

Cornell College
Departmental / Program Assessment Project
Progress Report

Department / Program:	Off Campus Study
Person Submitting this Form:	Gayle Luck
Date:	6-8-12

Brief Overview of the Assessment Project: (refer to original Assessment Project Outline)

- *Outcomes you're assessing.*
- *Questions your project is attempting to answer.*

Preparedness: provide insurance and budgeting faculty information to faculty leading off campus courses. This will, hopefully, lead to smoother oc courses

Attended UI faculty preparation session April, 2012

Conducted faculty informational workshop, August, 2012 for all faculty leading ocs for the 11-12 year.

Brief Project Update:

- *What have you accomplished on your assessment project this year?*

Completed workshop and collected 13:22 evaluations from faculty participants. Read and interpreted evaluation forms.

Evidence Gathered:

- *Please outline in detail the information gathered for your assessment project.*
- *This information may include student work, surveys, focus groups, existing enrollment information, etc. Include any information gathered that will inform your assessment work.*

Faculty workshop evaluation forms indicated the following:

1. Workshop was well received and information was deemed important.
2. Suggestions for improvement;
 - a. Begin workshop with entire group to present overall changes and information, and then extend time with first time off campus instructors.
 - b. Continue to clarify 'billable' and 'non-billable' items for expense accounts.
 - c. Continue to provide time for 'experienced leaders' to have conversations with newer faculty leaders.

Year Three - Interpreting Evidence / Crafting a Plan:

The goal for Year Three of the College's assessment cycle is to analyze and interpret the evidence gathered for purposes of enhancing educational practice. What are your plans for the coming year? Please include plans for ongoing data collection as well as analysis, interpretation, and plans for using your assessment results.

1. Workshop will be conducted annually and will be required for faculty taking students off campus.
2. Workshop will be evaluated and changes will be made based on feedback.

Involvement:

- *Who has been involved in this project?*
- *How well informed and involved are members of the department/office?*

Gayle Luck, associate dean (soon to be faculty director of international and off campus study)

Kelsi Kautzky and Jeannie Burns, incoming and outgoing oc program directors.

Improvement in communication needed between team leader and program director.

Challenges / Assistance:

- *What challenges has your department/office encountered to date with your assessment project?*
- *What assistance/support do you need? From whom?*

Turnover in program directors will continue in the 12-13 year. This caused difficulty with consistency and follow through. On the other hand, I (Gayle Luck) will have more time to focus on the work of the OCS office in the 12-13 year.

Positive changes that we 'think' are results of our preparedness workshop.

1. Of 20 oc courses, only one failed to close trip account within 30 days of returning to campus.
2. Better organization, and return dates, of all required materials (waivers, health forms, receipts, etc.)

Challenges:

1. More coordination between health center and faculty for pre-departure meetings.
2. Requiring that faculty conduct course evaluations for ALL occ. This will ensure that students actually are benefiting from increased faculty preparation.
3. Need to conduct focus groups of students to evaluate their oc experience.