

**Southeast Tech**  
HLC Assessment Academy Update  
**EXECUTIVE SUMMARY**

**Purpose:**

To provide the School Board with an update on the HLC Assessment Academy Project.

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The Higher Learning Commission (HLC) is the regional accrediting body for Southeast Tech. Reaccreditation is required every 10 years which will be April 17-18, 2023, for Southeast Tech. To fulfill the quality initiative component of the reaccreditation process, Southeast Tech is participating in the HLC Assessment Academy. An update on the progress of the project will be given. Highlights thus far include the creation of the Mission Possible event for all new employees and stakeholders as well the establishment of three annual IE (Institutional Effectiveness) Days.

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**Administrative Recommendation to School Board:**

To acknowledge the report and the progress on the assessment academy project.



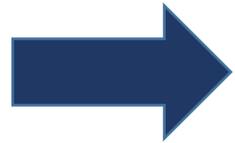
**SOUTHEAST**  
Technical College

# Advancing Student Learning Together

*HLC Assessment Academy Project*

August 2021

# Open Pathway Reaccreditation Timeline:



2021 - 2022

- Fall: First Draft of Assurance Argument is Distributed for Review and Feedback + IE Day
- Spring: Assurance Doc Revisions + IE Day

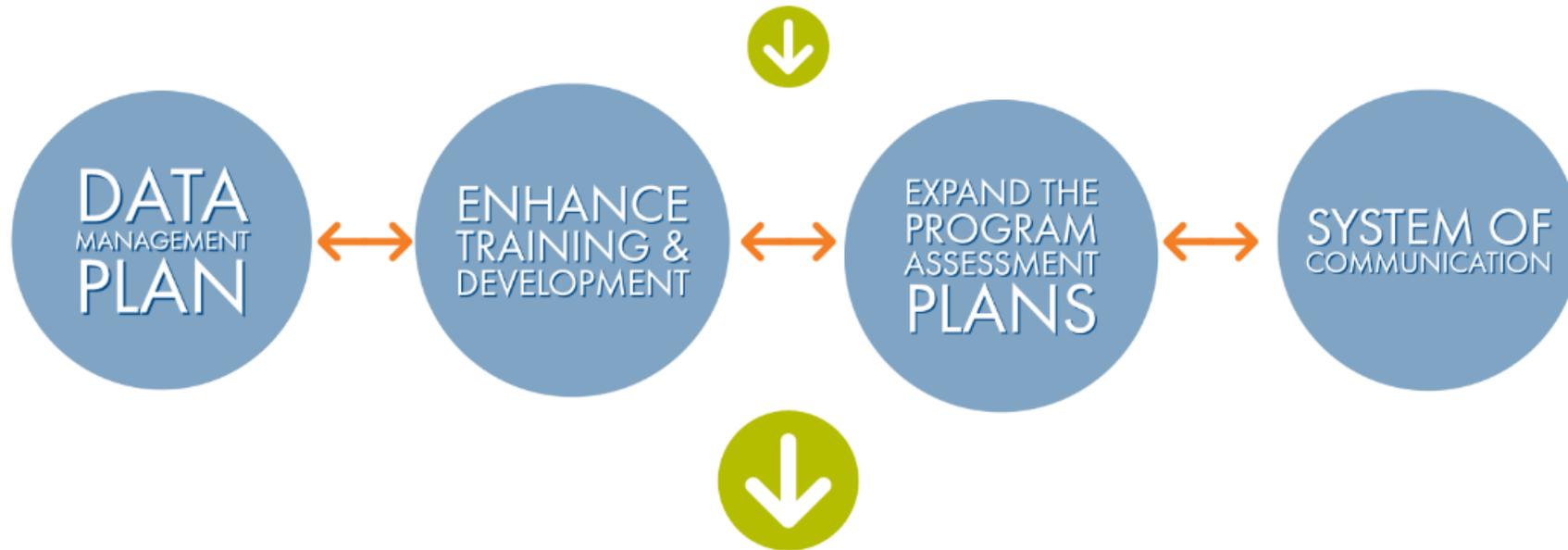


2022 - 2023

- Summer: Assurance Doc Revisions + IE Day
- Fall: Federal Compliance Review + Student Opinion Survey + IE Day
- March 2023: Submit Assurance Document
- April 2023: Comprehensive Evaluation Site Visit

# ADVANCING STUDENT LEARNING

**GOAL:** Sustain an aligned assessment process that contributes to a culture of learning



**VISION:** Conversations that lead to value-added action based on evidence

# Advancing Student Learning Together

## **Develop a Data Management Plan**

- Data Dictionary
- Data Audit Tool
- Analysis Tools and Strategies
- Dashboards

## **Enhance Training and Development**

- Existing (PD Days, New Faculty Onboarding, Assessment Workshops, HLC Days)
- New Employee Onboarding

## **Expand the Program Assessment Plans**

- Continue Academics and Cocurricular
- Add Admissions and Student Success (+ others)
- Watermark Implementation

## **Develop a Communication System**

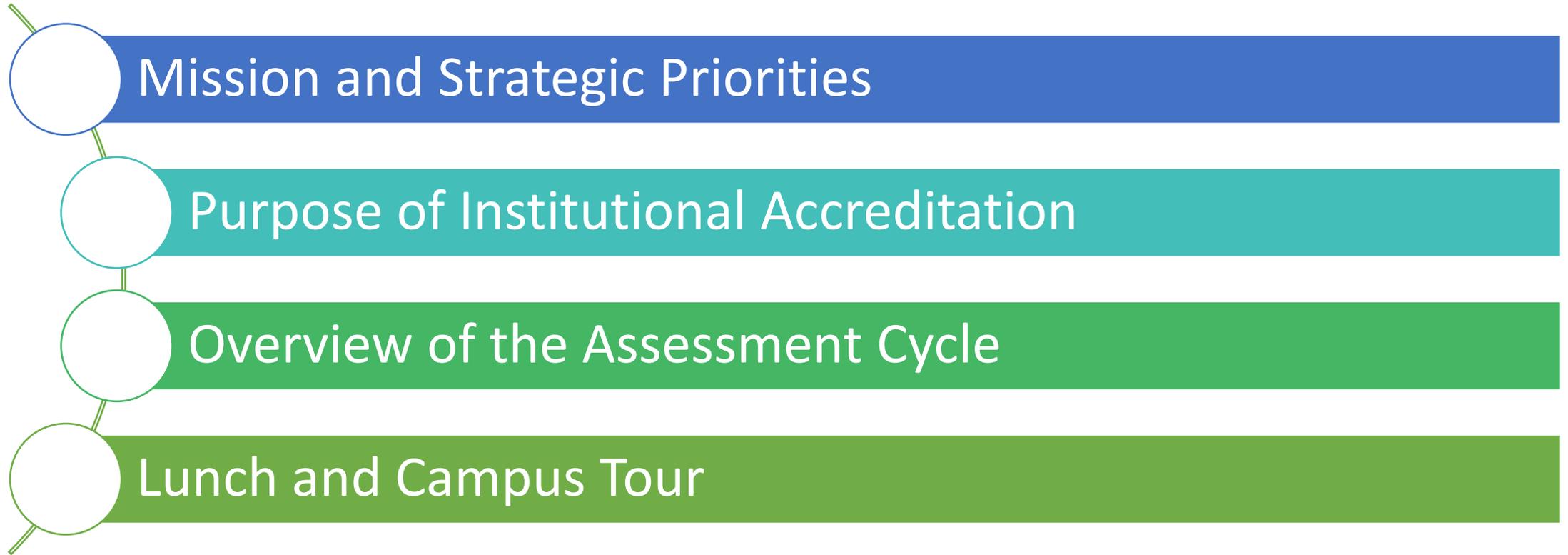
- Within and Between Programs, Departments, and External Partners
- Guides and Frameworks for Analysis and Conversations

# Mission Possible: STC Accreditation and Assessment Overview

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*ADVANCING STUDENT LEARNING TOGETHER*

# Overview for the Session

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- Mission and Strategic Priorities
  - Purpose of Institutional Accreditation
  - Overview of the Assessment Cycle
  - Lunch and Campus Tour

# Interactive Session

Puzzle

Video

Discussion

Blackout

Brainstorm

Modeling

# IE Days

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OCTOBER 12<sup>TH</sup>, FEBRUARY 22<sup>ND</sup>, AND MAY 19<sup>TH</sup>

<b>October 12, 2021</b>		
8:30-9	Welcome by President Griggs Accreditation Update: Where are we at? Where are we going?	
9:05-9:20 9:25-9:40 9:45-10:05 10:10-10:25 10:30-10:45	Criterion Rotations – Split into 5 groups and work through a quick, facilitated activity for each criterion (led by criterion teams)	
10:45 – 11	Break	
11-12	Compliance Topic: FERPA	
12-1	Lunch Break	
	<i>Academics/Faculty</i>	<i>Non-Academics/Staff</i>
1-2:30	PLO Plan/Watermark work time (list of tasks provided)	Intro to Assessment Cycle (facilitated)
2:30-4	Data Analysis Workshop (facilitated)	Department time to develop goals and measures

<b>February 22, 2022</b>		
8:30-9	Welcome by President Griggs Accreditation Update: Where are we at? Where are we going?	
9-10	Assurance Document Review – Employees select or are placed in one of the 5 criterion groups to review the assurance document and provide feedback. Facilitated by Criterion Teams	
10-10:45	Accreditation Stumbling Blocks – What been hurdles for us and for other institutions and how are we addressing those?	
10:45 – 11	Break	
11-12	Compliance Topic: Safety and Security	
12-1	Lunch Break	
	<i>Academics/Faculty</i>	<i>Non-Academics/Staff</i>
1-2:30	PLO Plan/Watermark work time (list of tasks provided)	Watermark Planning Module Orientation (facilitated)
2:30-4	Data Analysis II Workshop (facilitated)	Department time to work in Watermark

## 2020-2021 Academic Plan

### General Education Communications

#### Mission

The mission of the General Education program at Southeast Tech is to complement the technical programs by providing courses which broaden knowledge, skills, and attitudes for workforce and personal success. General education courses help students integrate technical knowledge with problem solving, critical thinking, professionalism, and communication skills.

#### Academic Year 2020-2021

#### General Education Communications Learning Outcomes

#### Technical Skills PL01

Use technology to access, organize, communicate, and evaluate information.

MEASURES	RESULTS	ACTIONS
<p><b>Argumentative Research Essay</b></p> <p>The Argumentative Research Essay assignment is the final project in Composition. Students must submit a 5-6 page essay + a Works Cited page which includes a minimum of 5 sources from the past 10 years. The required format is MLA. The structure of the argument, justified through expert sources, must include supporting points, opposition points, and a rebuttal.</p> <p>Direct - Assignment</p> <p>Composition: ENGL 101T</p> <p><b>Target</b></p> <p>80% of the students will achieve a score of 3 or above.</p> <p><a href="#">FALL 2019 Research Essay - Assignment Sheet.doc</a></p> <p><a href="#">FALL 2019 Research Final Draft Rubric.docx</a></p>	<p><b>NOT MET</b></p> <p>Overall Proficiency</p> <p> <span style="color: green;">■</span> Exceeded           <span style="color: teal;">■</span> Met           <span style="color: brown;">■</span> Approached           <span style="color: red;">■</span> Not Met         </p> <p>0% 100%</p> <p> <b>Exceeded:</b> 8%  <b>Met:</b> 66%  <b>Approached:</b> 21%  <b>Not Met:</b> 6%  <b>Met Total:</b> 72%  <b>Not Met Total:</b> 27%         </p> <p><b>Analysis</b></p> <p>Spring 2021</p> <p>This semester, fewer students failed to submit enough content to meet the minimum page requirement so that's an improvement. Adding the final week as an optional development day for content and revision during the week of finals provided them additional time to create the required content. However, not as much progress was made on the proper use of the MLA documentation style.</p> <p>The improvement was fewer students failed this portion of the final essay, but too many students still aren't paying attention to the details for multiple authors and adding page numbers. The added examples of citation scenarios on the revision day after the Peer Edit helped address/catch some of those errors, especially on the Works Cited format. Now, an additional exercise needs to be added to focus on the details of the in-text citations.</p> <p>Fall 2021</p>	<p><b>Additional Training</b></p> <p><b>Not Started</b></p> <p>Add a separate activity to focus on only the in-text citations AFTER the Works Cited page has been completed and the rough draft has been written. A Peer Edit exercise or individual exercise could be added.</p> <p><b>Revise Curriculum</b></p> <p><b>IN PROGRESS</b></p> <p>Items to discuss with ENGL 101 team in January 2021:</p> <p>1) Are other instructors seeing these same two weak aspects in the submitted student work submitted for this assignment?</p> <p>2) Is there a correlation between student performance in these two areas and those who had content developed and/or attended a conference with the instructor?</p> <p>3) Also, should an additional formative assessment be added to provide practice and feedback on MLA format and in-text citation before students attend conferences?</p> <p>Recommended Due Date: 01/08/2021</p>



## Overview

58

Organizations

46

In Progress

305

Outcomes

629

Measures

2

Conclusions

79

Actions

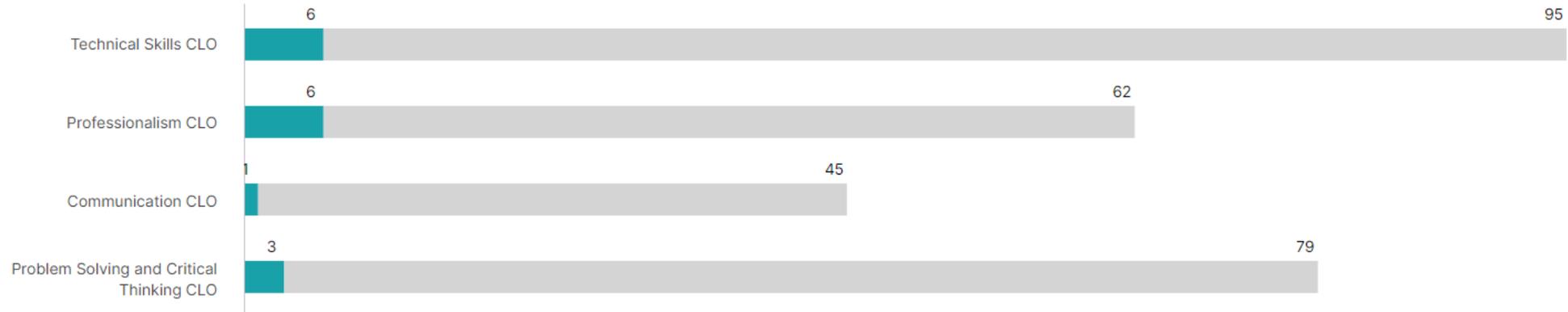
## Budget Requests

\$0 USD

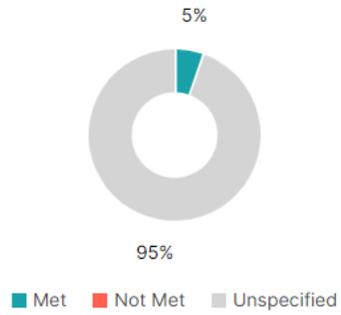
## Institution Learning Outcome Success

CUSTOMIZE

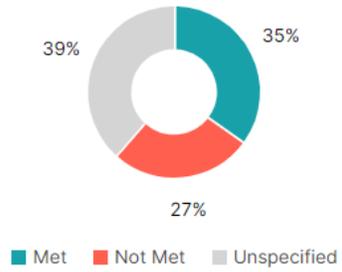
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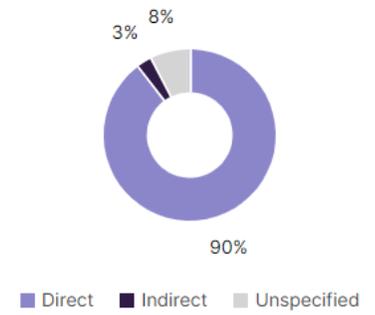
### Outcome Status



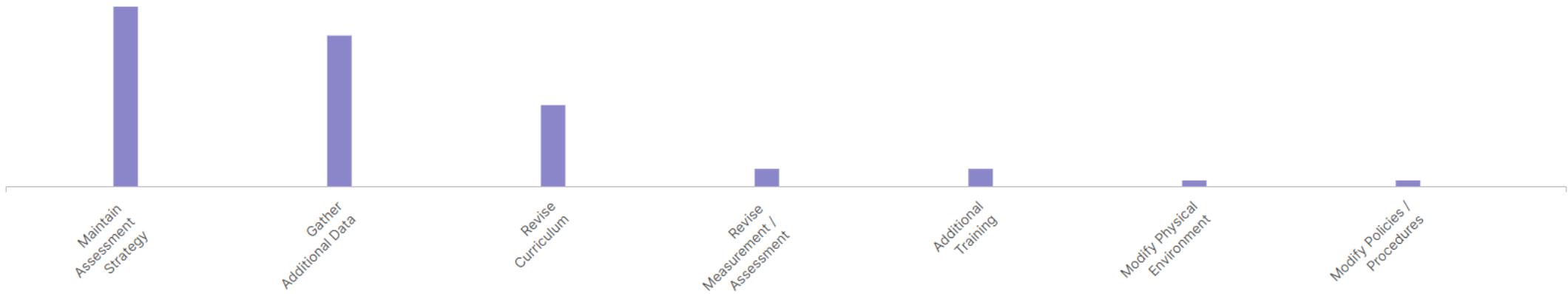
### Measure Status



### Measure Type



### Most Reported Action Types



# Questions, Feedback, and Comments

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