ANNUAL SLOA SUMMARY

Division: **Technology & Computer Studies (TCS)**
Academic Year: **2017-2018**

1. Please describe the progress made on master syllabi. (What is the percentage of master syllabi on file with the Academic Affairs Office for the courses in your division? What is the percentage of master syllabi that include outcomes and assessment procedures? Do all faculty, full and part-time, use the master syllabus to develop course guides?)

a. For this division 95% of Master Syllabi are complete, and have been sent to the Academic Affairs office staff. The following 6 courses have not submitted master syllabi: ELE 105, ELE 204, ELE 207, ELE 208, ELE 213, ELE 215.

b. All of the 112 courses contain outcomes and assessments

c. Yes, in order to ensure consistency, all full and part-time faculty are required to use the central master syllabus in order to develop course guides.

2. Please describe the progress made on creating Course Outcome Guides. (What is the percentage of courses with COGs in your division? What courses need to have COGs developed? What are the obstacles to completing these COGs? What is your plan/timeline for completing this work?)

a. **The percentage of courses with COGs in the division for 2017-2018 is at 89%**

b. **In TCS 12 courses do not contain Course Outcome Guides: CAD 230, CYB 131, EGT 250, ELE 113, ELE 130, ELE 140, ELE 203, ELE 204, ELE 206, ELE 207, ELE 208, IST 276.**

c. **The division will soon be under new leadership, as the current Director transitioned to a new position during the Fall 2018 semester. This may cause a delay in the update of outdated or missing documents.**

d. **Courses lacking a COG will be developed in the 2018-2019 year.**

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3. Please describe how course outcomes are being assessed. (What assessment instruments are being used? What's the data showing? How is data being used to improve teaching and learning? Where/how is the data stored?)

a. There are currently 112 courses being offered in this division, so finding one assessment method which is relevant to all areas can be difficult. The following items are being assessed: in-class presentations, lab exercises, exams/quizzes, research projects, etc.

b. Summary of data from the different programs are included in a separate document titled "TCS Summary of SLOA responses by program"

c. The results of the data collected are being utilized by the program coordinators and lead faculty members to make updates and changes to course material, assignments, and overall class structure.

d. The data collected from the division is reported to Academic Affairs office and is also stored on the shared drive at Y:\Technology and Computer Studies Division\SLOA.

4. Please describe the progress made on creating Program Outcome Guides. (What is the percentage of programs with POGs in your division? What programs need to have POGs developed? What are the obstacles to completing these POGs? What is your plan/timeline for completing this work?)

 a. There are 15 programs that offer AAS and AS degrees in the TCS division:
- **Mechanical Engineering Technology (MET)**
- **Computer-Aided Design (MET/CAD)**
- **Advanced Manufacturing Systems (ADM)**
- **Electrical Engineering Technology (EET)**
- **Digital Instrumentation & Process Control (DIPC)**
- **Alternative Energy Technology (AET)**
- **Computer Science (CSC)**
- **Cybersecurity (CYB)**
- **Digital Forensics (IST/DF)**
- **Computer Support (IST/CS)**
- **Network Administration (IST/NA)**
- **Graphic Design Technology (GDT)**
- **Simulation & Digital Entertainment (SDE)**
- **Web & Multimedia Technology (WEB)**
- **Commercial Vehicle Transportation (CVT)**

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- ***Unmanned Aerial Systems Technician (in progress to be offered Spring 2019)**

Of these 15 programs only 2 do not currently contain POGs: ADM & DIPC.

b. **Summary of data from the different programs are included in a separate document titled "TCS Summary of SLOA responses by program"**

c. **There has been some delay in the process of updating to the Program Guides for the division due to the turnover in leadership over the past academic year.**

d. **Courses lacking a POGs will be developed in the 2018-2019 year.**

5. Please describe how program outcomes are being assessed. (Have course matrices been developed for all programs? What assessment instruments are being used? What's the data showing? How is data being used to improve teaching and learning? Where/how is the data stored?)

a. **The programs have a specific POG matrix. The spreadsheet that houses this matrix contains three tabs, Learning Goals, Outcome Matrix and Program to Course Matrix. An example of one is attached to this report.**

b. **There are currently 112 courses being offered in this division, so finding one assessment method which is relevant to all areas can be difficult. The following items are being assessed: in-class presentations, lab exercises, exams/quizzes, research projects, etc.**

c. **Summary of data from the different programs are included in a separate document titled "TCS Summary of SLOA responses by program"**

d. **Another document, Program Outcomes Guide, word document is used to analyze actions to be taken to improve teaching and learning. An example of this document is attached to this report. The results of the data collected are being utilized by the program coordinators and lead faculty members to make updates and changes to course material, assignments, and overall class structure.**

e. **The data collected from the division is reported to Academic Affairs office and is also stored on the shared drive at Y:\Technology and Computer Studies Division\SLOA.**

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6. Please describe the progress made on General Education Outcomes Assessment. (Do all the general education courses in your division have common outcomes listed by discipline area on the syllabus? What courses need to have common outcomes developed? What are the obstacles to completing these common outcomes? What is your plan/timeline for completing this work? Do all the general education courses in your division have a common assessment procedure? What courses need to have a common assessment procedures developed? What are the obstacles to completing these common assessment procedures? What is your plan/timeline for completing this work?)

a. The TCS division offers one General Education (Gen Ed) Diversity course, IST 123 The common outcomes for this category are:

b. There are no other Gen Ed courses for which common outcomes need to be developed

remaining questions are not applicable

7. Please describe how general education course outcomes are being assessed. (What assessment instruments are being used? What's the data showing? How is data being used to improve teaching and learning? Where/how is the data stored?)
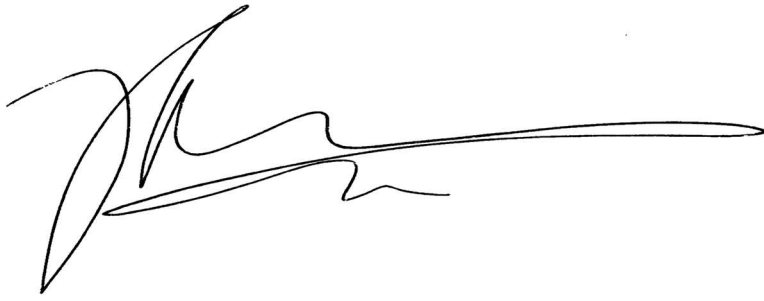
a. There are currently 112 courses being offered in this division, so finding one assessment method which is relevant to all areas can be difficult. The following items are being assessed: in-class presentations, lab exercises, exams/quizzes, research projects, etc.

b. Summary of data from the different programs are included in a separate document titled "TCS Summary of SLOA responses by program"

c. The results of the data collected are being utilized by the program coordinators and lead faculty members to make updates and changes to course material, assignments, and overall class structure.

d. The data collected from the division is reported to Academic Affairs office and is also stored on the shared drive at Y:\Technology and Computer Studies Division\SLOA.

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Vidda Beache