PALM BEACH STATE
COLLEGE

Academic Affairs Monthly Activity/Accomplishment Report

☐ Academic Services   ☐ Bachelor's Degree Programs   ☐ eLearning

☐ QEP   ☒ Institutional Research & Effectiveness/Assessment

Month/Year: 2/2012 Activity/ Accomplishment	Narrative
Assessment Software	Compared WEAVEonline with Compliance Assist to determine which software package would work best for us.
Prep Departmental Finals	Attended meetings with Prep faculty to discuss the administration of departmental finals
WEAVEonline training	Arranged for all program directors to attend WEAVEonline training sessions during March. This included having IT write a training signup utility for the IRE office
Program Assessments	Reviewed all assessment plans in WEAVEonline to determine which program directors had not entered their plans into the software. Followed up with all associate deans as to the status of their programs.
General Education	Committee meetings. General education results presented to the Joint Deans' Council. Drafted a 3-year plan for embedded assessment. Meetings to discuss writing proposals and a grant to help fund a 'writing across the curriculum' effort.
Academic Leadership Council	Attended meeting on February 16, 2012.
Program Assessment	Met with Judy Mc Cauley to review assessment plan and how to use WEAVEonline.
QEP	Participated in meeting to review and finalize the College's response to SACS. Reviewed revisions and provided feedback
Program Assessment	Met with Vicki Shaver and reviewed her assessment plans and WEAVEonline entries.
Program Assessment	Met with BAS staff and faculty to review WEAVEonline.
Academic Affairs	Attended meeting for all staff members in Academic Affairs.
Program Assessment	Provided the Wellness cluster with an overview of assessment and how to construct their learning outcomes.
Strategic Planning	Attended several meetings regarding the upcoming strategic- planning workshop. Prepared packet of documentation for the workshop in both pdf and hard-copy form and distributed. Prepared PowerPoint for workshop.
Program Assessment	Met with Peggy Adams-King and Gwen Nicholson to discuss the learning outcomes for the new Entrepreneurship program.
Professional Development	Helen and Jennifer attended PTLC workshop: Ginger Pedersen presented session on teaching.
Projected occupations	Ongoing IRE service
Faculty development in BlackBoard	Ongoing project with Ginger

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Revised June 2011

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FAIR conference	Jennifer, Jeff, Dave and Syeda attended the FAIR conference
OFCD	Created a new report for Clarisse that for a given employee number, returns for each request the reviewer names. Fixed a bug that allowed the selection of courses that will be offered in the future but are currently inactive.
Reporting Services	Stop Out – Finish Up Florida report. Faculty Development report. Construct special report for DL on grade distribution.
Ad hoc data requests	Closed 24 internal data requests between January 24 and February 22, 2012 (not including simple questions not requiring a formal request). (Some of these may be noted below.)
Perkins	Drafted a survey, in conjunction with early childhood education faculty and administration, to determine barriers keeping students from progressing and graduating from the program. Survey is expected to be deployed in class the week of February 27.
Grants	Created a database of Department of Labor grant participants in response to an audit request. Met with grants and foundation staff on the need for data on enrollment and student performance in STEM areas. Developed monthly report of youth development students for Prime Time Palm Beach County.
State/Federal reporting	Participated in FTE estimation meeting. Met with reports coordinator to review fall end-of-term and spring beginning-of-term student database submission.
New online surveys	General Education, Faculty Survey re/ final exams and dishonesty, BAS course format.
Online surveys reports	Help desk, Withdrawal survey
Budget	Prepared IRE budget for 2012-13

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APMC	Attended PSAV Program Director's meeting to discuss data/assessment issues
Radiography	Met with Vicki Shaver to discuss needs assessment for a 4-year degree in radiology

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