Chairpersons Council, and the Strategic Planning Council.

Assessment and Evaluation
Reports to HLC and KBOR will often include results from the work of this subcommittee. Feedback from those agencies will provide some insight into the effectiveness of this subcommittee. Feedback from the Teaching and Learning Committee will also be a gauge of the subcommittee’s effectiveness.

Assessment Subcommittee Members for 2015/2016
Academic Affairs Representative – Ryan Diehl, Co-Chair
Assessment Services Representative – Jake Gunden
Department I Representative – Teresa Pauls
Department I Representative – Sarra Reeves
Department II Representative – Matt Smith
Department II Representative – Greg Siepert
Department III Representative – Kelly Clasen, Co-Chair
Department III Representative – Karen Baehler
Department IV Representative – Joyce Barker
Department IV Representative – Brian Nuest
Department V/Department Chair Representative – Bob White
HNFA Representative – Bill Sheldon
ITDE Representative – Derek Law
Library Services Representative – Robert Kelly
Outreach Representative – Kristie Torgerson
Part Time Faculty Member – Arlen Busenitz
Student Services Representative – Dana Hinshaw
At-Large Member – Frances Johannsen
At-Large Member – Ken Gamber
Appendix B – Course Assessment

Example Syllabus
Hutchinson Community College
Course Syllabus
MA106 College Algebra


CREDIT HOURS: 3.00

PREREQUISITES:
Accuplacer Score of 75 or higher, or Compass Algebra Score of 48 or higher, or MA105 Intermediate Algebra with a grade of C or higher, or ACT Math Score of 21 or higher

COREQUISITES: None

COURSE NOTES: None

CATALOG COURSE DESCRIPTION:
Theory of equations, functions, inverse functions, complex numbers, determinants and matrices.

HCC INSTITUTION-WIDE OUTCOMES:

I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.

II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.

III. Demonstrate effective communication through reading, writing, listening, and speaking.

IV. Demonstrate effective interpersonal and collaborative skills.

V. Demonstrate effective quantitative-reasoning and computational skills.

COURSE OUTCOMES AND COMPETENCIES:

1. Manipulate functions, finding domain and range for linear, piece-wise, composition, inverses, and logarithmic functions.
a. Identify functions, evaluate functions, find the domain and range of a function, analyze graph of a function including linear and piece-wise functions.

b. Find arithmetic combinations and composition of functions, evaluate, and find inverses by graphing and algebraic methods.

c. Use long division and synthetic division to divide polynomials by other polynomials.

d. Rewrite logarithmic functions with a different base.

e. Use the properties of logarithms to evaluate, rewrite, expand or condense logarithmic equations.

f. Rewrite logarithmic functions with a different base.

2. Solve equations and inequalities using algebraic methods for integer and rational exponents, complex numbers, and rationals.

a. Apply the fundamental concepts of intervals, integer and rational exponents, complex numbers, polynomials, factoring, and rational expressions.

b. Sketch the graph and solve systems of non-linear inequalities and solve linear programming problems.

c. Use the graphing calculator to enhance the study of algebra.

3. Solve equations and inequalities using graphing and/or technology finding zeroes of polynomials, solving systems of equations using Gaussian elimination and matrices.

a. Determine the number of rational and real zeros of a polynomial functions and find the zeros.

b. Identify and solve linear, quadratic, polynomial, radical, exponential, and logarithmic equations.

c. Solve linear inequalities, polynomial inequalities, absolute value inequalities, and rational inequalities.

d. Solve systems of linear equations by graphing, by elimination, by substitution, by Gaussian elimination, by matrices, and by determinants.

e. Identify linear systems in row-echelon form and use back-substitution to solve.

f. Solve non-square systems of equations.

g. Sketch the graph and solve systems of non-linear inequalities and solve linear
programming problems.

4. Write algebraic equations that model data given either graphically or as a listing of characteristics for linear, polynomial, exponential, logarithmic, and conic sections.

   a. Sketch and analyze graphs of functions, including constant, linear, polynomial, exponential, and logarithmic functions.

   b. Identify, graph, and write equations of circles, ellipses, hyperbolas, and parabolas (vertex or center at origin)

   c. Identify, graph, and write equations of conics that have shifted vertically or horizontally.

COURSE ASSESSMENT AND EVALUATION:

A - 90% - 100%

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

F - 0% - 59%


ACCOMMODATIONS STATEMENT:

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

ACADEMIC HONESTY:

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that
represent the students’ best efforts without cheating, plagiarizing, or misrepresenting.

2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.

3. Refrain from participating in the academic dishonesty of any person.

Sanctions for violation:
Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

Appeal:
Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

INCOMPLETE GRADE:

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.

2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.

3. The instructor must agree to the request before a grade of Incomplete can be submitted.

4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.

5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student’s transcript at the end of the next semester.

ACCREDITATION:

Hutchinson Community College is accredited by the Higher Learning Commission (HLC). The Higher Learning Commission is one of six regional institutional accreditors recognized by the US Department of Education and the Council on Higher Education Accreditation (CHEA).
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### Differentiating Assessment and Evaluation

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### Evaluation Helps Instructors
- Determine if course learning outcomes were achieved
- Determine level of knowledge, behaviors, skills, values, interests, attitudes
- Form a basis for customizing assistance (remediation)
- Determine level of mastery
- Foster student comfort and confidence
- Communicate what’s important
- Motivate students to study
- Determine grades and provide feedback

### What Should Be Evaluated?
- Important educational objectives
- Content
- Understanding and ability to apply principles
- Critical thinking (higher order skills)
- Relevant fact/principles and how they integrate to solve complex problems
Ways to Evaluate

- True/false
- Short Answer
- Problem-solving
- Multiple choice
- Essay questions
- Matching/recall
- Simulations
- Performance/orals
- Case Studies
- Portfolios

Essay Test Considerations

- Instructor is confident in critical and fair reading skills
- Lower validity—smaller course content sample
- Relatively quick, easy to prepare
- Eliminates guessing
- Lengthy, time consuming, subjective

When to Use Essay

- Small group
- Encouraging development of writing skills, neatness
- Encouraging more thorough preparation
- Exploring attitudes more than achievement
- Exploring only a few outcomes

Advantages of Essay Testing

- Measures (more, indepth) higher order thinking
- Promotes integrative and synthetic thinking
- Evaluates of thinking and reasoning
- Allows for expression based on diverse backgrounds/experiences

Objective Test Considerations

- Large group
- Explores a number of outcomes
- Obtains highly reliable test scores in efficient manner (reusable test)
- Influenced by-- reading ability, test-wise-ness, and risk taking
- Higher validity—broader course content sample, more representative of overall
Advantages of Multiple Choice

- Versatile—appropriate for many topics
- Measures variety of educational objectives
- Less susceptible to guessing than true/false
- Not affected by scoring inconsistencies
- Rapid scoring expedites reporting and clarifying learning
- Provides diagnostic for additional teaching/remediation

Writing Good Objective Items/Questions

- Construct stems to assess a single objective
- Base each item on a specific problem
- Use words that are clear, concise, mutually exclusive
- Use relevant facts with “one best answer”
- Vary difficulty
Classroom Assessment Techniques

Often referred to as CATS, Classroom Assessment Techniques are useful and simple tools to assess student learning taking place through non-graded in-class activities. *Classroom Assessment Techniques: A Handbook for College Teachers* (1993) by Angelo and Cross provides many examples that can assist an instructor. Every HCC Department has at least one copy of this book for faculty to use. Additional copies are located in the Teaching and Learning Resource Center.

10 Classroom Assessment Techniques

1. Approximate Analogies
   - Making analogies helps students to connect the familiar with the unfamiliar. Creative thinking is utilized as students apply the new information they are learning to prior life knowledge. Instructors can gauge student understanding of a concept by looking at the analogy using the format “A is to B as X is to Y.” With a short “A is to B” prompt from the instructor, in as little as two words, students show how effectively they are able to make connections as they complete “as X is to Y.”

2. Categorizing Grid
   - The categorizing grid is a graphic organizer assessment that is quick to develop and quick to administer in any course of any size. The instructor can learn how well students are learning information by observing how they sort items into categories, deciding what goes with what. Its versatility allows it to be used as an assessment, a teaching tool, and as a study tool for the student.

3. Mini Quizzes
   - Short quizzes take some time for the instructor to develop, but provide the instructor and student information on how well the students are able to discern fully correct statements from almost correct statements. “Grading” these quizzes in class gives an opportunity for students to get immediate feedback, discuss options with the class, and correct incorrect assumptions before students have too long to learn something incorrectly.

4. Student Generated Test Questions
   - With this CAT, students focus on how well they understand concepts by writing possible test questions and showing the solution/answer. The instructor can then determine what students find to be the most important/memorable topics and can then assess level of difficulty, if students are avoiding certain topics, if students “get” the main idea of the lesson, and if the solution/answer is correct.

5. The Jigsaw Classroom
• Instructors circulate around the room during this group activity to determine student level of understanding. A topic/lesson is divided into 4 modules. Students are numbered off 1-2-3-4 and assigned a module for which they are to become experts. All 1s gather together, all 4s, etc., to help each other become experts, then groups of 1-2-3-4 reconvene to teach their module to others in the group.

6. In Class Polling
• This CAT is helpful to assess students’ awareness of attitudes and values and can be used for any type of poll. Using polleverywhere.com, the instructor can ask questions of students who report anonymously to the poll. This can generate a way to engage and evaluate student responses, and customize future lessons to students’ needs and interests. It focuses on how students think about course-related issues. It can be used to review for any type of evaluation in any course of any size.

7. Background Knowledge Probe
• The Background Knowledge Probe CAT is used to help the instructor prepare for a course/unit/lesson/new topic by asking students for general information about their level of preparation. Instructors keep knowledge questions short and simple. Analysis of student responses about their prior understanding helps the instructor determine the most effective starting point and at what level to begin instruction.

8. Empty Outline
• Do students seem to have a hard time taking notes in your class? Deciding what important information to write down? The empty outline guides students in their note taking and can help teach students what information is important in any class lecture/unit. This is another versatile CAT that can help improve not only content knowledge but also listening and note taking skills.

9. One Sentence Summary
• This quick CAT helps the instructor gauge student understanding of key points and helps students practice their writing skills by filling in “Who did what to whom, when, where, how, and why?” It can be used for any information that can be presented in declarative form, such as events, facts, processes or reactions. One sentence summaries can become great discussion posts for online classes.

10. Ticket out the Door
• Do students need incentive to pay attention in class? Immediate application of learning is one benefit of this CAT. After covering a topic in class, reserve
10-15 minutes at the end of class to show a related problem/topic. Students have that time to work through the problem (showing all of the steps) and present the solution to the instructor. If it’s right, they have their ticket out the door. If it’s incorrect, they go back to the desk to fix their work.
Appendix C – Program Assessment

Program Review Schedule

Schedule for Program Review

Last Revised 6/17/15

2014/2015

Auto Collision/Auto Mechanics
* Business & Paralegal (reaccreditation every 2 years)
Computer Support Specialist, Computer Science, IT in Healthcare
* Health Information Management
Manufacturing Engineering Technology
* Radiology (accreditation every 8 years-last completed 2007)

2015/2016

Agriculture: Farm & Ranch, Ag Diesel
Computer Drafting
Criminal Justice
* Emergency Medical Science (accreditation every 5 years)
Natural Science & Mathematics: Biology, Chemistry, Mathematics, Physics
* Pharmacy Technician (accreditation every 2 years)
* Physical Therapy Assistant (accreditation every 10 years-last completed Dec 2015)

2016/2017

* ADN-Nursing, LPN-Practical Nursing (accreditation every 8 years-last completed Spring 2009)
Allied Health (Continuing Education)
* Business & Paralegal (reaccreditation every 2 years)
Construction (Building Trades)
Early Childhood Education, Education, Physical Education
Fine Arts
* Respiratory Therapy (reaccreditation no later than 2017 after 5 yrs of continuing accreditation goes to 10 year cycle)
Visual Communication: Animation, Journalism, and Media Production

2017/2018

Automation Engineer Technology
Fire Science
Social Science: Psychology, Sociology
* Surgical Technology (accreditation every 10 years-last completed Oct 2013)
Welding

2018/2019
*Business & Paralegal (reaccreditation every 2 years)
Development Education
Machine Technology
* Radiology (accreditation every 8 years - last completed 2007)

*Outside Accreditation Submit Self-Study and Annual Report
I. Academic Affairs Office will request Data from Institutional Research, Office of Finance, and Curriculum/Assessment to be provided to Program Review Workgroup

- **Enrollment**
  - Number of students enrolled in program/area courses
  - Number of courses offered vs. courses populated with 12 students(+) per section
  - Number of student credit hours generated by program/area courses

- **Persistence**
  - Percent of program enrollment who persist from fall to spring
  - Percent of program enrollment who persist from fall to fall

- **Retention**
  - Percent of students who are retained within a course
  - Percent of students who are retained course to course
  - Percent of students retained in program/courses who are successful

- **Successful Outcomes**
  - Percent of students in program/courses who achieve course outcomes
  - Percent of concentrators who achieve program outcomes
  - Percent of students in program/courses who achieve institution-wide outcomes

- **Completion**
  - Percent of program/area completers within three years
  - Percent of certificates/degrees completers (per program/area)

- **Benchmarking**
  - Comparison to like institutions—direct instructional costs (per NCCBP)
  - Comparison to like institutions--student engagement/satisfaction (per CCSSE and Noel Levitz)
  - Transfer Performance (KBOR)
  - Retention/success, core academic areas/developmental (NCCPP)

- **Cost Effectiveness**
  - Number of full-time equivalent students per full-time equivalent faculty
  - Student headcount to faculty ratio
  - Cost per student credit hours of program/area
  - Pattern of general operating expenses within the program during past 3 years (e.g., budgeted line items, grants/donations/fund-raising projects, major equipment purchases vs. extraordinary expenditures)
• Average class size

• Data Specific to Program/Area Under Review

II. Department Chairs will form Program Review Workgroups (technical programs, general education/fine arts, developmental education)

• Workgroups determine how to achieve effective, valuable, meaningful discussions and recommendations
• Workgroups consist of:
  o Representative full-time faculty who teach in the program/area
  o Representative part-time faculty who regularly teach in the program/area
  o One individual from outside the program/area (from industry, another institution, or another HCC program/area)
  o Other persons who will contribute to the efficiency/effectiveness of the group
• Department chair(s) or leadership of program/area will convene/facilitate review work
• Workgroup will review/revise syllabi (course/program outcomes) and create program maps identifying where program outcomes are addressed, reinforced, emphasized (per the template)

CONTENT DISCUSSION (Questions to Consider during Review.)

1. Capacity--What is the capacity (size/scope) of the program/area given available resources?

   a. How does breadth/depth of academic content support the program/area?
   b. How are enrollment patterns (e.g., unduplicated headcount, FTE, retention rates—fall to spring, and credit hour production) per academic term trending within this program/area? What denotes sufficient critical mass?
   c. How many students are program completers (employed and unemployed)? How many students graduate? transfer? Have been placed in career employment? Have remained in Kansas?
   d. What are student attrition rates? dismissals? withdrawals (passing and failing)?
   e. What is the average time (credit hours or academic terms?) to certificate? credential? degree? transfer?
   f. What is sufficient size/scope of the program/area to affirm it can be conducted effectively?
g. Does this information analysis suggest opportunities for consolidation, restructuring, partnering, and/or reinvention? What could these be?

2. Demand—What is the demand for the program/area by students? by business/industry? by community? by service-area?

   **External Demand**—
   
a. What are labor market (employment, average salary, projections) and workforce demand data (local, state, regional, national) for program/area enrollments? What are demand trends?

b. What is the likely potential for future growth given the current resources for the program/area? Is the program/area positioned for the future?

c. How is the program/area offered at a level that corresponds to the demand? How are scheduling patterns reviewed?

d. What other forces in the surrounding environment affect this program/area?

e. How does business/industry actively support this program/area (e.g., advisory committee, resources, donations, hiring graduates)?

**Internal Demand**—

a. What institutional demands are dependent upon this program/area?

b. What courses/other programs of study would suffer, or possibly fail, without this program/area?

3. Curriculum—How is the curriculum subjected to meaningful analysis? How/when are additions/deletions/consolidation to course content discussed?

   a. How has the curriculum been designed to provide integration among general education, applicable technical skills, appropriate workplace basic skills, or basic academic skills?

   b. How many students participate in experiential learning opportunities (e.g., apprenticeships, internships, co-operative learning, practicums, preceptorships)?

   c. When was the last reform/redesign to ensure comprehension of expanding knowledge and current technology of the field? If more than 3 years, when is the next renovation planned?

   d. How has the program/area successfully shifted the delivery of the curriculum to meet
the changing needs of the industry? of the students? of receiving programs of study?

4. **Quality of Program Outcomes**—What is measured with program/area outcomes? How are these attainable throughout the program? How are these validated and aligned with employment/transfer opportunities? How do program/area completers/graduates know they were successful?

   a. How have completers/graduates fared on external assessments? In the area of student outcomes, what test scores on nationally standardized instruments measure attainment? What is the trend over time of completers/graduates on state/national professional licensure/certification examinations?

   b. Considering the percentage of students who participate/complete an industry-endorsed assessment, how could this number be increased?

   c. What congruence exists between intended and actual learning outcomes? What evidence proves learning outcomes?

   d. What are the degrees of stakeholder satisfaction—students, alumni, advisory council members, employers, transfer institutions?

   e. What alumni records/placement data/measures indicate program/area success?

   f. How well do students transfer into receiving baccalaureate institutions?

   g. What involvement/influence do advisory council members have on curriculum, practices, and policies?

   h. How well do program/area faculty achieve in measures of teaching effectiveness?

   i. What is the program/area faculty track record in presenting at state/national conferences, achieving state/national recognition, or receiving recognition as experts in their fields?

   j. What results document program/area quality? What is the external validation of quality? What evidence documents added-value?

   k. To what degree, do outcomes mirror best practices of competition (industry, similar institutions, for-profit providers, baccalaureate institutions)?

5. **Impact, Justification, and Overall Essentiality**

   a. What impact has this program/area had, or promises to have?

   b. What is the connecting relationship between this program/area and achievement of the institutional mission?

   c. How essential is this program/area to the institution?

   d. Does this program/area serve students in ways that no other program does?
e. Does this program/area respond to a unique societal demand/need that the institution values?

f. How is this program/area linked with the institutional overall strategic plan?

V. Determine “Opportunity Analysis”

- **External Environmental Factors** (e.g., technology, financial, gainful employment, graduate wages, social, economic conditions, learner readiness, competition, learner interest/awareness, demographics, changing methods, regulations, legal implications, political impacts) What affects the institution that might create opportunities for this program/area?

- **Benchmarking**
  a. How do results compare with (e.g., other programs at HCC, similar programs at other institutions, local, state, regional, national) existing standards or benchmarks, and/or previous years for the program/area?
  b. What are possible reasons for the program/area results differing from those used for comparison?

- **Opportunities**
  a. What opportunities exist for the program/area to continue, but in a different format? Different delivery system? Different opportunity?
  b. Considering opportunities for productivity gains, what would enhance the program/area? And enhance student success?
  c. What partnerships might be available to increase efficiency and enhance capacity?
  d. What cost-containment measures could be implemented with restructuring or technological innovation?
  e. What is the program/area’s strategy for integrating information technology?
  f. What are possible cooperative/collaborative relationships with other programs/areas? With other institutions?
  g. How do/can program/area faculty and staff advance new program ideas?
  h. What are the opportunities for combining courses/sections with other program/area units? Where can duplication be minimized?
  i. What is the potential for reengineering the way the curriculum is delivered?
  j. How is this program/area poised to transform itself in new/different ways?

- **Barriers**—What are the barriers to improving results?
- **Other Analysis**—What other information do the data reveal?
**OUTCOME EXPECTATION**

**Follow up--determine:**
- trend lines, patterns, longitudinal comparative information
- rubrics/common set of evaluation tools for particular program
- timelines for action (cycle of follow-up, documentation, review)
- investment in new resources that will be required to expand program quality
- planning/budgeting/priorities of decisions
- what kind of decision-tree/rating system will weigh importance of items (e.g., high/medium/low, growing/stable/declining, exceptional/strong/adequate/weak)
- action plans after reviewing results (e.g., enrichment/expansion, consolidation/restructuring, modification, addition/reduction, elimination)

- **Write action improvement plan** (according to template) with indicators/results/outcomes submitted annually to the Vice President of Academic Affairs.

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>OPPORTUNITY ANALYSIS</th>
<th>GOALS/EXPECTATIONS (1-3)</th>
<th>RESPONSIBLE</th>
<th>TIMELINE</th>
<th>EXPECTED OUTCOMES</th>
<th>FOLLOW-UP PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td></td>
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<tr>
<td>DEMAND</td>
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<td>CURRICULUM</td>
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<tr>
<td>QUALITY OF PROGRAM OUTCOMES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMPACT, JUSTIFICATION, OVERALL ESSENTIALITY</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## Appendix D – Institutional Assessment

### Example Course Outcomes Matrixes

#### Course Outcome Matrix

**Course Name:** Introduction to Literature  
**Course Number:** EN201

<table>
<thead>
<tr>
<th>Course Outcomes</th>
<th>Assessment Instrument</th>
<th>Evaluation Method</th>
<th>Achievement Scale</th>
<th>Institution-wide Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read, discuss, and write about fictional construction in selected short fiction.</td>
<td>Writing Assignment</td>
<td>Rubric</td>
<td>Percentage 70</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>2. Explain fundamental techniques of poetry, including metaphor, rhythm and rhyme, assonance, alliteration, onomatopoeia, and personification.</td>
<td>Writing Assignment</td>
<td>Rubric</td>
<td>Percentage 70</td>
<td>Communicating</td>
</tr>
<tr>
<td>3. Discuss drama as present in selected dramatic texts.</td>
<td>Writing Assignment</td>
<td>Rubric</td>
<td>Percentage 70</td>
<td>Demonstrating Interpersonal Skills</td>
</tr>
</tbody>
</table>

#### Course Outcome Matrix

**Course Name:** Theatre Appreciation  
**Course Number:** TH115

<table>
<thead>
<tr>
<th>Course Outcomes</th>
<th>Assessment Instrument</th>
<th>Evaluation Method</th>
<th>Achievement Scale</th>
<th>Institution-wide Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Define common terminology and vocabulary of drama.</td>
<td>Quiz or Test Question(s)</td>
<td>Key</td>
<td>Percentage 70</td>
<td>Accessing and Manipulating Information</td>
</tr>
<tr>
<td>2. Analyze and</td>
<td>Writing</td>
<td>Rubric</td>
<td>Percentage 70</td>
<td>Critical Thinking</td>
</tr>
</tbody>
</table>
### Course Outcome Matrix

**Course Name:** College Algebra  
**Course Number:** MA106

<table>
<thead>
<tr>
<th>Course Outcomes</th>
<th>Assessment Instrument</th>
<th>Evaluation Method</th>
<th>Achievement Scale</th>
<th>Level</th>
<th>Institution-wide Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Manipulate functions, finding domain and range for linear, piecewise, composition, inverses, and logarithmic functions.</td>
<td>Quiz or Test Question(s)</td>
<td>Key</td>
<td>Percentage 70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Solve equations and inequalities using algebraic methods for integer and rational exponents, complex numbers, and rationals.</td>
<td>Quiz or Test Question(s)</td>
<td>Key</td>
<td>Percentage 70</td>
<td>Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>3. Solve equations and inequalities using graphing and/or technology finding zeroes of polynomials, solving systems of equations using Gaussian</td>
<td>Quiz or Test Question(s)</td>
<td>Key</td>
<td>Percentage 70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Write algebraic equations that model data given either graphically or as a listing of characteristics for linear, polynomial, exponential, logarithmic, and conic sections.

<table>
<thead>
<tr>
<th>Quiz or Test Question(s)</th>
<th>Key</th>
<th>Percentage</th>
<th>Accessing and Manipulating Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70</td>
<td></td>
</tr>
</tbody>
</table>
Hutchinson Community College Academic Experience Student Survey

*Please respond to the following questions based upon your time at HCC.*

**Gender:**  Male    Female    Prefer Not to Identify

**Major or Program:** ______________________________

**How many credit hours have you completed at HCC?** 1-15  16-30  31-45  45+  

**How many hours do you typically work every week?** Less than 10  11-20  21-34  35-40  41+  

**How many years after finishing high school did you start at HCC?** ________________

**Circle a number for each applicable statement:**

<table>
<thead>
<tr>
<th>Statement</th>
<th>4-Strongly Agree</th>
<th>3-Agree</th>
<th>2-Disagree</th>
<th>1-Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC is consistent in how it communicates with me.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>HCC provides the resources I need to help me be successful. (i.e. tutoring services, academic advising, access to computers, etc.).</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Information about program requirements is readily available on the HCC website.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>My courses are academically challenging and prepare me for the next level.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>My instructors are fair and consistent.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The majority of my classes deal with practical experiences and applications.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>I am willing to seek extra help about an assignment.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>I was prepared academically to succeed in college.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>I feel welcomed here.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>At least one HCC staff or instructor learned my name</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>My courses have helped me develop the ability to think critically and make reasonable judgements.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>My courses have helped me gain the skills necessary to access and manipulate information</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>My courses have helped me develop effective communication skills through reading, writing, listening, and speaking.</td>
<td>4</td>
<td>3</td>
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<td>My courses have helped me develop effective interpersonal and collaborative skills.</td>
<td>4</td>
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<tr>
<td>My courses have helped me develop effective quantitative-reasoning and computational skills.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
What expectations did you have for your classes at HCC compared to high school?
   a. They would be harder.  b. They would be about the same.
   c. They would be easier.  d. I had no expectations.

Did HCC meet those expectations?  Yes  No
Why or why not?

How do you feel overall about your instructors’ expectations in terms of assignments?
   a. They are next to impossible to manage.  b. They are hard but manageable.
   c. Just right.  d. They are easy.
   e. They are too easy
If you marked a or e, what was it about the expectations that were impossible or extremely easy?

What percentage of your classes challenged you?
   a. 100%-80%  b. 80%-60%  c. 60%-40%  d. 40%-0%

What is it about your classes you found challenging that helped prepare you for the next step after college?

Do you take notes in your courses?  Yes  No
If no, why not?

Do your classes have reading assignments (textbooks, manuals, novels, blogs, literature, etc.) that are expected to be finished for the completion of assignments?  Yes  No

What percentage of the reading assignments do you complete?
   a.100%-90.1%  b.90%-75.1%  c.75%-50.1%  d.50%-25.1%  e.25%-0

Why did you complete the percentage you answered in the previous question?

If you had the option, would you read eBooks of the same content?  Yes  No
How many books did you read on your own (not assigned) for personal enjoyment or academic enrichment this last year?
   a. 0      b. 1-4      c. 5-10      d. 11-20      e. 20+

Did you work on a paper or project that required research from several sources in your classes/labs?
   a. In the majority of my courses/labs
   b. In half of my courses/labs
   c. In less than half of my courses/labs
   d. In none of my courses/labs

Do you use the resources available from Rimmer Learning Resource Center/JFK Library?
Yes   No

Do you use the available tutoring services on campus?   Yes   No

If you do not use them, why is this and what would cause you to use them?

What resources do you use for your assignments (Mark all that apply)?

☐ Library Online
☐ Printed Journals/Newspapers
☐ Wikipedia
☐ Interviews
☐ Databases
☐ Search Engines like Google
☐ Books
☐ Podcasts YouTube and other online videos
☐ Other (specify which ones):

What are your recommendations to improve the HCC academic experience?

What have been the best parts about your HCC academic experience?
Hutchinson Community College Academic Experience Faculty Survey
Please respond to the following questions based upon your time at HCC.

**Circle a number for each applicable statement:**

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<td>I am consistent with how I communicate with students.</td>
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<td>I provide the resources and information about resources students need to be successful (i.e. tutoring services, academic advising, access to computers, etc.).</td>
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<tr>
<td>I prepare my students academically to succeed in college.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I help make students feel welcomed here.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have learned my students' names.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My courses have helped me develop the ability to think critically and make reasonable judgements.</td>
<td></td>
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How do you feel overall about your expectations in terms of assignments?

- a. They are next to impossible to manage.
- b. They are hard but manageable.
- c. Just right.
- d. They are easy.
- e. They are too easy

If you marked a or e, what was it about the expectations that are impossible or extremely easy?
What is it about your classes that challenges students and helps prepare them for the next step?

Do students take notes in your courses? Yes  No
If no, do you address this with them or teach them note-taking skills?

Do your classes have reading assignments (textbooks, manuals, novels, blogs, literature, etc.) that are expected to be finished for the completion of assignments? Yes  No

What percentage of the reading assignments do students complete?
  a. 100%-90.1%  b. 90%-75.1%  c. 75%-50.1%  d. 50%-25.1%  e. 25%-0

How do you address the completion of reading assignments with the students?

If you had the option, would you use eBooks of the same content? Yes  No

How many books do you read on your own (not assigned) for personal enjoyment or academic enrichment this last year?
  a. 0  b. 1-4  c. 5-10  d. 11-20  e. 20+

How often do you assign a paper or project that required research from several sources in your classes/labs?
  a. In all of my courses/labs  b. In half of my courses/labs  c. In one or two of my courses/labs  d. In none of my courses/labs

Do you tell students about the resources available from Rimmer Learning Resource Center/JFK Library? Yes  No

Do you tell students about the available tutoring services on campus? Yes  No

If your students do not use any of these resources, what do you think would get them to do so?
What resources do students use for your assignments (Mark all that apply)?

- [ ] Library Online
- [ ] Databases
- [ ] Printed Journals/Newspapers
- [ ] Search Engines like Google
- [ ] Wikipedia
- [ ] Books
- [ ] Interviews
- [ ] Podcasts YouTube and other online videos
- [ ] Other (specify which ones):

What are your recommendations on improving the HCC academic experience?

What have been your favorite parts about your HCC academic experience?
HCC Graduate Questionnaire

Hutchinson Community College Graduate Questionnaire

Please respond to the following questions based on your experiences at HCC.

<table>
<thead>
<tr>
<th>Gender: Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age: 18-22 * 23-27 * 28-32 * 33-37 * 38-42 * 43-50 * 50-60 * 60+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Earned Degree: A.A. A.S. A.A.S. Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>During your time at HCC, how many hours did you typically work every week? Less than 10 11-20 21-34 35-40 41+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How many semesters did you attend HCC? 2 3 4 5 6 7 8 9 10+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major or Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How many semesters did you enroll in 12 or more credit hours? _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you complete course work at another college for this HCC degree/Certificate? What institution?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residency at graduation: In-State Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many years after finishing high school did you start at HCC?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship athlete at anytime at HCC? Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you take classes at HCC (either online or on campus) while in high school? Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, what sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick one: High School Diploma or GED</td>
</tr>
</tbody>
</table>

Circle a number for each applicable statement:

- 4-Strongly Agree
- 3-Agree
- 2-Disagree
- 1-Strongly Disagree
- 0-Not/Applicable

- **Admissions**
  - The admissions staff were generally knowledgeable and courteous.
  - Admissions literature and forms were helpful and easy to complete.

- **Financial Aid**
  - Financial Aid mail correspondence was understandable and gave good directions.
  - Financial Aid personnel were able to address my financial aid questions and concerns.
  - Financial Aid personnel were willing to assist me through the FA process.

- **College Housing**
  - College housing was generally comfortable and appropriate for my needs.
  - Housing staff were helpful and consistent in their responses to me.

- **Academic Advising**
  - My advisor was available by appointment, phone or online.
  - My advisor was knowledgeable about courses and academic programs, HCC policies and procedures.
  - My advisor was knowledgeable about transfer issues from HCC to four year schools.
  - My advisor was helpful in my career and academic development.
  - My advisor kept me informed on important dates and issues throughout the semester.
  - My advisor always had adequate time for me when we met.

- **Guidance and Counseling**
  - Personal counseling was readily available and helpful for personal and social adjustment concerns.
  - Career counseling was readily available and helpful in academic and career direction.
  - Disability services were readily available and helpful in providing authorized accommodations.
4-Strongly Agree   3-Agree   2-Disagree   1-Strongly Disagree   0- Not/Applicable

◆ **Parker Student Union Information Desk**
  The staff at the Information Desk was knowledgeable and helpful. 4 3 2 1 0
  The information Desk staff were prompt and courteous in their interactions with me. 4 3 2 1 0
  The HCC automated phone system (voice mail and directory instructions) was easy to follow and use. 4 3 2 1 0

◆ **Registrars Office**
  Online grades were easily accessible and posted in a timely manner at the end of each semester. 4 3 2 1 0
  Staff in the Registrars Office were helpful in assisting with information about my academic records (transcripts, class adds and drops, etc.) 4 3 2 1 0

◆ **Student Support Services**
  Did your educational experience at HCC include the use of **Student Support Services in the Parker Student Union?** If yes; complete the next four items: Yes / No
  Academic Tutoring enhanced my educational experience at HCC. 4 3 2 1 0
  Supplemental Instruction enhanced my educational experience at HCC. 4 3 2 1 0
  Cultural Activities enhanced my educational experience at HCC. 4 3 2 1 0
  Academic Advising enhanced my educational experience at HCC. 4 3 2 1 0

◆ **Orientation**
  The **Orientation / Success Seminar** class helped me understand HCC policies, procedures, resources, and study strategies needed for academic success. 4 3 2 1 0

◆ **Curriculum and Instruction**
  Coursework for degree completion programs was packaged in a manner that allowed me to complete my degree in the prescribed time. 4 3 2 1 0
  Classes were scheduled at times, modalities (face to face, electronic) and locations appropriate for my needs. 4 3 2 1 0
  Prerequisite coursework prepared me for higher level coursework, e.g., English Comp I prepared me for English Comp II. 4 3 2 1 0
  Where did you take HCC classes? Check all that apply.
<table>
<thead>
<tr>
<th>Hutchinson (Plum Street)</th>
<th>Davis Hall</th>
<th>South Campus</th>
<th>On-line</th>
<th>Newton</th>
<th>McPherson</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On average, how many hours did you spend studying outside of class per week?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-5 hours</td>
<td>6-10 hours</td>
<td>11-15 hours</td>
<td>16 or more hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 3 2 1 0</td>
<td>4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

◆ **Facilities and Technology**
  Educational technology was available and appropriate for my educational needs. 4 3 2 1 0
  Facilities and furnishings were conducive to effective learning. 4 3 2 1 0
  Technology was integrated into much of the coursework I completed. 4 3 2 1 0
<table>
<thead>
<tr>
<th>4-Strongly Agree</th>
<th>3-Agree</th>
<th>2-Disagree</th>
<th>1-Strongly Disagree</th>
<th>0-Not/Applicable</th>
</tr>
</thead>
</table>

**Rimmer Learning Resource Center & JFK Library**

- Opportunities for assistance in Writing and Math were beneficial to me. 4 3 2 1 0
- Library resources and services were useful in the coursework where they were needed. 4 3 2 1 0
- I received helpful orientation and instruction in the use of library resources and services. 4 3 2 1 0
- I made use of methods to access library resources from off campus. 4 3 2 1 0
- How often did you visit the Rimmer Center and/or Library?  
  - [ ] Not At all  
  - [ ] Less than once a month  
  - [ ] Once a month  
  - [ ] Once a week  
  - [ ] 3 times/week  
  - [ ] More than 3 times/week

I am confident in my ability to effectively use public and college libraries to meet research and personal information needs. 4 3 2 1 0

Which of the following library resources did you use? Check all that apply.

<table>
<thead>
<tr>
<th>Computers</th>
<th>Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction books</td>
<td>Magazine / Journal subscriptions</td>
</tr>
<tr>
<td>Non-fiction books</td>
<td>Library Instruction Services</td>
</tr>
<tr>
<td>TV/VCR combos and DVD players</td>
<td>Reader / copiers for microfilm and fiche</td>
</tr>
<tr>
<td>Videos</td>
<td></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>Back issues of magazines and journals</td>
</tr>
<tr>
<td>Reserve services</td>
<td>Library research assistance</td>
</tr>
</tbody>
</table>

**Cultural and Social Activities**

The college provided cultural activities that enhanced my educational experience. 4 3 2 1 0

In which of the following activities did you participate or attend? Check all that apply.

<table>
<thead>
<tr>
<th>Theater</th>
<th>Intramural sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocal music</td>
<td>Student government</td>
</tr>
<tr>
<td>Instrumental music</td>
<td>Student club(s)</td>
</tr>
<tr>
<td>Dillon Lectures</td>
<td>Forensic teams</td>
</tr>
<tr>
<td>Social Science Forums</td>
<td>Concerts, Movies, Student Union Games</td>
</tr>
<tr>
<td>Sporting events</td>
<td>Forensics / Debate</td>
</tr>
</tbody>
</table>

**Business Office**

The Business Office student statement of account was clear and easy to understand. 4 3 2 1 0

The Business Office personnel were able to address my questions and concerns regarding the student statement of account. 4 3 2 1 0

The Business Office personnel were willing to assist me through the registration process. 4 3 2 1 0

The FACTS on-line payment application process was easy to access. 4 3 2 1 0

The FACTS on-line payment application process was easy to use. 4 3 2 1 0

The FACTS on-line payment program simplified paying for my tuition and fees, books, and housing. 4 3 2 1 0

Please comment on any items you “strongly disagreed” on:
Tell us about your future plans:
What are your plans after graduation? (Check all that apply.)

☐ Employment: (Circle one)
  Full Time       Part Time       Full Time Military

☐ Transfer to a four-year institution for a Bachelor's degree.
  What institution?

☐ Additional Classes at another institution (not pursuing a Bachelor’s degree):
  What institution?

☐ Additional Classes at HCC.

Please respond to the following summary statement.

<table>
<thead>
<tr>
<th>4-Strongly Agree</th>
<th>3-Agree</th>
<th>2-Disagree</th>
<th>1-Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on my experiences with HCC, I feel confident and prepared to take this next step.</td>
<td>4 3 2 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is there anything else you would like to tell us about your experience at HCC?
Appendix E – Student Affairs Assessment

2014-2017 Student Activity Fee Request

Name of HCC Organization:
HCC Sponsor’s Name:
Annual Amount Requested:

Applications will be judged based upon the criteria listed below.

Number of meetings in 2013-14 (outside of class)?
Number of HCC Student Members?
What are your future goals for your club?

How will your club impact your members’ academic experience at HCC?

How will your club impact the campus and larger community?

What type of fundraising activities will your club conduct during this three year period to supplement the budget?
Club Budget Worksheet

Name of Club:

Circle one:  
- Actual 2013-2014 Budget
- Estimated 2014-2015 Budget (new organizations only)

When submitting this form please attach a copy of your club account summary from the Poise System (blue screen)

Funding Sources

Please list all sources of income your club receives. If you collect dues please indicate the amount of dues collected. Also, list each fundraising activity and the amount earned. Also list any student fee distributions or funds given from SGA.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Total Annual Funding Sources $_________

Expenses

Please list all expenses incurred.
*Please note scholarships cannot be given from these funds and out-of-state travel must be approved at the administrative level.*

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Total Annual Expenses $_________