

Continuous Improvement Project Proposal

**Project Title:**

* Learning Outcomes Alignment

Project Lead(s):

Name * Laura Douglas

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Name Beth Baker Brodersen

Email and/or Phone Number * bmbakerbrodersen@dmacc.edu

Project Timeframe: Proposed start date, completion date and meeting schedule if available**Start Date:**

* 10/10/2016

Targeted Completion Date:

* 10/20/20

Project Purpose: Describe the need or problem you are trying to address.

* Align new essential learning outcomes with course competencies, and develop a measurement of effectiveness. (This came out of the April 2016 Strategic Planning Retreat)

Strategic Initiative(s) the Project Supports: Check all that apply

- | | |
|---|--|
| <input type="radio"/> Telling Our Story | <input type="radio"/> Continuing Your Education and/or Pursuing A Career |
| <input type="radio"/> Cultivating Potential Students | <input type="radio"/> Training the Incumbent Workforce |
| <input type="radio"/> Becoming a DMACC Student | <input type="radio"/> Teaching English and Other Adult Basic Skills |
| <input type="radio"/> Paying for College | <input type="radio"/> Addressing the Needs of the Unemployed & Underemployed |
| <input type="radio"/> Enrolling at DMACC | <input checked="" type="radio"/> Enhancing Instruction |
| <input checked="" type="radio"/> Succeeding in Your Classes | <input checked="" type="radio"/> Serving Our Stakeholders |
| <input checked="" type="radio"/> Staying at DMACC | <input checked="" type="radio"/> Developing Faculty and Staff |
| <input type="radio"/> Completing at DMACC | <input checked="" type="radio"/> Improving Efficiencies (Cost, Time, Sustainability & Service) |

Participants: List Name, Position, Location/Campus

Hide example:

- | | | |
|-----------------|-----------------------|------------------|
| ◦ Julie Hyda | Supv. Applic. Support | Bldg 6 |
| ◦ Roy Black | Coord, Continuing Ed | Southridge |
| ◦ Trisha Thomas | Coord, Personnel | HR Bldg 1 |
| ◦ Rick Costas | Admin Asst 2 | Urban Campus |
| ◦ Marla Urich | Controller | Bus. Ofc. Bldg 1 |
| ◦ Pam Marshall | Bookkeeper | Boone Campus |

Faculty, District Chairs, Deans/Provosts, Group Leaders, Concurrent Enrollment, Institutional Research, Chief Academic Officer

Project Goals: What would you like to achieve as a result of this project? Include who it benefits (staff, students, customers, college).

Hide example:

GoalWho Benefits

- | | |
|---|----------------------------------|
| ◦ Reduce time from item receipt to payment | Customers |
| ◦ Faster processing time for orders under \$5000 | Staff, Faculty, Departments |
| ◦ Increase customer/requestor satisfaction | Customers, Students |
| ◦ Improve communication of scholarship to targeted markets | Students |
| ◦ Reduce duplication of information entered on enrollment forms | Students, Admissions, IT |
| ◦ Reduce the number of errors per pay period | Employees, Time Keepers, Payroll |
| ◦ Create a standard process for district use | Campuses, students, staff |

* Align course competencies with essential learning outcomes and develop measures of effectiveness
Have faculty develop a plan that has wide spread support to to successfully pilot the program
Successfully scale up all disciplines and programs

Evaluation that demonstrates success and opportunities to improve

- Year 1 – form team, meet with faculty for input, gather information, review and analyze program and course level competencies
- Year 2 – develop plan, solicit faculty and administrative support,
- Year 3 – pilot with 1 Arts and Sciences program and 1 CTE program
- Year 4 – scale up project with other programs and disciplines
- Year 5 – Evaluate and make recommendations for improvement

Project Metrics: List the targeted measurable outcomes for this process? Make goals specific, measurable, applicable, and time-bound. Example: Achieve an error rate on invoices of less than 1% per month). Also include how measurements will be gathered (survey, Banner, SAS, audit, etc.).

Hide example: 

Metric

Measurement

- | | |
|---|-------------------|
| ◦ Convert 70% of prospects to applicants within 60 days | Banner report |
| ◦ Reduce the amount of overtime hours by 80% within 12 months | Payroll OT report |
| ◦ Reduce the number of manual steps by 50% within 12 months | Process map |
| ◦ Increase customer/student rating by 20% by end of FY17 | Survey |
| ◦ Reduce the number of errors per week by 30% within 6 months | Tracking sheet |
| ◦ Increase evaluation completion rate by 15% for next 3 terms | SmartEval report |

* Will be developing metrics through the project, that is focus. It's a new idea so there is no baseline data to collect

Meeting Schedule: List proposed meeting schedule

* Working on a meeting schedule. Have to first develop a team and establish frequency. Open to recommendations from Kim L.

Needed Resources: Indicate type of resources needed and for what purpose (i.e. Lean, Facilitation, Training, IT).

Hide example: 

- Banner personnel support to build tables
- Lean: facilitate mapping of process
- Training: help identifying and securing a subject matter expert
- Institutional Effectiveness: assistance with collecting data

Time, possible purchase of assessment tools,

Additional Information:

1. Click **Choose File** to browse
2. Select document from your computer, Click **Open**
3. Click **Upload File**

Supervisor's Comments:

Committee Comments:

Originator

Electronically signed by Bonnie Slykhuis on 10/10/2016 10:41:30 AM

Department Supervisor
Signature

Electronically signed by Laura Douglas on 10/14/2016 9:31:51 AM

Supervisor 2 Signature

Electronically signed by Kim Linduska on 10/18/2016 3:15:17 PM