

CWU Department/Program Assessment Plan Preparation Form

Department: ITAM

Program: **Bachelor of Applied Science** in Information Technology and Administrative Management

Department/Program Goals	Related College Goals	Related University Goals	Method(s) of Assessment (What is the assessment?)	Who/What Assessed (population, item)	When Assessed (term, dates)	Criterion of Achievement (Expectation of how good things should be)
1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide for an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus. 2. Provide for an outstanding academic and student life at the university centers.	a. Successful performance in capstone courses with an earned grade of B- or better. b. Demonstration of knowledge in the Student Learner Outcomes.	a. Students b. Students	a. IT 462 quarterly when offered b. Fall, Winter, Spring in capstone courses; exit to major.	b. ___ of students will earn a B- or better in the capstone course. b. ___ of students will score 75% or better on exit exam.
2. Faculty will provide outstanding curriculum, programs, and advising in the areas of Information Technology, Administrative Management, and Retail Management and Technology.	1. Provide for an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus. 2. Provide for an outstanding academic and student life at the university centers. 5. Achieve regional and national prominence for the university.	a. Yearly curriculum retreat b. Accomplishments of Student Advisory Council c. Accomplishments of BAS-ITAM Advisory Council d. Advising meetings with students at 115 credits and 145 credits	a. Faculty b. Student Advisory Council c. BAS-ITAM Advisory Council d. Faculty	a. Yearly b. Yearly c. Yearly d. Yearly	a. 100% participation of faculty. b. Student Advisory Council will convene Spring 2008 and meet a minimum of once per quarter to discuss curriculum and other issues. c. BAS-ITAM Advisory Committee will convene Fall 2009 and meet a minimum of twice yearly to discuss curriculum and other issues. d. 90% of students meet with advisor at 115 credits and 145 credits.
3. Department will recruit and retain qualified faculty.	1. Provide for an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus. 2. Provide for an outstanding academic and student life at the university centers.	a. Recruitment plan for hiring diverse populations b. Retention of faculty who meet ITAM, CEPS, and CWU criteria of teaching, scholarship, and service c. Participation in faculty development	a. Faculty b. Faculty c. Faculty	a. Search process b. Yearly Activity Report c. Yearly Activity Report	a. Recruitment pools will meet CWU diversity goals maintained by OEO. b. At least 50% of FTEF will be tenure-track or tenured. c. 100% of all full-time faculty will participate in at least one professional development activity.

	3. Recruit and retain a diverse and highly qualified faculty to develop and sustain prominent programs.	5. Achieve regional and national prominence for the university.				
4. Department will strengthen partnerships with industry, professional groups, and alumni.	4. Build mutually beneficial partnerships with alumni, industry, professional groups, institutions, and the communities surrounding our campus locations.	4. Build mutually beneficial partnerships with the public sector, industry, professional groups, institutions, and the communities surrounding our campus communities.	<ul style="list-style-type: none"> a. Sponsorship of industry, professional, or development workshop b. Database of BAS-ITAM alumni c. Professional membership in organizations d. Accomplishments of BAS-ITAM Advisory Council 	<ul style="list-style-type: none"> a. Department b. Database c. Faculty d. BAS-ITAM Advisory Committee 	<ul style="list-style-type: none"> a. Spring b. Yearly c. Yearly d. Yearly 	<ul style="list-style-type: none"> a. Department will support a minimum of one industry, professional, or development workshop. b. Develop database and begin populating in Winter 2009. c. Tenure and tenure-track faculty will belong to a minimum of one professional organization germane to their area of teaching, scholarship, and/or service. d. BAS-ITAM Advisory Committee will convene Fall 2009 and meet a minimum of twice yearly to discuss curriculum and other issues.

CWU Student Learning Outcome Assessment Plan Preparation Form

Department: ITAM

Program: **Bachelor of Applied Science** in Information Technology and Administrative Management

Student Learning Outcomes (performance, knowledge, attitudes)	Related Program/ Departmental Goals	Related College Goals	Related University Goals	Method(s) of Assessment (What is the assessment?)	Who Assessed (Students from what courses, population)	When Assessed (term, dates)	Standard of Mastery/Criterion of Achievement (How good does performance have to be?)
(a) An ability to analyze a problem, and identify and define the requirements appropriate to its solution.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Assignments b. Exam Questions	a. Students b. Students	a. IT 461 quarterly when offered b. IT 461 quarterly when offered	a. 75% of students will complete the assignments with a C or above. b. At least 50% of students will complete the requirements' problem in the exam with a C or above.
(b) An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Project	a. Students	a. IT 462 quarterly when offered	a. ?
(c) An ability to function effectively on teams to accomplish a common goal.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Project – progress report and individual closing report	a. Students	a. ADMG/IT 374 quarterly when offered	a. 75% of the students in each team declare that their team worked well together to accomplish a common goal.

		2. Prepare students to participate in an increasingly diverse economy and environment.					
(d) An understanding of professional, ethical, legal, security, and social issues and responsibilities.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Blackboard discussion question concerning ethical decisions in the workplace b. Blackboard discussion question concerning diversity issues in the workplace	a. Students b. Students	a. ADMG 310 quarterly when offered b. ADMG 310 quarterly when offered	a. 75% of students will receive a satisfactory grade based on a grading rubric b. 75% of students will receive a satisfactory grade based on a grading rubric
(e) An ability to communicate effectively with a range of audiences.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Good-news letter; bad-news letter; persuasive letter; analytical report b. Project presentation c. Project presentation	a. Students b. Students c. Students	a. ADMG 385 quarterly b. ADMG/IT 374 quarterly when offered c. IT 461 quarterly when offered	a. 75 % of students will satisfactorily complete a good-news letter, a bad-news letter, a persuasive letter, and an analytical report. b. All teams will have at least a C in the project presentation. c. All teams will have at least a C in the project presentation.
(f) An ability to analyze the local and global impact of technology on individuals, organizations, and society.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.				

		<p>CWU locations.</p> <p>2. Prepare students to participate in an increasingly diverse economy and environment.</p>					
<p>(g) Recognition of the need for and an ability to engage in continuing professional development.</p>	<p>1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.</p>	<p>1. Provide an outstanding academic and professional growth experience for students at all CWU locations.</p> <p>2. Prepare students to participate in an increasingly diverse economy and environment.</p>	<p>1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.</p>	<p>a. Case studies concerning: self-concept, perception, active listening, values, personal goal setting, time management, stress management, trust, disclosure, and power of influence.</p>	<p>a. Students</p>	<p>a. ADMG 310 quarterly when offered</p>	<p>a. 75% of students will earn a satisfactory grade on the case studies.</p>
<p>(h) An ability to use current techniques, skills, and tools necessary for technology practice in the students' chosen career.</p>	<p>1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.</p>	<p>1. Provide an outstanding academic and professional growth experience for students at all CWU locations.</p> <p>2. Prepare students to participate in an increasingly diverse economy and environment.</p>	<p>1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.</p>	<p>a. Exercises</p> <p>b. Exercises</p>	<p>a. Students</p> <p>b. Students</p>	<p>a. ADMG/IT 374 quarterly when offered</p> <p>b. IT 461 quarterly when offered</p>	<p>a. At least 50% of the students will obtain a C or above in the exercises.</p> <p>b. At least 50% of the students will obtain a C or above in the exercises.</p>
<p>(i) An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation, and</p>	<p>1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their</p>	<p>1. Provide an outstanding academic and professional growth experience for</p>	<p>1. Maintain and strengthen an outstanding academic and student life on the Ellensburg</p>	<p>a. Assignments</p> <p>b. Project</p>	<p>a. Students</p> <p>b. Students</p>	<p>a. IT 461 quarterly when offered</p> <p>b. IT 462 quarterly when</p>	<p>a. 75% of the students will complete the assignments with a C or above.</p> <p>b. 75% of students will complete the project with a C or above</p>

administration of technologies.	chosen career.	students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	campus.			offered	
(j) An ability to effectively integrate IT-based solutions into the user environment.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Project	a. Students	a. IT 462	a. 75% of the students will complete the project with a C or above.
(k) An ability to assist in the creation of an effective project plan.	1. Students will demonstrate the knowledge, skills, and attitudes necessary to be successful in their chosen career.	1. Provide an outstanding academic and professional growth experience for students at all CWU locations. 2. Prepare students to participate in an increasingly diverse economy and environment.	1. Maintain and strengthen an outstanding academic and student life on the Ellensburg campus.	a. Project	a. Students	a. ADMG/IT 374 quarterly when offered	a. 75% of the students will complete the project with a C or above.

*Method(s) of assessment should include those that are both direct (tests, essays, presentations, projects) and indirect (surveys, interviews) in nature

**Data needs to be collected and differentiated by location (Ellensburg campus vs University Centers – see NWCCU standard 2.B.2)

***Timing of assessment should be identified at different transition points of program (i.e., admission, mid-point, end-of-program, post-program)