**Hostos Community College Annual Planning & Assessment Reporting Template (A-PART)**

Academic Department Template

2020 – 2021

What did you do this year? (Academic)

Goal 1: Faculty will maintain a desired quality of teaching, research, and service as outlined by the departmental guidelines for reappointment, tenure, and promotion.

SP Alignment: Professional Development

Unit Name

|  |  |  |
| --- | --- | --- |
| **Activities** | **Results** | **Proposed Action** |
| Activities that exhibit ***research and scholarly growth*** through publications, grant projects, presentations, membership in organizations, and/or professional certifications. | Publications: ## or %% faculty  Presentations: ## or %% faculty  Grants: $$ and ## or %% faculty  Membership: ## or %% faculty  Professional certifications: ## or %% faculty | What can improve these results – next year activities to increase these results? |
| Activities that demonstrate ***teaching effectiveness*** as evidenced by contributions of instructional materials, techniques, program initiatives, and/or assessment practices.  Faculty utilized online shells / courses. | Materials made by faculty  CTL participation  Professional development  Assessment tools developed  Faculty seminars around teaching |  |
| Activities that are ***service*** to the college and support faculty in this process of reappointment, tenure, and promotion such as mentoring programs. | ## or %% of new faculty with mentors  Types of service here |  |

Please summarize here and attach Appendix with full details

What did you do this year? (Academic)

Goal 2: Curricula will support a desired level of student learning.

SP Alignment: Assessment, Systems Alignment

Unit Name

|  |  |  |
| --- | --- | --- |
| **Activities** | **Results** | **Proposed Action** |
| Activities that assess curricular offerings and provide insight into ways to improve courses offered. | How your assessment has led to improvements in your curricular offerings. | What is needed to respond to these results? What are the next steps? |
| Activities that expand curricular offerings in the department (such as new programs, new courses, corequisite courses (Pathways or degree), etc. | How does this address a need / gap?  Where in process of course approval (Dept, CWCC, Senate, Chancellor?) |  |
| Activities that adapt modalities of curriculum and materials (such as online / hybrid course offerings / OER resources).  Faculty implemented online shells to facilitate teaching during COVID. | Courses now offered in new modalities (perhaps reported as % of courses)  Courses now offered with OER resources (perhaps reported as % of courses) |  |

Please summarize here and attach Appendix with full details

What did you do this year? (Academic)

Goal 3: Students will progress through their degree program within the desired timeframe, as outlined in the 2017 – 2022 Strategic Plan.

SP Alignment: Communication, Systems Alignment, Assessment

Unit Name

|  |  |  |
| --- | --- | --- |
| **Activities** | **Results** | **Proposed Action** |
| Activities that promote and provide clear guidance regarding placement / course sequencing for advisors working with incoming freshmen. | Student statistics reflecting assessment of the placement of students | What is needed to respond to these results? |
| Activities to improve student success in offerings such as workshops, academic support structures (SI, BMI, HALC, ASAP, etc). | Student statistics regarding successful completion of workshops, use of academic supports, etc.) |  |
| Activities to increase enrollment in gateway courses (for example, corequisite courses, etc). | Student statistics on longitudinal enrollment in gateway courses |  |
| Activities to improve student retention, both within a given course and across sequential courses (for example, Succeed@Hostos). | Student statistics regarding retention and sequential course taking |  |

Please summarize here and attach Appendix with full details

What did you do this year? (Academic)

Goal 4: Culture will support a sense of belonging for students, staff, and faculty.

SP Alignment: Community Engagement, Communication

Unit Name

|  |  |  |
| --- | --- | --- |
| **Activities** | **Results** | **Proposed Action** |
| Activities designed that promote the department to the college (for instance, Math Day, Science Week, CTL, Lecture Series, Earth Day). | Response to events – measured engagement of event | What is needed to respond to these results? |
| Activities that promote student engagement with the department (such as clubs, special events, and awards / recognition of achievement, election debate hosting, STEM Olympiad). | Response to events – measured engagement of event |  |
| Activities that promote diversity, equity, and inclusion within the department and across departments. |  |  |
|  |  |  |

Please summarize here and attach Appendix with full details

What did you do this year? (Academic)

Goal 5: Space, facilities, and infrastructure will support teaching and research.

SP Alignment: Community Engagement, Systems Alignment

Unit Name

|  |  |  |
| --- | --- | --- |
| **Activities** | **Results** | **Proposed Action** |
| Activities that expand access to necessary facilities to conduct courses (example: computer labs, lab rooms with necessary safety features, technology, etc.) | Measured results based on use of space | What is needed to respond to these results? |
| Activities that improve ability to conduct high quality research in particular fields (such as an electrical engineering or higher power computers for simulations). | Measured results based on use of space |  |
| Activities that provide necessary space required by faculty to successfully implement teaching strategies (collaboration rooms / smart rooms / etc). | Measured results based on use of space |  |

Please summarize here and attach Appendix with full details

What did you do this year? (Academic)

Goal 6: The department will continue to refine and improve through self-reflection.

SP Alignment: Assessment, Professional Development

Unit Name

|  |  |  |
| --- | --- | --- |
| **Activities** | **Results** | **Proposed Action** |
| Activities that demonstrate a consistent process of self-reflection as part of the departmental culture (research seminars / dept meetings / curriculum meetings / subcommittee meetings). | Assessment of assessment / decisions made based on assessment | What is needed to respond to these results? |
| Activities that consist of an assessment of the assessments / processes used to evaluate courses. | Assessment of assessment / decisions made based on assessment |  |
| Activities that demonstrate responsiveness to teaching observations, student evaluations, and grade-level analysis at the departmental level (course analysis rather than simply faculty analysis). | Assessment of assessment / decisions made based on assessment |  |
|  |  |  |

Please summarize here and attach Appendix with full details

How did it go? (Academic)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree Program & Learning Outcome** | **ILO**  **Alignment** | **Method of Assessment** | **Findings** | **Proposed Action** |
| Degree Program 1  PLO # | (aligned outcome) | Activities to address outcome | Results from activities | Actions to respond to findings |
| Degree Program 2  PLO # | (aligned outcome) | Activities to address outcome | Results from activities | Actions to respond to findings |

Please summarize an assessment of one learning outcome for each degree program here.

Align with ILO broad categories as follows: Critical Thinking, Written Communication, Oral Communication, Quantitative Reasoning, Technology Competency, Information Literacy, Specialized Knowledge, Diversity, Community / Civic Engagement

What do you need?

|  |  |
| --- | --- |
| **Proposed Action** | **Resources or Support** |
| Unit:  Action proposed earlier | Facilities, Personnel, Funding |
| Unit:  Action proposed earlier | Facilities, Personnel, Funding |

\*budget request is tied to data/evidence

What will you do next year? (Academic)

|  |  |  |
| --- | --- | --- |
| **Degree Program & Learning Outcome** | **ILO**  **Alignment** | **Planned Method of Assessment** |
| Degree Program 1  PLO # | (aligned outcome) | Activities to address outcome |
| Degree Program 2  PLO # | (aligned outcome) | Activities to address outcome |

Please summarize an assessment of one learning outcome for each degree program here for the next academic year.

Align with ILO broad categories as follows: Critical Thinking, Written Communication, Oral Communication, Quantitative Reasoning, Technology Competency, Information Literacy, Specialized Knowledge, Diversity, Community / Civic Engagement

Additional Commentary (optional)

Tell your story – what else came out of the assessment process?

What else needs to be noted about annual activities?

Appendices

|  |  |
| --- | --- |
| **Appendix** | **Description** |
| A | Mission, Goals, Program Learning Outcomes, Curriculum Map |
| B | Faculty statistics (conferences, promotions, service, publications, grants, fellowships) |
| C | Student statistics (enrollment, retention, graduation, TTD, service targets) |
| D | Staff statistics (conferences, promotions, workshops, fellowships) |
| E | (other) |

This information is standardized and does not change