STARK STATE COLLEGE
ASSESSMENT SUMMARY REPORT

Department/Division	Chair/Dean
Business and Information Technology Division	**Dan Fuline and** **René Eneix, Interim Deans**
Degree Program(s)/Major(s)/Certificate(s)	**Academic Year (20xx/20xx)**
Accounting and Finance 2001 Accounting – Corporate Major 2002 Accounting – CPA Major 2004 Bookkeeping One-Year Certificate 2005 Enrolled Agent One-Year Certificate 2006 Fundamental Payroll One-Year Certificate 2007 Accounting – Tax Major 2008 Accounting – Computer Information Major 2009 Accounting Services for Health Administration Major 2010 Banking Associate One-Year Certificate 2011 Accounting – Forensic Accounting Major 2012 Computer- Integrated Accounting One-Year Certificate 2017 Tax Preparer Career Enhancement Certificate 2018 QuickBooks Career Enhancement Certificate 2400 Finance **Computer Science and Information Security:** 5000 AAB Computer Technology 5011 AAB Computer Technology – Help Desk/Computer Support Specialist Major 5014 CERT Data Analytics 5026 CERT Computer Maintenance & Desktop Support Technician 5030 CEC Management Information Systems – Help Desk and Computer User Support 5100 AAB Web Design and Development 5125 CERT Web Design 5200 AAB Computer Programming and Database 5204 CERT Database Systems 5205 AAB Computer Programming and Database – Geographic Information Systems Major 5208 CERT Geographic Information Systems Specialist 5255 CEC Computer Science and Engineering – C++ Programming 5256 CEC Video Game Design	**2019/2020**

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5257 CEC Computer Science and Engineering – Java Programming
5258 CEC Computer Science
5206 CEC Computer Programming and Database – Microsoft SQL Server
5250 AAS Computer Science & Engineering
5253 AAS Computer Science & Engineering – Video Game Design and Development Major
5350 AAS Computer Engineering
5400 AAS Computer Network Administration & Security Technology
5402 AAS Computer Network Administration & Security Technology - Unix/Linux Administration Major
5403 AAS Computer Network Administration & Security Technology – Cisco Network Administration Major
5450 AAS Cyber Security and Computer Forensics
5475 AAS Computer Science & Engineering – Mobile Application Development Major
5476 CERT Mobile Development
5576 CEC Geographic Information Systems – Geospatial Technology Professional
Digital Media and Administrative Technologies
2105 AAB Legal Assisting
2106 CERT Legal Assisting
2120 AAB Administrative Office Professional
2122 CERT Administrative Office Professional
2123 AAB Administrative Office Professional – Management Major
2124 AAB Administrative Office Professional – Virtual Office Professional Major
2127 CEC Administrative Services and Office Applications – Formatting and Office Skills
2128 AAB Training & Development Technology
2129 CEC Training & Development Technology – E-Learning Specialist
2130 CEC Training & Development Technology – Training & Development Specialist
2131 CEC Training & Development Technology – Training Software Applications Specialist
2156 CEC Administrative Services and Office Applications – Desktop Publishing
2158 AAB Judicial Court Reporting Major
2159 CEC Judicial Court Reporting – Captioning/Cart
5024 CEC Administrative Services and Office Applications – Microsoft Applications Professional
5300 AAS 3D Motion Graphics Technology
5460 AAS Music Production and Engineering
5461 CEC Commercial Music Technology – Music Production
5500 AAS Computer Graphic Arts
5501 AAS Computer Graphic Arts – Digital Photography Major
5502 CEC Graphic Design

5503 CEC Digital Photography 5550 AAS Digital Video Media **Management and Marketing:** 2055 AAB Business Management 2060 AAB Business Management – Health Services Major 2061 AAB Business Management – Finance Major 2062 AAB Business Management – Human Resources Major 2067 AAB Business Management – Kent State BBA Degree Major 2071 CERT Entrepreneurship 2072 CEC Entrepreneurship 2079 AAB Business Management – Entrepreneurship Major 2080 AAB Business Management – Culinary Arts 2081 AAB Business Management – Sports Management Major 2300 AAB Marketing and Sales Management	

The annual assessment summary report assists the College in documenting assessment progress and provides department chairs with assessment data needed to complete their academic program review. Department chairs will summarize information for the courses assessed in their department during the academic year. Chairs will forward their department summary report to their dean by June 10. Deans will summarize information for the courses assessed in their division and forward their division report to the Provost by July 1. The Provost will prepare an Academic Affairs' assessment report by July 29.

1. Briefly summarize the data that was collected related to each of the General Learning Outcomes and the plans for improvement if below 70%.

During the 2019-2020 AY, the four departments began the new three-year cycle of course assessment (GLOs). Any achievement level for any evaluation method that fell below the 70% minimum college standard was reassessed during the AY or will be reassessed in a future semester during this three-year cycle (FA19-SP22). A total of 68 courses were assessed and 1 courses were re-assessed. Fulltime faculty members/chairs continue to work closely with those faculty (full-time and adjunct) who teach sections of the courses they coordinate/facilitate/lead to provide direction and gain feedback on assignments/assessments. Faculty will evaluate and implement plans for improvement as stated on the course assessment forms. Improvements will be monitored by the respective department chairs overseeing the course/program.

The BIT Division (four departments) assessed 68 courses and reassessed 1 courses during the 2019-2020 AY.
- Effective Communication (GLO1): There were no classes that fell below the 70% threshold.
- Quantitative Literacy (GLO2): There were no classes that fell below the 70% threshold.
- Information Literacy (GLO3): There were no classes that fell below the 70% threshold.
- Critical Thinking (GLO4): There were no classes that fell below the 70% threshold.
- Global and Diversity Awareness (GLO5): One class fell below the 70% threshold and will be reassessed.
- Civic, Professional, and Ethical Responsibility (GLO6): One class fell below the 70% threshold and will be reassessed.

1a. Courses assessed/total number of eligible courses in your department or division during this past academic year = **68/229 = 29.6%** (ex. 8/45=18%)

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Eligible courses reflect all approved courses in your department/division, including courses with an effective date, during this academic year. Re-assessed courses should not be included in this section. Report re-assessed courses in 1b below. (Please provide numbers, including zero (0), in the blanks below. If not applicable, indicate with an NA.)

Faculty:	24 FT	12 Adjunct		
Modality:	33 F2F	11 W2	50 W3	2 W4
Campus:	88 Main	4 Satellite	1 College Credit Plus	0 Early College
Time:	70 Day	5 Evening	0 Weekend	

1b. Courses re-assessed/total number of eligible courses in your department or division = **1/1 = 100%** (ex. 8/45=18%)

(Please provide numbers, including zero (0), in the blanks below. If not applicable, indicate with an NA.)

Faculty:	1 FT	1 Adjunct		
Modality:	3 F2F	0 W2	0 W3	0 W4
Campus:	1 Main	2 Satellite	0 College Credit Plus	0 Early College
Time:	2 Day	1 Evening	0 Weekend	

1c. Programs, options, certificates affected by assessment/eligible programs, majors, certificates= **53/53 = 100%** (ex. 1/3=33%)

1d. Departments participating in assessment/eligible departments= **4/4 = 100%** (**To be completed by Deans ONLY**) (ex. 4/4=100%)

2. List the evaluation methods used to evaluate the GLOs and PLOs. Refer to examples on the course assessment templates and in the assessment handbook available on *mystarkstate*.

General Learning Outcomes (GLOs)		Program Learning Outcomes (PLOs)
Chapter Tests and Exams	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	PLO's are being reviewed and updated in all departments in the BIT division all programs and one-year certificates for the 2013-2016 three-year cycle. The departments will again review the PLOs during the 2016-2019 cycle to ensure alignment.
Quizzes	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy	

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	(GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Research Projects	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Case Studies and Briefs	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Discussion Forums	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Team Research Paper	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic,	

	Professional, and Ethical Responsibility (GLO6)	
In-Class Team Presentations	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Online Assignments	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Peer Evaluations	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	
Written Reports	Effective Communication (GLO1); Quantitative Literacy (GLO2); Information Literacy (GLO3); Critical Thinking (GLO4); Global and Diversity Awareness (GLO5); Civic, Professional, and Ethical Responsibility (GLO6)	

Production progress checks	Effective Communication (GLO1) Information Literacy (GLO3) Critical Thinking (GLO4) Civic, Professional, and Ethical Responsibility (GLO6)	
Presentation	Effective Communication (GLO1) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	
Capstone Projects	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	
Logistics/Critical Thinking exercises	Effective Communication (GLO1) Quantitative Literacy (GLO2) Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	
Negotiation exercises	Global and Diversity Awareness (GLO5)	
Strategy Formulation and Decision Making exercises	Effective Communication (GLO1) Quantitative Literacy (GLO2)	

		Information Literacy (GLO3) Critical Thinking (GLO4) Global and Diversity Awareness (GLO5) Civic, Professional, and Ethical Responsibility (GLO6)	

3. Include evidence of students achieving or not achieving the learning outcomes. List each course assessed and re-assessed with the GLOs for each course including the complete data and percentages.

Course Assessed or Re-Assessed	GLO1: Effective Communication	GLO2: Quantitative Literacy	GLO3: Information Literacy	GLO4: Critical Thinking	GLO5: Global & Diversity Awareness	GLO6: Civic, Professional, & Ethical Responsibility
69	2116/2326 = 91%	1861/2088 = 89%	1820/1972 = 92%	2826/3184 = 89%	609/654 = 93%	1307/1478 = 88%

It should be noted that GLO 1, 2, 4, 5, and 6 improved from the last AY. GLO 3 remained the same at 92%.

4. Outline and summarize the action plans that have been developed to improve student learning based on the evidence for this year.

A variety of planned improvements have been identified to improve student learning and will be implemented in the next academic year for all four departments in the Business and Information Technology Division.

Below is a sample of each unique department's student learning improvement plan:
- Provide additional study guides in Blackboard
- Introduce live "study" chats for web courses
- Reevaluate and/or re-write test for validity of questions
- Update and improve audio lectures for web courses in addition to written lecture notes
- Incorporate virtual flashcards into web courses
- Reinforce key concepts from prior accounting classes to improve student learning outcomes

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- Continue offering and increase the number of in-person review sessions for online students
- Increase the use of video-based learning within W3 sections
- Instructors with assessment methods that fall below the minimum requirement will place more emphasis on the key concepts contained in the applicable sections of the course
- Analyze and revise the timing or method of assessment
- Incorporate pre and post tests
- Increase group work (i.e. discussion, team projects)
- Improve grading rubrics
- Reevaluate study guides and review exercises
- Reevaluate online exercise and discussion forum topics

Each department continually reviews and monitors each course and program to ensure student learning outcomes are achieved. In addition to improvement plans for the various methods of evaluation, improvement strategies for course sequencing/alignment, tutoring, advising, communication, training of faculty, and early intervention are discussed, reviewed, updated and/or implemented.

5. What steps did you take to ensure shared responsibility from faculty/staff/students/advisory boards/etc. for student learning and assessment of student learning?

The assessment process is a shared process for each department in the BIT division. Each department has established processes in place for assessment of student learning outcomes and continuous improvement.

All SLO, GLOS, PLOS, Assessment Summary Reports, and APRs are discussed at various department meetings throughout the academic year. Department chairs and faculty work together during the year to ensure shared responsibility for assessing student learning. Fulltime faculty members mentor adjunct faculty teaching courses they coordinate. Fulltime faculty monitor all material including for courses they coordinate including syllabi, Blackboard master courses, and all methods of evaluation to ensure learning objectives are met.

All faculty members throughout the four departments are responsible for assessing all courses during the three-year assessment cycle and re-assessing any evaluation methods that fall below the minimum standard.

The assessment process is monitored by the department chairs. Advisory board members are updated on the assessment process at the department advisory board meetings which occur in fall and spring semester.

6. Identify the steps you plan to take to improve the effectiveness of the efforts to assess and improve student learning for next year.

Steps for Improvement	Resource(s) Needed
Discuss assessment in department and advisory meetings	N/A

Review all syllabi at the beginning of each semester to ensure alignment of GLOs with course objectives and methods of evaluation	N/A
Continued mentoring of adjunct faculty by full-time faculty	N/A
Enhance assessment training for all faculty, including adjuncts	N/A
Add additional review of material covered in previous courses	N/A
Creation of new homework assignments and revisions to existing homework assignments	N/A
Continued assessment training, including academic program review training for all faculty, including adjuncts	N/A
Communicate assessment process to students	N/A
Conduct department "best practice" meetings (including adjunct and college credit plus instructors each semester)	NA
Development of course coordinator checklist and duties to ensure the methods of evaluation align with the GLOs.	NA
Continue to development master courses for key courses in the department. This is continually updated each semester.	NA
Monitor a newly developed advising guideline to ensure proper placement of students.	NA
Blackboard training	E-Learning/SSC Instructional and videos available.
Software updates/new purchases	Funds allocated for the purchase of upgrades and new licenses – improvements to lab hardware and keeping current with all software
Implement technology in the classroom where possible to increase student success	potential funds for purchasing these tools - improvements to labs, hardware, and software relating to cutting-edge technologies
Instructional equipment and software	Budget funds allocated for purchasing equipment and software
Class Observation	NA
Cross departmental faculty forum meetings	NA