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| jscc logo | **Assessment Record** |

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| **Program:** | **Articulation** | **Assessment period:** | **2017-2018** |

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| **Service Unit Outcomes & Assessment Plan - Articulation** | | | | |
| **Intended Outcomes** | **Means of Assessment** | **Criteria for Success** | **Summary & Analysis of Assessment Evidence** | **Use of Results** |
| Students applying for graduation will receive information regarding their graduation status in a timely manner | Number of graduation folders which are not reviewed by the end of the term | Graduation folders will be reviewed by office personnel in a timely manner and information mailed to the student concerning his/her graduation status | 100% of students who applied to graduate who have did not meet graduation requirements for the term were mailed a DegreeWorks audit in a timely manner. Students meeting graduation requirements received a congratulatory letter in a timely manner. | A “half page explanation sheet” of the audit was attached to each audit sent. We have had no complaints about the audit or the information sheet so this process will continue. |
| Students will have access to Degree Works programs listing current and accurate information relating to requirements for their program of study | Coordinators will review the Degree Works requirements for the award against catalog requirements for accuracy | Degree Works programs will be accurate | DegreeWorks was updated and maintained during this year based on curriculum changes.  AA – 1  AS – 123  AAS – 37  CER – 32  STC - 32 | DegreeWorks programs were available on MyJSCC for students and faculty use. This process will continue since it works well. |
| Students will receive current and accurate information in the Jefferson State Community College Catalog and Student Handbook | Campus personnel will review the contents of the catalog for accuracy and update as needed | All edits to the catalog will be made by the deadline and the contents will be accurate | 100% of the edits to the catalog were completed by specified printer deadlines, however, delays in the design process stalled the delivery time. | The printed catalog were delivered on time during registration. New designers were used to better serve our time requirements for delivery before fall registration. |
| **Plan submission date: 10/4/18** | | | **Submitted by: James Buxton** | |

*\*Plan to change a couple of the outcomes for next use assessments.*