Appendix D: Sample Templates

Outcomes Assessment Template

Rowan College at Gloucester County Outcomes Assessment (Name of Department/Unit)				
List Outcome	**How Assessed**	**Benchmark**	**Summary of Data**	**Use of Results**

Sample:

XYZ College Outcomes Assessment Testing Center				
List Outcome	**How Assessed**	**Benchmark**	**Summary of Data**	**Use of Results**
Students tested in the Testing Center will be satisfied or highly satisfied with their experience. This outcome is related to the Strategic Plan objective of helping students better navigate the college experience through focused coordination of services.	A student satisfaction survey was used.	At least 80% of students will respond that they are satisfied or highly satisfied in the survey (A copy of the survey used is included as Appendix __)	502 students took the survey in December 2009. Surveys were available over a 7-day period. Results were tabulated in an Excel spreadsheet and SPSS was used to perform a statistical analysis. 98% of students agreed that their experience was pleasant. 89 students wrote comments. See below for an analysis of the comments.	Items of concern to students (temperature of the room, Saturday hours, etc.) will be addressed in the recommendations and action plan for the Testing Center. Please see below for a discussion of respondents' comments.

(additional analysis here)

Recommendations Template

Rowan College at Gloucester County Recommendations (Name of Department/Unit)	
Recommendation	**Resources Needed** **(Personnel, facilities, equipment, supplies, technology, training, other)**

Sample Recommendation:

XYZ College Program Review Recommendations Mathematics Department	
Recommendation	**Resources Needed** **(Personnel, facilities, equipment, supplies, technology, training, other)**
Review and revise placement instruments as necessary.	• The Mathematics Department uses Accuplacer© to determine placement into courses. Cutoff scores are in place for various courses. Please see pages 19-20 of this report for the table of cutoff scores. • Packets for Accuplacer© testing preparation will be made available depending on whether a student needs Computation and Algebra or College Level Mathematics. They will be provided to students free of charge and updated periodically. They will be made available on the Testing Center and Departmental websites. • Resources needed include faculty time to develop materials, training on website creation.

(any additional analyses here)

Action Plan Template

Rowan College at Gloucester County Action Plan Items (Name of Department/Unit)							
Recommendation **(use the recommendations developed during the review and/or those from an outside evaluator, if applicable)**	**Action** **(what will be done to address the recommendation? How does this tie to the Strategic Plan?)**	**Timeline**	**Responsibility** **(Who will work on this action step? How will progress be monitored? Who is responsible for reporting on this part of the plan?)**	**Request for Resources** **(If applicable, costs and rationale for any request for allocations to complete this request. Activity code for tie-in to the Strategic Plan)**	**Priority** **(High, Medium, Low)**	**Method of Evaluation** **(What measures will you use to determine if this action item is a success?)**	**Goal/Bench-mark for Success** **(What criterion defines success?)**

Action Plan Sample

XYZ College County Action Plan Items Advising Center							
Recommendation (use the recommendations developed during the review and/or those from an outside evaluator, if applicable)	**Action** (what will be done to address the recommendation? How does this tie to the Strategic Plan?)	**Timeline**	**Responsibility** (Who will work on this action step? How will progress be monitored? Who is responsible for reporting on this part of the plan?)	**Request for Resources** (If applicable, costs and rationale for any request for allocations to complete this request. Activity code for tie-in to the Strategic Plan)	**Priority** (High, Medium Low)	**Method of Evaluation** (What measures will you use to determine if this action item is a success?)	**Goal/Bench-mark for Success** (What criterion defines success?)
Professional development for all staff.	-Discussions of most needed professional development topics. -Review of best practices. -Meetings with staff to discuss scheduling for professional development. This ties to the Strategic Plan goal of helping students achieve their goals.	Needs will be assessed every year and scheduled throughout the year.	Andrea (Director) will take the lead in establishing the professional development schedule. Number and type of professional development activities will be monitored. Efficiencies such as better student satisfaction, better use of technology, and any changed practices as a result of these activities will be noted.	-Cost of professional development activities. -Technology expenses. Strategic Plan Code:	Medium	-Simple tracking of activities attended and reported on. -Student satisfaction surveys and/or focus groups. -Comparison of old and new technology in providing service.	-Staff who need professional development will receive it and the effect will be noted in performance appraisals. -At least 80% of students will be satisfied or very satisfied with advising services. -Benchmark will be established for technology needs depending on the use of the technology.

Yearly Update Template:

Unit: Academic Services					YEAR 2 REPORT 2012-2013
Recommendation: Consider program offerings that are more current.					
Action Item Addressed: New programs that are attractive to students will be developed.					
Timeline from Action Plan	**People Responsible**	**Activity Toward Goal (Describe steps taken, how progress is measured, results, analysis of results—especially impact on other units, the College, etc.)**	**Budget and Strategic Plan Tie-ins**	**Next Steps (Include relevant information here—what is planned, who will participate, etc.)**	**Date (when was this report submitted for review?)**
2012-2013	Program coordinators all divisions	Program coordinators in several divisions worked to develop programs that will serve students well and attract enrollment. A program in Homeland Security has been proposed. Progress is measured by written analyses and reviews of teaching materials and best practices for this type of program, number and quality of discussions with other academic departments who are affected by course in this program, and the transferability study.	Budget needs include technology resources for XYZ course in the program. Strategic Plan code:	The Curriculum Committee will have to review and approve the program. It then needs to go through the state approval process. Once scheduled to be implemented, the program must be promoted. Faculty will work with advising, the registrar, and marketing to advertise the new program.	May 2013
REVIEWED BY:					**Date:**