

Institutional Assessment Audit: Self Study Review

December 2005
Community College of Allegheny County

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Summary: This report is an inventory of self-cited assessment activities as of February 2005. The details include Middle States' assessment elements and CCAC's related measures. The measures are matched to the six strategic areas of the college for planning and assessment purposes.

Sources for Assessment Measures					Strategic Areas					
Standard	Assessment Element	Category	Measure	Page #	Academic Affairs	Student Services	Community Outreach	Workforce	Lifelong Learning	Admin & Finance
Standard 7	Use of assessment results	Achieving institutional mission	Periodic review of effectiveness indicators for institutional assessment	37	X	X	X	X	X	X
Standard 7	Use of assessment results	Decision making	Responses to survey of academics and administrators to determine use of assessment tools/results for decision making purposes - survey conducted for self study. Survey also for decision made using the data.	37	X	X	X	X	X	X
Standard 8	Ongoing assessment of student success	Student success in the following programs: Disability Services, Perkins, Dual Enrollment, and Act 101	Success measured by a combination of the following: grades, GPA, academic progress, completion, and placement rates	45-6	X	X				
Standard 9	Effectiveness of student support services	Appropriate student-athlete regulations	Compliance with NJCAA guidelines for student-athlete status, credits and grades	50	X	X				
Standard 9	Effectiveness of student support services	Student-athlete success	IPEDS GRS - athletic student graduation rates	50/51	X	X				

Standard	Assessment Element	Category	Measure	Page #	Academic Affairs	Student Services	Community Outreach	Workforce	Lifelong Learning	Admin & Finance
Standard 11	Effectiveness of co-curricular activities	Improving student development programs	Responses to student satisfaction survey questions pertaining to satisfaction with student life activities (Exhibit 65)	63	X	X				
Standard 11	Educational programs supported by adequate resources	Learning support services	number of library staff and budget compared with student FTE compared with ACRL standards	64	X	X				
Standard 11	Educational programs supported by adequate resources	Learning support services	size of print collection compared with ACRL standards	64	X	X				
Standard 11	Educational programs supported by adequate resources	Learning support services	number of periodical per ACRL standards	65	X	X				
Standard 11	Educational programs supported by adequate resources	Learning support services	other types of holdings per ACRL standards	65	X	X				
Standard 11	Educational programs supported by adequate resources	Learning support services	Responses to student satisfaction survey questions pertaining to satisfaction with library services (Exhibit 65)	69	X	X				
Standard 11	Educational programs supported by adequate resources	Learning support services	circulation statistics indicating the extent of library usage	69	X	X				
Standard 13	Basic skills - identifying needs	placement testing	Placement test cut off scores compare to national norms	77	X	X				
Standard 13	Basic skills - providing supportive services	early intervention	Perkins program effectiveness - student success (grades and retention) compared to participation	78	X	X				
Standard 13	Basic skills - providing supportive services	Services for learning disabled	student satisfaction with learning disability pre-college program and retention of LD population	78	X	X				
Standard 13	Basic skills - identifying needs	placement	Exhibit 30 - CCAC developmental enrollment compared to nationwide average	79	X	X				

Standard	Assessment Element	Category	Measure	Page #	Academic Affairs	Student Services	Community Outreach	Workforce	Lifelong Learning	Admin & Finance
Standard 3	Efficient use of resources	Adequacy of instructional staffing	1. annual and 5-year program review by discipline college-wide: sections not covered by FT faculty 2. annual request for additional personnel by discipline campus-wide: compare student credit hours by FT and PT faculty	15	X					X
Standard 6	Integrity in institutional policies, processes and their implementation	faculty hiring guidelines	Responses to self-study questionnaire and employee survey about hiring guidelines and fairness	35	X					X
Standard 10	Qualified teaching professionals	Faculty development	Required annual submission of a faculty teaching portfolio until tenured and then required once every four years. Portfolios are reviewed by Academic Deans.	57	X					X
Standard 11	Offering congruent with mission	Accessibility	number of courses offered at different campuses, centers and distance ed	61	X		X			X
Standard 10	Qualified teaching professionals	Faculty development	Proportion of mini-grants awarded for faculty research	57	X		X			
Standard 11	Comparable quality across location and delivery systems	Standardization	Percent of faculty course outlines meeting the standard established by the common course syllabi	62	X					
Standard 11	Program congruent with mission	Program alignment	number or percentage of occupational programs aligned with marketplace (high priority or other standard)	62	X			X		
Standard 11	Programs that support the needs of adult learners	consistent with other educational offerings	Student completion rates and GPA in Fastrack program compared to traditionally scheduled courses (Appendix 11.4)	67	X		X	X	X	
Standard 11	Programs that support the needs of adult learners	Meets students' needs	Student responses to Fastrack survey	67	X		X	X	X	

Standard	Assessment Element	Category	Measure	Page #	Academic Affairs	Student Services	Community Outreach	Workforce	Lifelong Learning	Admin & Finance
Standard 11	Programs that support the needs of adult learners	Standardization	Comparison of Fastrack faculty course outlines meeting the standard established by the common course syllabi	67	X		X	X	X	
Standard 13	Basic skills - pre-collegiate course work	developmental education success	Student success from entry-level developmental course to the next in a series (math & English)	78	X					
Standard 13	Basic skills - pre-collegiate course work	developmental education success	Student success in college-level course after successfully completing developmental course work compared to students initially placed in college-level course (math & English)	79	X					
Standard 13	Certificate programs	certification for employment	National, state and industry standards on certification exams	79	X			X		
Standard 13	Certificate programs	Internal Review	Oversight committee review of certification exam performance and pass/fail rates	92	X			X		
Standard 13	Certificate programs	External review	Review of pass/fail rates and feedback from employers and transfer institutions during program review process	92	X			X		
Standard 6	Integrity in institutional policies, processes and their implementation	Student disciplinary, complaint and fairness policies	Benchmarking comparison to peer institutions and national organizations (Exhibit 3)	33		X				
Standard 9	Effectiveness of student support services	Appropriate student advisement procedures	Questions pertaining to academic advising on the Student Satisfaction Survey	48		X				
Standard 9	Effectiveness of student support services	Satisfaction with services	Results from Student Satisfaction Surveys - ACT and internally developed	52		X				
Standard 9	Effectiveness of student support services	Satisfaction with services	Questions pertaining to student services on the Exit Survey	52		X				

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Standard 9	Effectiveness of student support services	Satisfaction with services	Questions pertaining to student services on the Graduate Survey	52		X				
Standard 9	Effectiveness of student support services	Disciplinary and complaint policies	Benchmark comparisons to appropriate national organizations	53		X				
Standard 2	Implementation and subsequent evaluation of the success of the strategic plan	Records of institutional and unit improvement efforts	quarterly planning progress reports	9						X
Standard 3	Efficient use of resources	Adequacy of institutional staffing	Benchmarking comparison to SCHEV institutional staffing guidelines	16						X
Standard 3	Efficient use of resources	Human resources impact on finances	Three year average spending comparison to IPEDS peer group	17						X
Standard 3	Efficient use of resources	Space allocation	PDE space allocation guidelines (use of existing space and designing new spaces)	20						X
Standard 5	Effectiveness of administrative structures and services	Job performance	Administrative performance appraisal evaluates achievement of performance objectives	27						X
Standard 5	Effectiveness of administrative structures and services	Accuracy of job description	Survey of administrators - alignment of job description and actual duties (Appendix 5.1)	27						X
Standard 5	Effectiveness of administrative structures and services	Employee perceptions	10 questions from the employee survey pertain to administrative effectiveness (Appendix 5.2)	30 -1						X
Standard 6	Integrity in institutional policies, processes and their implementation	Teamwork, communication and respect	Responses to employee survey questions pertaining to integrity (Exhibit 34)	34						X
Standard 6	Integrity in institutional policies, processes and their implementation	hiring, evaluation and dismissal practices	Employee responses to question about fair and impartial practices - survey conducted for self study	35						X

Standard	Assessment Element	Category	Measure	Page #	Academic Affairs	Student Services	Community Outreach	Workforce	Lifelong Learning	Admin & Finance
Standard 7	Use of assessment results	Achieving institutional mission (during institutional planning processes)	Results of recent employee surveys are taken into account during the strategic planning process (5-year cycle)	37						X
Standard 7	Written strategic plan	Plan considers use of assessment data	Procedure for structured review of planning processes to determine extent to which assessment data is used for planning.	38						X
Standard 1	Mission, Goals and Objectives	Mission currency	Responses to employee survey questions relating to mission currency (Exhibit 34)	3						
			Potential measures by category		31	22	7	9	5	17