

Date Received _____

**Assessment Report Form
Edison State College**

1. Assessment Project Report:

Program	Office of the Registrar
Department	Student Services
College	Edison State College
Program Assessment Coordinator	
Academic Year	2009/2010
Report Submitted by	Billee Silva
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Date Submitted	12/01/2010

2. According to the Assessment Plan, what were the planned assessment activities to be conducted during the Academic Year? You may want to copy and paste from this program's assessment plan.

Which outcomes for this program were measured?	How did you measure the outcomes?	What results did you expect?
Prepare and publish the College Catalog and Official College Calendar.	Formal and informal feedback from users.	Timely and accurate publication of the on-line College catalog.

3. Results, conclusions, and discoveries. What are the results of the planned activities listed above? What conclusions or discoveries were made from these results. Describe below or attach to the form.

Failure to receive catalog materials from various constituents throughout the College led to a revision of current process. Previously Deans and Associate Deans were responsible for updating revisions to the academic content which resulted in delays and errors.

4. Use of Results. What program changes are indicated? How will they be implemented? If none, describe why changes were not needed.

A new position was created and as a result a Coordinator of Catalog and Curriculum Systems was hired for the Registrar's Office. This position is responsible for maintaining and updating accurate master catalog data in the SIS and the online College catalog.
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In addition, changes to the Curriculum Committee Process were made. The deadline for course changes for fall of the following year is now February. No longer will new courses or changes in prerequisites or co-requisites be instituted during spring or summer terms except in extenuating circumstances and approved by the VP of Academic Affairs.

5. Dissemination of results, conclusions, and discoveries. How and with whom were the results shared?

Curriculum Committee, Deans Council, Student Services Council.