

Related to Number	Related to Name	Embedded Outcome Number	QEP SLO	QEP Year #	Providing Department	Assessment Task Description - How will the student demonstrate that he/she has achieved the program goals and objectives? What measures will be used to document student learning?	Type of Assessment	Actual Results of Assessment (Percentage)	Was the QEP Rubric (or comparable rubric) used to assess this activity?
QEP SLO 1	Applied Communication Skills	A-1	Practice proper office procedures	Year 3 (2018-19)	Associate Degree, Administrative Office Technology and Related Diploma	What: Accurately prepare reports, maintain records, process mail, maintain an appointment calendar, greet visitors How: Students will practice proper office procedures by completing a set of assignments. Who: AOT students MGT110, Office Management When: 1st year AOT curriculum Where: Classroom lecture, video presentations and homework assignments	Direct Assessment	40	Yes
QEP SLO 2	Technology Skills	B-1	Demonstrate proficiency with Microsoft Office, proofread and edit documents, use the Internet for research	Year 3 (2018-19)	Associate Degree, Administrative Office Technology and Related Diploma	What: Demonstrate proficiency with Microsoft Office, proofread and edit documents, use the Internet for research How: Students will complete assignments related to the learning objective. Who: AOT students in MGT 290, SCWE in Management When: 2nd year AOT curriculum Where: Employer site and classroom		67	Yes
QEP SLO 3	Soft Skills	A-1	Practice proper office procedures	Year 3 (2018-19)	Associate Degree, Administrative Office Technology and Related Diploma	What: Accurately prepare reports, maintain records, process mail, maintain an appointment calendar, greet visitors How: Students will practice proper office procedures by completing a set of assignments. Who: AOT students MGT110, Office Management When: 1st year AOT curriculum Where: Classroom lecture, video presentations and homework assignments	Direct Assessment	40	Yes

SUMMATIVE	Capstone Courses Where All Goals Assessed	C-1	Learn and practice proper office procedures	Year 3 (2018-19)	Associate Degree, Administrative Office Technology and Related Diploma	What: Show professionalism, learn workplace protocol, time management, demonstrate knowledge of workplace ethics, demonstrate critical-thinking and communication skills. How: Students will learn and practice proper office procedures. Who: Students in MGT290, SCWE in Management When: 2nd year AOT curriculum Where: Employer site	Direct Assessment	100	No
QEP SLO 1	Applied Communication Skills	J-1	Awareness of the Team Concept	Year 3 (2018-19)	Associate Degree, Automotive Technology and Related Certificates	What: Demonstrate awareness of the team concept, expected work ethics and collaboration with students. Who: All level students When: All AUT classes & AUT 159. Where: Lecture, notes, role play and textbook written assignment	Direct Assessment	88	Yes
QEP SLO 2	Technology Skills	J-1	Awareness of the Team Concept	Year 3 (2018-19)	Associate Degree, Automotive Technology and Related Certificates	What: Demonstrate awareness of the team concept, expected work ethics and collaboration with students. Who: All level students When: All AUT classes & AUT 159. Where: Lecture, notes, role play and textbook written assignment	Direct Assessment	88	Yes
QEP SLO 3	Soft Skills	J-1	Awareness of the Team Concept	Year 3 (2018-19)	Associate Degree, Automotive Technology and Related Certificates	What: Demonstrate awareness of the team concept, expected work ethics and collaboration with students. Who: All level students When: All AUT classes & AUT 159. Where: Lecture, notes, role play and textbook written assignment	Direct Assessment	88	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	J-2	Teamwork Project	Year 3 (2018-19)	Associate Degree, Automotive Technology and Related Certificates	Students work together on the S-10 electric vehicle and the hot rod. Students work together in groups to review all 8 areas of automotive. In addition, students work on career preparation by creating a resume and portfolio and review interview skills.	Direct Assessment	85.2	Yes

QEP SLO 1	Applied Communication Skills	J-2	QEP - Communication (formative)	Year 3 (2018-19)	Associate Degree, Business Administration: Accounting	What: Formative Communication assessment How: Essay on Internal Controls given as an exam problem Who: students in ACC 102 When: 1st year ACC curriculum	Direct Assessment	25	No
QEP SLO 2	Technology Skills	K-2	QEP - Professionalism Technology (formative)	Year 3 (2018-19)	Associate Degree, Business Administration: Accounting	What: Demonstrate professional use of Excel (technology) skills. How: Excel project Who: ACC 102 students When: 1st year ACC curriculum	Direct Assessment	84.8	No
QEP SLO 3	Soft Skills	K-3	QEP - Professionalism Soft Skills (formative)	Year 3 (2018-19)	Associate Degree, Business Administration: Accounting	What: Demonstrate professionalism through timely submission of required assignments. How: Late work not accepted. Work is graded based on completion. Completed graded work is considered timely. Who: students in ACC 150, Payroll Accounting When: 1st year ACC curriculum	Direct Assessment	71.4	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	J-1	Communicate (professionally) with a client	Year 3 (2018-19)	Associate Degree, Business Administration: Accounting	What: Communicate (professionally) with a client. How: Students will complete an internship at a selected employer site Who: Students enrolled in MGT 290, SCWE in Management When: 2nd year ACC curriculum Where: Employer site	Direct Assessment	100	No
QEP SLO 1	Applied Communication Skills	H-2	QEP - Create professional business correspondence, prepare written and oral reports, identify chain of command, identify communication channels, communicate on the level of the receiver (formative assessment)	Year 3 (2018-19)	Associate Degree, Business Administration: Enterprise Management and Related Certificates	What: Learn how to listen effectively, create professional business correspondence, use business technology, and identify chain of command. How: Students will complete a communication-related assignment Who: Students in MGT101, Principles of Management When: 1st year Business program	Direct Assessment	70.46	No

QEP SLO 2	Technology Skills	E-1	Use industry standard software to develop computer skills	Year 3 (2018-19)	Associate Degree, Business Administration: Enterprise Management and Related Certificates	What: Use industry standard software to demonstrate skills. How: Complete a simulated MOS Certification exam Who: Students in MGT 206, Management Spreadsheets When: 1st year Business curriculum Where: Classroom/Lab	Direct Assessment	46	No
QEP SLO 3	Soft Skills	I-2	QEP - Participate in teams and support team members (formative assessment)	Year 3 (2018-19)	Associate Degree, Business Administration: Enterprise Management and Related Certificates	What: Learn how to participate in teams and support team members How: Students will work complete a team-related assignment Who: Students in BUS 101, Intro to Business When: 1st year Business curriculum Where: Classroom	Direct Assessment	86.05	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	G-1	Demonstrate interviewing skills, work ethic, appropriate dress, stress management techniques, professional conduct, how to conduct themselves in a diverse work environment	Year 3 (2018-19)	Associate Degree, Business Administration: Enterprise Management and Related Certificates	What: Demonstrate interviewing skills, work ethic, appropriate dress, stress management techniques, professional conduct, how to conduct themselves in a diverse work environment. How: Work Experience (Internship) at an employer site and do a mock interview Who: Students in MGT 290, SCWE in Management When: 2nd year Business curriculum. Where: Local businesses/Industry	Direct Assessment	60	No
QEP SLO 1	Applied Communication Skills	B-1	Demonstrate the layers, protocols and components of the OSI model in order to carry out basic network troubleshooting techniques.	Year 3 (2018-19)	Associate Degree, Computer Technology - Network Security and Information Assurance	What: TestOut Lab Practicals in IST 245 How: Students will demonstrate the layers, protocols and components of the OSI model in order to carry out basic network troubleshooting techniques. Who: IST 245 students When: First and Second Year CPT students Where: Simulated lab practicals for Module 1 Test and Module 10 Test in IST 245	Direct Assessment	73	Yes

QEP SLO 2	Technology Skills	B-1	Demonstrate the layers, protocols and components of the OSI model in order to carry out basic network troubleshooting techniques.	Year 3 (2018-19)	Associate Degree, Computer Technology - Network Security and Information Assurance	What: TestOut Lab Practicals in IST 245 How: Students will demonstrate the layers, protocols and components of the OSI model in order to carry out basic network troubleshooting techniques. Who: IST 245 students When: First and Second Year CPT students Where: Simulated lab practicals for Module 1 Test and Module 10 Test in IST 245	Direct Assessment	73	Yes
QEP SLO 3	Soft Skills	B-1	Demonstrate the layers, protocols and components of the OSI model in order to carry out basic network troubleshooting techniques.	Year 3 (2018-19)	Associate Degree, Computer Technology - Network Security and Information Assurance	What: TestOut Lab Practicals in IST 245 How: Students will demonstrate the layers, protocols and components of the OSI model in order to carry out basic network troubleshooting techniques. Who: IST 245 students When: First and Second Year CPT students Where: Simulated lab practicals for Module 1 Test and Module 10 Test in IST 245	Direct Assessment	73	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	A-1	Demonstrate trouble-shooting strategies for resolving an identified end-user IT problem and implement a hardware and software configuration response to an identified scenario	Year 3 (2018-19)	Associate Degree, Computer Technology - Network Security and Information Assurance	What: Service Learning Project/Senior Capstone Project in CPT 209 How: Students will demonstrate trouble-shooting strategies for resolving an identified end-user IT problem and implement a hardware and software configuration response to an identified scenario Who: All CPT students When: First and Second Year CPT students Where: CPT Lab and various community organization where Service Learning Project is conducted.	Direct Assessment		Yes
QEP SLO 1	Applied Communication Skills	A-1	Diagram a database design based upon an identified scenario.	Year 3 (2018-19)	Associate Degree, Computer Technology - Programming and Related Certificates	WHAT: Final Exam in CPT-201, using the Gmetrix learning management system. HOW: Students will complete the Database Design II final exam WHO: Second Year Programming students WHEN: Second Year WHERE: Final Exam CPT-201	Direct Assessment	93.3	Yes

QEP SLO 2	Technology Skills	A-1	Diagram a database design based upon an identified scenario.	Year 3 (2018-19)	Associate Degree, Computer Technology - Programming and Related Certificates	WHAT: Final Exam in CPT-201, using the Gmetrix learning management system. HOW: Students will complete the Database Design II final exam WHO: Second Year Programming students WHEN: Second Year WHERE: Final Exam CPT-201	Direct Assessment	93.3	Yes
QEP SLO 3	Soft Skills	A-1	Diagram a database design based upon an identified scenario.	Year 3 (2018-19)	Associate Degree, Computer Technology - Programming and Related Certificates	WHAT: Final Exam in CPT-201, using the Gmetrix learning management system. HOW: Students will complete the Database Design II final exam WHO: Second Year Programming students WHEN: Second Year WHERE: Final Exam CPT-201	Direct Assessment	93.3	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	G-1	Demonstrate professional, legal and ethical behavior while participating on projects	Year 3 (2018-19)	Associate Degree, Computer Technology - Programming and Related Certificates	What: Service Learning Project/Senior Capstone Project in IST 290 How: Students will demonstrate professional, legal and ethical behavior while participating on projects Who: All CPT students When: Second Year CPT students Where: CPT Lab and various community organization where Service Learning Project is conducted.	Direct Assessment	88	Yes
QEP SLO 1	Applied Communication Skills	J-1	Role of Court Advocate	Year 3 (2018-19)	Associate Degree, Criminal Justice and Related Certificates	What: Role of Court Advocate How: Examine local court system and police agencies to examine and critique available programs for victim court advocate. Who: CRJ 220, Judicial Process, students. When: Semesters when CRJ220 is offered. Where: Available web sites and agencies where court advocate information is available.	Direct Assessment	100	No

QEP SLO 2	Technology Skills	C-1	Equipment Requirements and Operation	Year 3 (2018-19)	Associate Degree, Criminal Justice and Related Certificates	What: Equipment Requirements and Operation How: Provide students with information of standard equipment found on a "Sam Brown belt" and demonstrate their uses. Who: CRJ110, Police Patrol, students. When: Semesters when CRJ110 is offered. Where: In classroom and/or field setting with demonstration by instructor or police agency representative.	Direct Assessment	85	Yes
QEP SLO 3	Soft Skills	C-1	Equipment Requirements and Operation	Year 3 (2018-19)	Associate Degree, Criminal Justice and Related Certificates	What: Equipment Requirements and Operation How: Provide students with information of standard equipment found on a "Sam Brown belt" and demonstrate their uses. Who: CRJ110, Police Patrol, students. When: Semesters when CRJ110 is offered. Where: In classroom and/or field setting with demonstration by instructor or police agency representative.	Direct Assessment	85	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	E-1	Procedures for Prosecuting in Magistrate's Court	Year 3 (2018-19)	Associate Degree, Criminal Justice and Related Certificates	What: Knowledge of Procedures for Prosecuting in Magistrate's Court How: Interview and observe a participant – judge, prosecutor, defense attorney, etc. – in the South Carolina Court system. Who: CRJ220, Judicial Procedure, students. When: Semesters when CRJ220 is offered. Where: Area magistrate courts.	Direct Assessment	75	No
QEP SLO 1	Applied Communication Skills	A-1.a	Demonstrate Knowledge of Children's Characteristics and Needs	Year 3 (2018-19)	Associate Degree, Early Care and Education and Related Certificates, Diploma	Demonstrate understanding of young children's characteristics and needs, from birth through age 8 through Case Study Key Assessment.		100	Yes

QEP SLO 2	Technology Skills	B-3.a	Involve Families and Communities in Learning	Year 3 (2018-19)	Associate Degree, Early Care and Education and Related Certificates, Diploma	Involve families and communities in young children's development and learning		100	Yes
QEP SLO 3	Soft Skills	F-2.a	Demonstrate Ethical Standards in Professional Practices	Year 3 (2018-19)	Associate Degree, Early Care and Education and Related Certificates, Diploma	Knowing about and upholding ethical standards and other early childhood professional guidelines		82	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	C-2.a	Use Appropriate Assessment Tools	Year 3 (2018-19)	Associate Degree, Early Care and Education and Related Certificates, Diploma	Knowing about and using observation, documentation, and other appropriate assessment tools and approaches, including the use of technology in documentation, assessment and data collection.		100	Yes
QEP SLO 1	Applied Communication Skills	D-2	Complete Process Measurement and Control Team Project	Year 3 (2018-19)	Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	What: Students will successfully work as a team to complete a process measurement and control system lab practical assignment. How: Demonstrate successful teamwork by assembling and configuring a process measurement and control application. Who: EIT 110 students. When: First year EET. Where: Instrumentation lab.	Direct Assessment	75	Yes
QEP SLO 2	Technology Skills	D-2	Complete Process Measurement and Control Team Project	Year 3 (2018-19)	Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	What: Students will successfully work as a team to complete a process measurement and control system lab practical assignment. How: Demonstrate successful teamwork by assembling and configuring a process measurement and control application. Who: EIT 110 students. When: First year EET. Where: Instrumentation lab.	Direct Assessment	75	Yes

QEP SLO 3	Soft Skills	D-2	Complete Process Measurement and Control Team Project	Year 3 (2018-19)	Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	What: Students will successfully work as a team to complete a process measurement and control system lab practical assignment. How: Demonstrate successful teamwork by assembling and configuring a process measurement and control application. Who: EIT 110 students. When: First year EET. Where: Instrumentation lab.	Direct Assessment	75	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	F-1	Senior Project Presentation	Year 3 (2018-19)	Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	What: Prepare and deliver written and oral presentations. How: Complete, document, and present results of team driven senior project in EIT 242. Who: EIT seniors. When: Second year EIT. Where: EIT instrumentation lab and EIT classroom.	Direct Assessment	80	Yes
QEP SLO 1	Applied Communication Skills	A-1.a	Complete body of drawings in accordance with ASME/ANSI standards	Year 3 (2018-19)	Associate Degree, Engineering Design Technology and Related Certificates	Assessment: The Student will provide a complete body of drawings in accordance with ASME/ANSI standards, while focusing on topics such as view selection and placement, including drawing layout. What: Lab in EGT 110 How: The Freshmen student will learn about Multi view, isometric, Auxiliary and Section type Drawings. Who: The Freshmen EGT Student When: First Year, First Class EGT. Where: N1602 Lab.	Direct Assessment	100	Yes
QEP SLO 2	Technology Skills	A-1.a	Complete body of drawings in accordance with ASME/ANSI standards	Year 3 (2018-19)	Associate Degree, Engineering Design Technology and Related Certificates	Assessment: The Student will provide a complete body of drawings in accordance with ASME/ANSI standards, while focusing on topics such as view selection and placement, including drawing layout. What: Lab in EGT 110 How: The Freshmen student will learn about Multi view, isometric, Auxiliary and Section type Drawings. Who: The Freshmen EGT Student When: First Year, First Class EGT. Where: N1602 Lab.	Direct Assessment	100	Yes

QEP SLO 3	Soft Skills	A-1.a	Complete body of drawings in accordance with ASME/ANSI standards	Year 3 (2018-19)	Associate Degree, Engineering Design Technology and Related Certificates	Assessment: The Student will provide a complete body of drawings in accordance with ASME/ANSI standards, while focusing on topics such as view selection and placement, including drawing layout. What: Lab in EGT 110 How: The Freshmen student will learn about Multi view, isometric, Auxiliary and Section type Drawings. Who: The Freshmen EGT Student When: First Year, First Class EGT. Where: N1602 Lab.	Direct Assessment	100	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	BB-1	Project 2 check	Year 3 (2018-19)	Associate Degree, Engineering Design Technology and Related Certificates	Student project work will be checked from time to time and must demonstrate that all necessary files are in order and correct with proper revisions. What: Lab in EGT 252 How: The student will organize all files and drawings related to ongoing projects. Who: All EDT students. When:Throughout program Where: N1602 lab	Direct Assessment	100	Yes
QEP SLO 1	Applied Communication Skills	C-1	Select proper cutting tools using the correct geometry and compute speeds and feeds for certain types of metals	Year 3 (2018-19)	Associate Degree, Machine Tool Technology and Related Certificates	Select proper cutting tools using the correct geometry and compute speeds and feeds for certain types of metals	Direct Assessment	80	Yes
QEP SLO 2	Technology Skills	C-1	Select proper cutting tools using the correct geometry and compute speeds and feeds for certain types of metals	Year 3 (2018-19)	Associate Degree, Machine Tool Technology and Related Certificates	Select proper cutting tools using the correct geometry and compute speeds and feeds for certain types of metals	Direct Assessment	80	Yes
QEP SLO 3	Soft Skills	C-1	Select proper cutting tools using the correct geometry and compute speeds and feeds for certain types of metals	Year 3 (2018-19)	Associate Degree, Machine Tool Technology and Related Certificates	Select proper cutting tools using the correct geometry and compute speeds and feeds for certain types of metals	Direct Assessment	80	Yes

SUMMATIVE	Capstone Courses Where All Goals Assessed	H-1	Use shop terminology make suggestions for continuous improvement and problem solving	Year 3 (2018-19)	Associate Degree, Machine Tool Technology and Related Certificates	Use shop terminology make suggestions for continuous improvement and problem solving	Direct Assessment	90	No
QEP SLO 1	Applied Communication Skills	C-1	Prepare Technical Report and Summary	Year 3 (2018-19)	Associate Degree, Mechatronics Technology and Related Certificates	What: Student will analyze data and prepare graphical representation of data and summary. Who: Mechatronics seniors in IMT 170 Statistical Process Control. When: Second year Mechatronics Where: Mechatronics lab	Direct Assessment	66.67	Yes
QEP SLO 2	Technology Skills	D-1	Assemble and Test Electrical/Pneumatic Circuit	Year 3 (2018-19)	Associate Degree, Mechatronics Technology and Related Certificates	What: Student will assemble, test, and analyze an electrical/pneumatic circuit. How: Successfully complete circuit assembly, testing, and analysis of circuit. Who: Mechatronics seniors When: First year Mechatronics students Where: Pneumatics lab	Direct Assessment	90	
QEP SLO 3	Soft Skills	C-1	Prepare Technical Report and Summary	Year 3 (2018-19)	Associate Degree, Mechatronics Technology and Related Certificates	What: Student will analyze data and prepare graphical representation of data and summary. Who: Mechatronics seniors in IMT 170 Statistical Process Control. When: Second year Mechatronics Where: Mechatronics lab	Direct Assessment	66.67	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	B-1	Timed Troubleshooting Assessment	Year 3 (2018-19)	Associate Degree, Mechatronics Technology and Related Certificates	What: Students will complete a timed troubleshooting assessment. How: Correctly identify problems related to a timed troubleshooting lab. Who: Second year students When: Second year Where: Mechatronics lab	Direct Assessment	100	
QEP SLO 1	Applied Communication Skills	A-1	Clinical Performance Evaluation (Professional Behaviors)	Year 3 (2018-19)	Associate Degree, Nursing	What: Student successfully functions as a patient advocate How: Clinical Performance Evaluation Who: First Year ADN students When: NUR 206 Where: Clinical setting	Direct Assessment	100	Yes
QEP SLO 2	Technology Skills	A-1	Clinical Performance Evaluation (Professional Behaviors)	Year 3 (2018-19)	Associate Degree, Nursing	What: Student successfully functions as a patient advocate How: Clinical Performance Evaluation Who: First Year ADN students When: NUR 206 Where: Clinical setting	Direct Assessment	100	Yes

QEP SLO 3	Soft Skills	A-1	Clinical Performance Evaluation (Professional Behaviors)	Year 3 (2018-19)	Associate Degree, Nursing	What: Student successfully functions as a patient advocate How: Clinical Performance Evaluation Who: First Year ADN students When: NUR 206 Where: Clinical setting	Direct Assessment	100	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	A-2	Clinical Performance Evaluation (Professional Behaviors)	Year 3 (2018-19)	Associate Degree, Nursing	What: Student successfully functions as a patient advocate How: Clinical Performance Evaluation Who: Second Year ADN students When: NUR 215 Where: Clinical setting etc		100	Yes
QEP SLO 1	Applied Communication Skills	B-2.a	Draft Legal Forms	Year 3 (2018-19)	Associate Degree, Paralegal/Legal Assistant	W: Drafting pleadings, deeds, wills, etc. while using the correct format and completing legal forms. H: Students are required to draft legal documents & complete forms in all LEG classes. W: All LEG students W: Whenever they register for certain LEG specialty classes W: In designated LEG specialty classes (LEG 201 - Civil Litigation and LEG 232 - Law Office Management) and during an internship for those students who qualify.	Direct Assessment	80	No

QEP SLO 2	Technology Skills	D-1.a	Attend, Perform and Prepare Based on Legal Research	Year 3 (2018-19)	Associate Degree, Paralegal/Legal Assistant	W: Attend lectures, perform legal research assignments and prepare office memos and a trial brief based on legal research completed H: Students will take a tour of the Law Library and complete a research assignment to ensure they understand the inner workings of the library as it relates to research (locate and use resources) and differentiate between statutes, regulations, cases, etc. (understand legal terminology and its application). Once they have mastered manual research, students will tackle computer- assisted legal research (i.e. Westlaw) W: All LEG students (in-depth skills will be taught in Legal Bibliography and Legal Writing) W: When they enroll in various LEG courses W: In LEG classes and when participating in an Internship for those students who qualify	Direct Assessment	78	No
QEP SLO 3	Soft Skills	K-1.a	Professional Skills	Year 3 (2018-19)	Associate Degree, Paralegal/Legal Assistant	W: Professional Skills H: Mock interview, Law Office Visit Project/Presentation, Courthouse Project/Presentation, Research Assignments, and Internship.* W: Students who enroll in the Law Office Management (LEG 232) and/or the Law Practice Workshop (LEG 242) courses W: Fall and Spring semesters W: In Law Office Management (LEG 232) and/or the Law Practice Workshop (LEG 242)	Direct Assessment	97	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	A-2.a	Courthouse/Law Office Visits	Year 3 (2018-19)	Associate Degree, Paralegal/Legal Assistant	W: Courthouse/Law Office Visit Assignments H: Students will interview individuals in the legal field and prepare a write-up discussing the information received. W: 2nd year students W: Whenever they enroll in the Law Office Management class. W: Any courthouse/law office in their service area	Direct Assessment	95	No

QEP SLO 1	Technology Skills	C-3	Students will demonstrate professional behaviors that model the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.	Year 3 (2018-19)	Associate Degree, Physical Therapist Assistant	Students will demonstrate professional behaviors that model the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.	Direct Assessment	100	Yes
QEP SLO 2		C-3	Students will demonstrate professional behaviors that model the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.	Year 3 (2018-19)	Associate Degree, Physical Therapist Assistant	Students will demonstrate professional behaviors that model the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.	Direct Assessment	100	Yes
QEP SLO 3	Soft Skills	C-3	Students will demonstrate professional behaviors that model the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.	Year 3 (2018-19)	Associate Degree, Physical Therapist Assistant	Students will demonstrate professional behaviors that model the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.	Direct Assessment	100	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	A-2	Students will demonstrate competence in using evidence-based and inter-professional collaborative practice in the delivery of physical therapy interventions under the supervision of a physical therapy.	Year 3 (2018-19)	Associate Degree, Physical Therapist Assistant	Students will demonstrate competence in using evidence-based and inter-professional collaborative practice in the delivery of physical therapy interventions under the supervision of a physical therapy.	Direct Assessment		Yes
QEP SLO 1	Applied Communication Skills	C-1.b	Demonstrate effective oral communication skills	Year 3 (2018-19)	Associate Degree, Radiologic Technology and Related Certificates	Students will demonstrate effective oral communication skills with patients.	Direct Assessment	3	Yes
QEP SLO 2	Technology Skills	C-1.b	Demonstrate effective oral communication skills	Year 3 (2018-19)	Associate Degree, Radiologic Technology and Related Certificates	Students will demonstrate effective oral communication skills with patients.	Direct Assessment	3	Yes

QEP SLO 3	Soft Skills	C-1.b	Demonstrate effective oral communication skills	Year 3 (2018-19)	Associate Degree, Radiologic Technology and Related Certificates	Students will demonstrate effective oral communication skills with patients.	Direct Assessment	3	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	B-3.b	Demonstrate competence in the clinical and classroom environments.	Year 3 (2018-19)	Associate Degree, Radiologic Technology and Related Certificates	Students will demonstrate competence in the clinical and classroom environments.	Indirect Assessment	3	
QEP SLO 1	Applied Communication Skills	A-2	CoARC Employer Satisfaction	Year 3 (2018-19)	Associate Degree, Respiratory Care Technology	Employers will rate the cognitive skills of graduates.		100	
QEP SLO 2	Technology Skills	B-1	Clinical Competencies	Year 3 (2018-19)	Associate Degree, Respiratory Care Technology	Students will demonstrate the technical skills needed to function in the clinical environment by achieving an average score of 80% or greater on clinical competencies in all clinical courses.		100	
QEP SLO 3	Soft Skills	C-1	Demonstrate professional attitudes, behavior and ethics	Year 3 (2018-19)	Associate Degree, Respiratory Care Technology	Students will demonstrate professional attitudes, behavior and ethics in the clinical environment by receiving satisfactory scores on daily clinical evaluations.		100	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	C-2	CoARC Employer Satisfaction	Year 3 (2018-19)	Associate Degree, Respiratory Care Technology	Students will demonstrate affective behavior by receiving a score of 3 or greater on the returned Employer results.		100	
QEP SLO 1	Applied Communication Skills	A-1	Demonstrate basic network troubleshooting techniques.	Year 3 (2018-19)	Certificate, Computer Network Specialist	What: TestOut Lab Practicals in IST 245 How: Students will demonstrate basic network troubleshooting techniques. Who: IST 245 students When: First and Second Year CPT students Where: Simulated lab practicals for Module 10 Test in IST 245	Direct Assessment	73	No

QEP SLO 2	Technology Skills	A-1	Demonstrate basic network troubleshooting techniques.	Year 3 (2018-19)	Certificate, Computer Network Specialist	What: TestOut Lab Practicals in IST 245 How: Students will demonstrate basic network troubleshooting techniques. Who: IST 245 students When: First and Second Year CPT students Where: Simulated lab practicals for Module 10 Test in IST 245	Direct Assessment	73	No
QEP SLO 3	Soft Skills	A-1	Demonstrate basic network troubleshooting techniques.	Year 3 (2018-19)	Certificate, Computer Network Specialist	What: TestOut Lab Practicals in IST 245 How: Students will demonstrate basic network troubleshooting techniques. Who: IST 245 students When: First and Second Year CPT students Where: Simulated lab practicals for Module 10 Test in IST 245	Direct Assessment	73	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	D-1	Simulate a network appropriate to various security threat types, such as firewalls and access control lists.	Year 3 (2018-19)	Certificate, Computer Network Specialist	What: Lab Practicals/Tests in IST 291 How: Students will explain methods of securing a network appropriate to various threat types, such as firewalls and access control lists.. Who: IST 291 students When: Second Year IT students Where: Chapter 8 Test in IST 291	Direct Assessment	89	No
QEP SLO 1	Applied Communication Skills	A-1	Diagram a database design based upon an identified scenario	Year 3 (2018-19)	Certificate, Database	WHAT: Final Exam in CPT-201, using the Oracle Academy learning management system. HOW: Students will complete the Database Design II final exam WHO: Second Year Programming students WHEN: Second Year WHERE: Final Exam CPT-201	Direct Assessment	93.3	No
QEP SLO 2	Technology Skills	A-1	Diagram a database design based upon an identified scenario	Year 3 (2018-19)	Certificate, Database	WHAT: Final Exam in CPT-201, using the Oracle Academy learning management system. HOW: Students will complete the Database Design II final exam WHO: Second Year Programming students WHEN: Second Year WHERE: Final Exam CPT-201	Direct Assessment	93.3	No

QEP SLO 3	Soft Skills	A-1	Diagram a database design based upon an identified scenario	Year 3 (2018-19)	Certificate, Database	WHAT: Final Exam in CPT-201, using the Oracle Academy learning management system. HOW: Students will complete the Database Design II final exam WHO: Second Year Programming students WHEN: Second Year WHERE: Final Exam CPT-201	Direct Assessment	93.3	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	D-1	Produce a query which provides the exact data needed to completely answer a question	Year 3 (2018-19)	Certificate, Database	What: Produce and run a successful query How: Students will be able to produce and run a successful query which provides the exact data needed to completely answer a question Who: DB Student When: DB Student Where: Final Exam for CPT 201	Direct Assessment	93.3	No
QEP SLO 1	Applied Communication Skills	B-1	Emergency Care Skills	Year 3 (2018-19)	Certificate, Emergency Medical Technician	W: The student will demonstrate competence in a wide range of emergency care skills including: ?BVM Ventilation of an Apneic Adult Patient ?Oxygen Administration by Non-Rebreather Mask ?Spinal Immobilization (Seated Patient) ?Spinal Immobilization (Supine Patient) ?Bleeding Control / Shock Management ?Cardiac Arrest Management / AED ?Joint Immobilization ?Long Bone Immobilization H: Students will be assessed based on their completion of these skills. W: All EMT Students W: Semester 2 W: Laboratory setting	Direct Assessment	67	No

QEP SLO 2	Technology Skills	B-1	Emergency Care Skills	Year 3 (2018-19)	Certificate, Emergency Medical Technician	W: The student will demonstrate competence in a wide range of emergency care skills including: ?BVM Ventilation of an Apneic Adult Patient ?Oxygen Administration by Non-Rebreather Mask ?Spinal Immobilization (Seated Patient) ?Spinal Immobilization (Supine Patient) ?Bleeding Control / Shock Management ?Cardiac Arrest Management / AED ?Joint Immobilization ?Long Bone Immobilization H: Students will be assessed based on their completion of these skills. W: All EMT Students W: Semester 2 W: Laboratory setting	Direct Assessment	67	No
QEP SLO 3	Soft Skills	B-1	Emergency Care Skills	Year 3 (2018-19)	Certificate, Emergency Medical Technician	W: The student will demonstrate competence in a wide range of emergency care skills including: ?BVM Ventilation of an Apneic Adult Patient ?Oxygen Administration by Non-Rebreather Mask ?Spinal Immobilization (Seated Patient) ?Spinal Immobilization (Supine Patient) ?Bleeding Control / Shock Management ?Cardiac Arrest Management / AED ?Joint Immobilization ?Long Bone Immobilization H: Students will be assessed based on their completion of these skills. W: All EMT Students W: Semester 2 W: Laboratory setting	Direct Assessment	67	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	C-1	Preceptor Evaluation	Year 3 (2018-19)	Certificate, Emergency Medical Technician	W: Completion of the Preceptor Evaluation Form H: Students will participate in patient visits, and be assessed by Clinical Supervisors W: All EMT Students W: Semester 2 W: Clinical facilities, and vehicles	Direct Assessment	75	

QEP SLO 1	Applied Communication Skills	A-1	Acquire decision making, coaching, conflict resolution skills, and employee relationship management skills	Year 3 (2018-19)	Certificate, Logistics	What: Student will demonstrate decision making, coaching, conflict resolution skills, and employee relationship management skills How: Students will successfully complete a series of management decision-making simulations Who: LOG Students in MGT101, Principles of Management When: 1st semester Logistics curriculum Where: Classroom/Simulation	Direct Assessment	0	No
QEP SLO 2	Technology Skills	A-1	Acquire decision making, coaching, conflict resolution skills, and employee relationship management skills	Year 3 (2018-19)	Certificate, Logistics	What: Student will demonstrate decision making, coaching, conflict resolution skills, and employee relationship management skills How: Students will successfully complete a series of management decision-making simulations Who: LOG Students in MGT101, Principles of Management When: 1st semester Logistics curriculum Where: Classroom/Simulation	Direct Assessment	0	No
QEP SLO 3	Soft Skills	A-1	Acquire decision making, coaching, conflict resolution skills, and employee relationship management skills	Year 3 (2018-19)	Certificate, Logistics	What: Student will demonstrate decision making, coaching, conflict resolution skills, and employee relationship management skills How: Students will successfully complete a series of management decision-making simulations Who: LOG Students in MGT101, Principles of Management When: 1st semester Logistics curriculum Where: Classroom/Simulation	Direct Assessment	0	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	C-1	Demonstrate customer service skills	Year 3 (2018-19)	Certificate, Logistics	What: Student will demonstrate the ability to schedule and monitor shipments to ensure prompt delivery How: Students will successfully complete a project Who: Students in LOG235, Traffic Management When: 2nd semester Logistics curriculum Where: Classroom/Simulation	Direct Assessment	100	No

QEP SLO 1	Applied Communication Skills	C-2	Written Communication	Year 3 (2018-19)	Certificate, Magnetic Resonance Imaging (MRI)	Students will demonstrate effective written communication skills		100	No
QEP SLO 2	Technology Skills	A-1	Imaging Parameters	Year 3 (2018-19)	Certificate, Magnetic Resonance Imaging (MRI)	The student will select appropriate imaging parameters.	Direct Assessment	100	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	B-2	National Certification	Year 3 (2018-19)	Certificate, Magnetic Resonance Imaging (MRI)	Students who take the ARRT national certification exam will pass.	Direct Assessment	100	No
QEP SLO 1	Applied Communication Skills	C-1	Effective oral communication skills	Year 3 (2018-19)	Certificate, Mammography	Students will demonstrate effective oral communication skills with patients and staff	Direct Assessment	100	Yes
QEP SLO 1	Applied Communication Skills	C-2	Demonstrate effective written communication skills	Year 3 (2018-19)	Certificate, Mammography	Students will demonstrate effective written communication skills	Indirect Assessment	100	No
QEP SLO 2	Technology Skills	A-1	Select appropriate technical factors	Year 3 (2018-19)	Certificate, Mammography	The student will select appropriate technical factors based on patient condition. The student will select appropriate technical factors based on patient condition.	Direct Assessment	100	No
SUMMATIVE	Capstone Courses Where All Goals Assessed	B-1	Use of Appropriate Equipment and Ancillary Devices to Produce High Quality Images	Year 3 (2018-19)	Certificate, Mammography	Students will use the appropriate equipment and ancillary devices to produce high quality images.	Direct Assessment	100	No
QEP SLO 1	Applied Communication Skills	D-1	Skills Assessment	Year 3 (2018-19)	Certificate, Nursing Assistant	W: Completion of Skills Assessment H: After demonstrations and several practice sessions, students will perform each skill on a partner, and will be assessed by the Instructor W: All students registered for AHS 163 Long-Term Care W: AHS 163 W: Laboratory	Direct Assessment	100	Yes

QEP SLO 2	Technology Skills	D-1	Skills Assessment	Year 3 (2018-19)	Certificate, Nursing Assistant	W: Completion of Skills Assessment H: After demonstrations and several practice sessions, students will perform each skill on a partner, and will be assessed by the Instructor W: All students registered for AHS 163 Long-Term Care W: AHS 163 W: Laboratory	Direct Assessment	100	Yes
QEP SLO 3	Soft Skills	D-1	Skills Assessment	Year 3 (2018-19)	Certificate, Nursing Assistant	W: Completion of Skills Assessment H: After demonstrations and several practice sessions, students will perform each skill on a partner, and will be assessed by the Instructor W: All students registered for AHS 163 Long-Term Care W: AHS 163 W: Laboratory	Direct Assessment	100	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	A-1	Assessed for mastery of each clinical competency	Year 3 (2018-19)	Certificate, Nursing Assistant	W: Successful completion of clinical assessment in AHS 163 Long-Term Care H: Students will work as the primary care providers for assigned patients with supervision, and will be assessed for mastery of each clinical competency W: All students registered for AHS 163 Long-Term Care W: AHS 163 W: Long-Term Care Facilities	Direct Assessment	91	
QEP SLO 1	Applied Communication Skills	A-1	Successful completion of clinical assessment in Long-Term Care	Year 3 (2018-19)	Certificate, Patient Care Technician	W: Successful completion of clinical assessment in AHS 163 Long-Term Care H: Students will work as the primary care providers for assigned patients, and well be assessed for mastery of each competency W: All students registered for AHS 163 Long-Term Care W: Semester 1 of PCT Curriculum W: Long-Term Care Facilities	Direct Assessment	95	Yes
QEP SLO 2	Technology Skills	A-1	Successful completion of clinical assessment in Long-Term Care	Year 3 (2018-19)	Certificate, Patient Care Technician	W: Successful completion of clinical assessment in AHS 163 Long-Term Care H: Students will work as the primary care providers for assigned patients, and well be assessed for mastery of each competency W: All students registered for AHS 163 Long-Term Care W: Semester 1 of PCT Curriculum W: Long-Term Care Facilities	Direct Assessment	95	Yes

QEP SLO 3	Soft Skills	A-1	Successful completion of clinical assessment in Long-Term Care	Year 3 (2018-19)	Certificate, Patient Care Technician	W: Successful completion of clinical assessment in AHS 163 Long-Term Care H: Students will work as the primary care providers for assigned patients, and well be assessed for mastery of each competency W: All students registered for AHS 163 Long-Term Care W: Semester 1 of PCT Curriculum W: Long-Term Care Facilities	Direct Assessment	95	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	E-1	Successful completion of the Affective Objectives in a Clinical Setting	Year 3 (2018-19)	Certificate, Patient Care Technician	W: Successful completion of the Affective Objectives in AHS 166 ECG in a Clinical Setting H: Students will rotate through the several Cardiology Departments, and be assessed by clinical supervisors W: All students registered in AHS 166 ECG in a Clinical Setting W: Semester 3 of the PCT Curriculum W: Clinical Settings	Direct Assessment	100	Yes
QEP SLO 1	Applied Communication Skills	E-1	Agricultural Diversity	Year 3 (2018-19)	Certificate, Sustainable Agriculture	What: Agricultural Diversity Project PPT Presentation How: Presentation Rubrics Who: Ag students Where: AGR 201	Direct Assessment	91	Yes
QEP SLO 2	Technology Skills	A-3	Farm Profits Excel Spreadsheet Project	Year 3 (2018-19)	Certificate, Sustainable Agriculture	Instructor will develop a scenario for students to organize into an Excel-Spreadsheet. Becoming proficient in spreadsheets, students will be able to organize their agricultural operations from budgets, supplies, and duties.	Direct Assessment	100	Yes
QEP SLO 3	Soft Skills	E-1	Agricultural Diversity	Year 3 (2018-19)	Certificate, Sustainable Agriculture	What: Agricultural Diversity Project PPT Presentation How: Presentation Rubrics Who: Ag students Where: AGR 201	Direct Assessment	91	Yes
SUMMATIVE	Capstone Courses Where All Goals Assessed	B-1	Soils Capstone Lab	Year 3 (2018-19)	Certificate, Sustainable Agriculture	What: Soils Lab Reports How: Soils Lab Rubric Who: Ag students Where: AGR 202	Direct Assessment	100	Yes
QEP SLO 1	Applied Communication Skills	H-1	Recognize emergency patient conditions	Year 3 (2018-19)	Diploma, Medical Office Assisting	What: Students will recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures. Who: All MA Students How: First Aid Certificate When: 2nd (spring) semester		100	

QEP SLO 2	Technology Skills	H-1	Recognize emergency patient conditions	Year 3 (2018-19)	Diploma, Medical Office Assisting	What: Students will recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures. Who: All MA Students How: First Aid Certificate When: 2nd (spring) semester		100	
QEP SLO 3	Soft Skills	H-1	Recognize emergency patient conditions	Year 3 (2018-19)	Diploma, Medical Office Assisting	What: Students will recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures. Who: All MA Students How: First Aid Certificate When: 2nd (spring) semester		100	
SUMMATIVE	Capstone Courses Where All Goals Assessed	A-2	Apply legal and ethical concepts	Year 3 (2018-19)	Diploma, Medical Office Assisting	What: Students will apply legal and ethical concepts within the Medical Assisting scope of practice. Who: All MA Graduate Students How: Final Comprehensive Practicum Evaluation When: Summer		80	
QEP SLO 1	Applied Communication Skills	B-2	HESI Exit Exam (Communication)	Year 3 (2018-19)	Diploma, Practical Nursing	How: HESI Exit Exam Communication category of item results that relate to communication with an acceptable level of 850 or higher (not scored in a percentage) When: Summer semester of graduation Where: Computer testing room			
QEP SLO 2	Technology Skills	B-2	HESI Exit Exam (Communication)	Year 3 (2018-19)	Diploma, Practical Nursing	How: HESI Exit Exam Communication category of item results that relate to communication with an acceptable level of 850 or higher (not scored in a percentage) When: Summer semester of graduation Where: Computer testing room			
QEP SLO 3	Soft Skills	B-2	HESI Exit Exam (Communication)	Year 3 (2018-19)	Diploma, Practical Nursing	How: HESI Exit Exam Communication category of item results that relate to communication with an acceptable level of 850 or higher (not scored in a percentage) When: Summer semester of graduation Where: Computer testing room			

SUMMATIVE	Capstone Courses Where All Goals Assessed	A-1	Clinical Performance Evaluation (Professional Behaviors)	Year 3 (2018-19)	Diploma, Practical Nursing	How: Clinical Performance Evaluation with less than 3 unsatisfactory areas in the professional behaviors category When: PNR 170 Where: Clinical setting	Direct Assessment	98	No
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