

**Unit Mission:** To provide an innovative learning environment that allows students to excel and to achieve an associate in arts degree.

**Planning** Karen Griffin

**Unit Planning**

The Director of Associate in Arts Programs works in association with the campus associate in arts deans to identify program priorities. These priorities are identified through the program review process, through student performance findings, through staff input, and through professional judgment. The director or a dean is assigned lead responsibility for each objective and priority. As a part of the planning process, year-end reports will be developed and recommendations will be incorporated into the budgeting process.

**External Trends:**

**Trend or Event**

University and high school requirements

Accountability mandates

**Impact**

Potential changes to the curriculum  
Potential changes to teaching/learning strategies

Need for additional strategies to improve retention and success

**Constituent Needs:**

The program provides Hillsborough County with graduates who are qualified to transfer to an upper division at a university. Students who do not complete the degree in most cases are able to transfer a majority of their general education and elective coursework to a senior institution. A priority for this program will be to identify the evidence that graduates have attained the required competencies within the general education curriculum.

**Unit** Identify and assess general education outcomes in order to provide evidence that graduates have achieved the competencies within the general education core.

Objective Type: Information/Com. Technology Facilities Diversity

Target date: 5/30/2005 Position responsible: General Education Committee, Director of AA

***This unit objective supports achievement of the following:***

College Goal: 1. Promote institutional learning through excellence in teaching, support services, and instructional delivery systems.

State Performance Standard:

Priority Initiative:

Review Recommendation: Regional accreditation mandates that general education competencies be clearly specified and that the institution provide evidence that students have obtained those competencies.

**Total cost to achieve this objective:** \$0

**Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs:

**Strategies:**

1. Identify outcomes;
2. Refine the process by which the connections courses are developed and evaluated;
3. Convene a meeting(s) to orient connections faculty to the process and to obtain the initial evaluations;
4. Identify additional assessment measures such as transfer performance;
5. Produce an annual report that includes the assessment of general education.

**Expected Outcomes/  
Success Criteria:**

Initially, accomplishment of strategies. Subsequent success criteria will include target goals for increased success in transfer performance and other measureable areas.

**Means of Assessment:**

Initially, verification that strategies have been accomplished. Subsequently, transfer performance and possibly other measureable areas

**Results of Assessment:**

Outcomes have been identified, the IDS Connections process has been refined, and an evaluation mechanism conducted to directly assess outcomes quantitatively. The annual report will be prepared in spring 2006.

**Status:** Partially accomplished

**Use of Assessment**

**Results:**

Initial results from the rubric indicate that that students are demonstrating achievement of general education outcomes 1, 2, 4, and 5, and 6. For 7, information literacy is cited as a weakness. The faculty librarians have developed additional information literacy worksheets and activities for students.

Fall 2005 rubric data will provide a more comprehensive assessment of the general education program, and will include assessments for each outcome. Results will be shared with the clusters during the spring 2006 in-service. The director will continue to work with the gen ed assessment

**Unit** To build enrollment in the dual enrollment program by 10% FTE.

Objective Type: Information/Com. Technology Facilities Diversity

Target date: 5/30/2006 Position responsible: Director of AA, Deans

***This unit objective supports achievement of the following:***

College Goal: 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

State Performance Standard:

Priority Initiative:

Review Recommendation: The state conducted a review of dual enrollment with a report published in December 2003. Findings indicate that minority and female students experience greater chances of enrolling in college if they participate in dual enrollment.

***Total cost to achieve this objective:*** \$70,000

***Cost exceeds unit base budget:***

Full-time salaries	\$60,000	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$10,000
Contract salaries	\$0		

Describe costs: Part of the drop in our dual enrollment FTE was caused by an inability to hire adjuncts to teach. It is anticipated that at least two faculty members will need to be hired to teach at area high schools. Salaries are an estimate. Other expenses include the brochure costs and mailing costs. The brochure targets families with students in high schools.

***Strategies:***

Meet with assistant principals to promote the dual enrollment program.

Hire one to two full-time temporary faculty member in English and math to teach at multiple high schools

Distribute the marketing brochure to parents.

Provide on-campus sessions in the summer that are targeted for high school students.

Utilize HCC faculty and staff to be ambassadors for the program in their visits or work with area high schools.

***Expected Outcomes/  
Success Criteria:***

Increased enrollment by 10% FTE by 5/30/06.

***Means of Assessment:***

FTE reports.

***Results of Assessment:***

Fall 2005 off-campus enrollment is 10 FTE below Fall 2004. However, on-campus enrollment has increased.

***Status:*** Partially accomplished

***Use of Assessment  
Results:***

The challenge continues in increasing dual enrollment offerings at the high school sites, and the director, dual enrollment coordinator, and deans will continue to work with the school district and high school administrators to overcome resistance to dual enrollment.

Based on the growth in on-campus dual enrollment, the marketing campaign will continue for the 2006-2007 academic year.

**Unit** To improve student retention and success among AA students so that HCC experiences a 2% increase in retention and success of AA students.

Objective Type: Information/Com. Technology Facilities Diversity

Target date: 5/31/2006 Position responsible: Director of AA Programs, Deans, Faculty

***This unit objective supports achievement of the following:***

College Goal: 1. Promote institutional learning through excellence in teaching, support services, and instructional delivery systems.

State Performance Standard:

Priority Initiative:

Review Recommendation: Increased student retention and success is an ongoing recommendation based on regional accreditation and state accountability mandates.

***Total cost to achieve this objective:*** \$205,000 ***Cost exceeds unit base budget:***

Full-time salaries	\$0	Professional development	\$200,000
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$5,000
Contract salaries	\$0		

Describe costs: It is anticipated that development opportunities will be funded from FSPD and/or grant sources. Other expenses are related to the articulation meetings with the high schools and with USF. The development opportunities will target increased knowledge about and performance in teaching and learning outcomes.

***Strategies:***

1. Provide faculty development opportunities regarding teaching/learning outcomes.
2. Identify appropriate data elements and reports to increase the amount of information available about AA students.
3. Provide articulation meetings with the high schools and with USF to align the curriculum appropriately and to share teaching/learning strategies.
4. Implement the prepratory program review recommendations.
5. Identify barrier courses and, in concert with faculty, develop strategies for improved success in those courses.
6. Support the initiatives of Title III and Lumina, such as the "First Year Experience," "Summer Institute," "Targeted Academic Support," "Summer Bridge," and "Longitudinal Tracking" strategies.

***Expected Outcomes/  
Success Criteria:***

HCC student retention and success will meet or exceed the system average. Modify to read "increase by 2% by 2006."

***Means of Assessment:***

State accountability measures.  
Data elements provided by PRE.  
Workshop/development evaluations.

***Results of Assessment:***

The IR department does not include the system average, so the outcome has been modified. The most current reporting year is 2004, and HCC retention increased from 52% to 60% and success increased from 72% to 75%.

***Status:*** Partially accomplished

***Use of Assessment Results:*** Results for 2005 are not known, so this will remain an objective, and the strategies identified with this objective will continue to be implemented.