



Lander University: Unit/Program Review Report

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| UNIT/PROGRAM NAME | Continuing Education and Center for Effective Undergraduate Teaching |
| OFFICE OF PRIMARY RESPONSIBILITY | Office of Continuing Education and Center for Effective Undergraduate Teaching |
| ASSESSMENT COORDINATOR | Chris Newton |
| SUBMISSION DATE OF THIS REPORT | March 31, 2009 |

I. **UNIT/PROGRAM GOAL:** (Center for Effective Undergraduate Teaching) To develop a sustainable flow of resources for undergraduate faculty in order to promote effective undergraduate teaching

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|---|-------------------|--|--|--|
| Strategic Goal Supported | 5. Accountability | | | |
| Indicator of Success or Student Learning Outcome | 1. | Number of effective teaching classes/workshops offered | | |
| | 2. | Number of Faculty attending effective teaching workshops | | |
| | 3. | Provide an effective teaching resources to faculty | | |
| | 4. | | | |
| | 5. | | | |
| Assessment Instruments and Frequency of Assessment | | Instrument | Frequency | |
| | 1. | Office of Effective Undergraduate Teaching Records | Each workshop | |
| | 2. | Attendance record | Each workshop | |
| | 3. | Resource center | Each workshop | |
| | 4. | | | |
| 5. | | | | |
| Expected Outcome of Indicator of Success or Student Learning Outcome | | Met (3) | Partially Met (2) | Not Met (1) |
| | 1. | 6 or more effective undergraduate teaching workshops on campus | Between 3 and 5 effective undergraduate teaching workshops on campus | Less than 3 effective undergraduate teaching workshops on campus |
| | 2. | 7 or more instructors attend effective undergraduate | Between 4 and 6 instructors attend effective undergraduate | Less than 4 instructors attend effective undergraduate |

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|--|---------------------|--|---------------------------|--|----------------------------|--|--|
| | | teaching workshops | | teaching workshops | | teaching workshops | |
| | 3. | Disseminate between 10 and 12 monthly newsletters during a 12-month period | | Disseminate between 9 and 3 monthly newsletters during a 12-month period | | Disseminate less than 3 monthly newsletters during a 12-month period | |
| | 4. | | | | | | |
| | 5. | | | | | | |
| Summary of Data Collected | | 2007 | 2008 | | | | |
| | 1. | N/A | 64 | | | | |
| | 2. | N/A | 80 | | | | |
| | 3. | N/A | (To be completed in 2009) | | | | |
| | 4. | | | | | | |
| | 5. | | | | | | |
| Review of Results and Actions Taken | 1. | Provide workshops which will equip instructors with the knowledge that refresh and upgrade their teaching skills in the classroom. Provide 6 plus effective teaching workshops to faculty | | | | | |
| | 2. | | | | | | |
| | 3. | Develop an effective teaching resource center for faculty. Disseminate a monthly effective teaching newsletter | | | | | |
| | 4. | | | | | | |
| | 5. | | | | | | |
| | Sum | A total of 64 faculty development workshops and meetings were conducted two weeks prior to the start of fall 08 classes. 3 assessment workshops were conducted in conjunction with the Department of Assessment and Institutional Effectiveness | | | | | |
| Indicator of Success or Student Learning Outcome Outcomes | | Indicator of Success Evaluation | | | Indicator of Success Score | | |
| | 1. | Met | | | 3 | | |
| | 2. | Met | | | 3 | | |
| | 3. | Not Evaluated | | | Not Scored | | |
| | 4. | Choose One | | | 0 | | |
| | 5. | Choose One | | | 0 | | |
| Additional Resources Required to Achieve or Sustain Results | \$0.00: Explanation | | | | | | |

II. **UNIT/PROGRAM GOAL:** (Continuing Education) To develop a sustainable continuing education program

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|---|----|--|--|--|
| Strategic Goal Supported | | 3. Linkages | | |
| Indicator of Success or Student Learning Outcome | 1. | Number of Life-long Learning courses/events | | |
| | 2. | Number of Professional Development courses/events | | |
| | 3. | Evaluation of classes | | |
| | 4. | | | |
| | 5. | | | |
| Assessment Instruments and Frequency of Assessment | | Instrument | | Frequency |
| | 1. | Instructor agreements | | Each term |
| | 2. | Course Evaluation and Enrollment Records | | Each term |
| | 3. | When active a need survey will be conducted with the local businesses to determine their development needs. This will determine the number and type of classes that will be offered. | | As Needed |
| | 4. | | | |
| | 5. | | | |
| Expected Outcome of Indicator of Success or Student Learning Outcome | | Met (3) | Partially Met (2) | Not Met (1) |
| | 1. | 15 or more classes offered in Spring 2008 and Fall 2008 combined (For 2009: 90 or more classes offered in fall 2009, spring & summer 2010 combined) | Between 10 and 14 classes offered in Spring 2008 and Fall 2008 combined (For 2009: Between 75 - 89 classes offered in fall 2009, spring & summer 2010 combined) | Less than 10 classes offered in Spring 2008 and Fall 2008 combined (For 2009: Less than 75 classes offered in fall 2009, spring & summer 2010 combined) |
| | 2. | 4 or more professional development classes offered | Between 2 and 3 professional development classes offered | Less than 2 professional development classes offered |
| | 3. | a. Between 90% - 100% of class evaluations completed b. Evaluation score averages between 3.0-5.0 | a. Between 65% - 89% of class evaluations completed b. Evaluation score averages between 2.9-2.0 | a. Less than 65% of class evaluations completed b. Evaluation score averages less than 2.0 |
| | 4. | | | |
| | 5. | | | |

| | | | | | | |
|--|------------|---|-------------------|----------------------------|--|--|
| Summary of Data Collected | | 2007 | 2008 | | | |
| | 1. | N/A | 37 | | | |
| | 2. | N/A | 3 | | | |
| | 3. | N/A | a. 85% b. 4.1% | | | |
| | 4. | | | | | |
| | 5. | | | | | |
| Review of Results and Actions Taken | 1. | <p>The Continuing Education program offered 11 life long learning classes in its kick off spring 08, the program offered 26 additional classes in the summer 08.</p> <p>In the upcoming academic year, we plan to offer 100 life long learning classes, workshops and trips during fall 2009, spring, summer 2010 terms combined.</p> | | | | |
| | 2. | <p>Even though the timeline to offer professional development classes was 2009 the continuing education department offered 3 professional classes.</p> | | | | |
| | 3. | | | | | |
| | 4. | | | | | |
| | 5. | | | | | |
| | Sum | <p>The Continuing Education department was established offering the highest quality of classes to the general population and Lander students. The program recruited qualified instructors from the community and Lander University. Majority of the classes completed evaluations with favorable results. A continuing education webpage was developed which lists class offering, registration form, mission statement, other CE information and linkages</p> <p>The program had a successful start offering 37 classes for the period spring and summer 08.</p> <p>Marketing and Advertising Strategies were implemented to promote the program and advertise the courses. Also, a reception was given to introduce the program with 100 plus in attendance.</p> <p>All the processes were successfully implemented i.e., registration, payroll, confirmation, instructor contracts, background checks, evaluations, schedules.</p> | | | | |
| Indicator of Success or Student Learning Outcome Outcomes | | Indicator of Success Evaluation | | Indicator of Success Score | | |
| | 1. | Met | | 3 | | |
| | 2. | Partially Met | | 2 | | |
| | 3. | Partially Met | | 2 | | |

| | | | |
|--|----|---------------------|------------|
| | 4. | Not Evaluated | Not Scored |
| | 5. | Choose One | 0 |
| Additional Resources Required to Achieve or Sustain Results | | \$0.00: Explanation | |

III. UNIT/PROGRAM SUMMARY

| Unit/Program Goal | Strategic Goal Supported | Unit/Program Goal Outcome | | Additional Resources Required to Achieve or Sustain Results |
|--|--------------------------|---------------------------|---|---|
| | | Score | Evaluation Met: 3.00 – 2.01 Partially Met: 2.00 – 1.01 Not Met: 1.00 – 0.01 Not Evaluated: 0.00 | |
| 1. (Center for Effective Undergraduate Teaching) To develop a sustainable flow of resources for undergraduate faculty in order to promote effective undergraduate teaching | 5. Accountability | 3.00 | Met | \$0.00 |
| 2. (Continuing Education) To develop a sustainable continuing education program | 3. Linkages | 2.33 | Met | \$0.00 |
| 3. | Choose One | 0.00 | Choose One | \$0.00 |
| 4. | Choose One | 0.00 | Choose One | \$0.00 |
| 5. | Choose One | 0.00 | Choose One | \$0.00 |
| 6. | Choose One | 0.00 | Choose One | \$0.00 |
| 7. | Choose One | 0.00 | Choose One | \$0.00 |
| 8. | Choose One | 0.00 | Choose One | \$0.00 |
| 9. | Choose One | 0.00 | Choose One | \$0.00 |
| 10. | Choose One | 0.00 | Choose One | \$0.00 |
| UNIT/PROGRAM TOTALS | | 2.66 | Met | \$0.00 |