

Academic Affairs Update
as of March 31, 2011

Progress Indicator			<u>Responsible Unit</u>
	A1	Develop a plan to determine productivity level of academic programs.	
G	1	Refine proposed criteria and develop a rubric for determining degree program viability (February 2011)	Academic Team
G	2	Present revised plan with rubric at an Academic Affairs' Deans and Administrators meeting and department chairs (March 2011)	Academic Team
G	3	Complete plan/model for implementation, including approval from Academic Council (May 2011)	Academic Team
	A2	Identify essential Core Learning Outcomes (CLOs) to be met by courses in each general education category and revise courses for compliance.	
B	1	Ensure CLOs and Guiding Principles of General Education are aligned (October 2010)	General Education Committee
B	2	Use course mapping data as a guide to identify the CLOs that must be met in every course offered in each category of general education (December 2010)	General Education Committee
G	3	Identify courses that do not seem to meet the standards of general education courses (i.e., courses that are specific to a specific program) and work with faculty to determine ongoing status as a general education course (February 2011)	General Education Committee
G	4	Begin to work with departments to ensure essential CLOs are met in all general education courses. Require alignment of master syllabus and assignments to CLOs (February 2011)	General Education Committee
G	5	Complete revision of courses in one or two categories, including review of courses by General Education Committee, with rest to be completed in FY 2012. (May 2011)	Academic Departments

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A3 Participate in implementation of the Middle College initiative to ensure a summer 2011 start date			
B	1	Establish Academy of Health Sciences Advisory Board (October 2010)	Academic Affairs Office
Y	2	Confirm dual enrollment agreements (December 2010)	Academic Affairs Office
G	3	Recruit and hire principal and administrative support position (January 2011)	Academic Affairs Office
G	4	Develop comprehensive marketing plan and materials to promote the middle college high school (January 2011)	Academic Affairs Office
G	5	Participate in student application and interview process (March 2011)	Academic Affairs Office
G	6	Complete dual enrollment courses to be offered in FY12 (April 2011)	Academic Departments
G	7	Begin to work with PGCCPS on all dual enrollment courses to be offered in FY13 and FY14 (April 2011)	Academic Departments
G	8	Finalize approved design for Summer Bridge Program, including course offerings, academic and student support, transportation, and food services (May 2011)	Academic Departments
G	9	Complete hiring of staff, teachers, and identify PGCC faculty for the first year (June 2011)	Academic Affairs Office
G	10	Hold ribbon cutting ceremony and tours for Summer Bridge Program (June 2011)	Academic Affairs Office
A4a Develop new programs in Health Sciences (Diagnostic Medical Sonography, Physician's Assistant, and Surgical Technology)			
G	1	Hire Consultants (March 2011)	Health Sciences Division
G	2	Receive Curriculum Committee approval of three new curricula (August 2011)	Health Sciences Division
G	3	Establish Program Advisory Committee (September 2011)	Health Sciences Division
G	4	Receive PGCC Board of Trustees approval (December 2011)	Academic Affairs Office
G	5	Submit program proposals to MHEC for approval (December 2011)	Academic Affairs Office

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A4b Establish Human Services Program			
B	1	Complete program proposal (September 2010)	Social Sciences & Business Division
B	2	Request full-time faculty coordinator in FY12 budget (October 2010)	Social Sciences & Business Division
B	3	Convene advisory group (October 2010)	Social Sciences & Business Division
B	4	Obtain Curriculum Committee approval (Fall 2010)	Social Sciences & Business Division
G	5	Receive Board of Trustees approval (February 2011)	Academic Affairs Office
G	6	Submit to MHEC for approval (February 2011)	Academic Affairs Office
G	7	Faculty hire process (April/May 2011)	Social Sciences & Business Division
A4c Establish Environmental Science Program			
B	1	Obtain Curriculum Committee Approval (September 2010)	STEM Division
B	2	Make budget request for FY12 (November 2010)	STEM Division
Y	3	Obtain Board of Trustees approval (November 2010)	Academic Affairs Office
Y	4	Submit documents to MHEC (November, 2010)	Academic Affairs Office
G	5	MHEC approval received (March, 2011)	Academic Affairs Office
G	6	New courses development completed (June 2011)	STEM Division
A5 Provide faculty support for online course development			
R	1	Define the need for faculty support requirements for online course development (October 2010)	Academic Affairs Office
R	2	Hire necessary resource staff for faculty (January 2011)	eLearning Office

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A6 Provide online tutoring support for online students			
B	1	Complete evaluation and selection of vendors for provision of online tutoring for online students (January 2011)	Academic Affairs Office
G	2	Begin pilot. Notify online students of availability of online tutoring services (April 2011)	eLearning Office
A7 Develop a plan for implementing the use of instructional technology by all full-time and adjunct faculty and recommend the professional development needed to promote use of that technology			
Y	1	Identify level of support Technology Services can offer for increased use of learning technologies in all courses for any proposals (October 2010)	Academic Council
Y	2	Complete data gathering from faculty regarding instructional technology needs (February 2011)	Academic Council
G	3	Academic Council will make draft recommendation (March 2011)	Academic Council
G	4	Keep the College Wide Forum informed throughout the process	Academic Affairs Office
G	5	Academic Council will finalize recommendation for fall 2011 implementation (May 2011)	Academic Council
A8 Increase funding for faculty and staff professional development in the FY12 budget by 100 percent			
B	1	Identify level of needed funding in cooperation with Professional Development Office and other identified partners (October 2010)	Academic Team
B	2	Add identified level to the FY12 budget request (November 2010)	Academic Affairs Office
B	3	Identify the overall budgetary impact and make any needed adjustments (November 2010)	Academic Affairs Office

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A9 Evaluate the efficacy of the Academic Council (FY10/11)		
B	1	Place developed survey on Survey Monkey (October 2010) Academic Council
B	2	Notify faculty, chairs, and academic deans that survey is available (October 2010) Academic Council
B	3	Deans and Chairs will send reminder notices to faculty every other day for two weeks(October 2010) AA Deans and Chairs
G	4	OPAIR will gather and analyze data and provide results to Academic Council (February 2011) Academic Council & OPAIR
G	5	Results will be distributed to Faculty Senate and College Wide Forum (March 2011) Academic Council
G	6	Academic Council will develop a plan for improvement as needed (May 2011) Academic Council
A10 Develop a clear, college-wide plan for assessing credit student learning outcomes		
B	1	Identify all outcome parameters that need to be assessed (November 2010) Academic Affairs Assessment Committee
B	2	Identify time line for assessment (November 2010) Academic Affairs Assessment Committee
B	3	Identify methods of assessment, including how data will be reported, analyzed, and trended (December 2010) Academic Affairs Assessment Committee
G	4	Academic Council will approve final plan (March 2011) Academic Affairs Assessment Committee
G	5	Develop and distribute handbook of procedures (May 2011) Academic Affairs Assessment Committee
A11 Improve student retention by two percent		
B	1	Review existing Division plans and their effectiveness in consultation with Enrollment Management (Enrollment Management Services, Dean, & Chair) (September 2010) Division Deans
B	2	Submit report on results of existing plan to Dean (Chair) November 2010) Department Chairs
B	3	Submit new/revised plans to Deans (Chair) (October 2010) Department Chairs
Y	4	Submit updated plans to VP Academic Affairs (Dean) (November 2010) Division Deans

A12 Participate in AAC&U "Roadmap" Project (FY11-FY13)		
NA		Plan cannot be developed at this time; awaiting initial meeting and direction from AAC&U Academic Affairs Office
A13 Reevaluate all aspects of developmental education and make recommendations for enhancing developmental programs that include how to best meet the needs of severely underprepared students.		
B	1	Academic Council completes review of 2003 Developmental Education Task Force Report (November 2010) Academic Council
G	2	OPAIR provides Academic Council with additional, updated data on Developmental Education (February 2011) Academic Council & OPAIR
G	3	Academic Council reviews past recommendations in light of additional data and makes final recommendations (May 2011) Academic Council
G	4	Plan of action for future direction is developed (June/July 2011) Academic Council