

# Alamo Colleges

Executive Faculty Council

Name of Project: End of Course Student Survey

Date: January 27, 2018

WORK PLAN		
Ad Hoc Team Members	Department	College or DSO office
1. Brittany Chozinski*	Faculty, Sociology	NLC
2. Megan Grimsley	Faculty, Kinesiology	NLC
3. Charles Hinkley	Chair, Humanities	NVC
4. Amy Collins	Faculty, Mathematics	NVC
5. Liza Chapa	Faculty, Allied Health	SPC
6. Kim Hochmeister	Faculty, English	SAC
7. Samuel Longoria	Faculty, Speech Communication	PAC
8. Alicia Moreno	Student	PAC
9. Christa Emig	Director of Curriculum Coordination & Transfer Articulation	DSO
10. Carlos Garcia	Faculty, Program Coordinator, Plumbing Technology	SPC-SWC

\* Trained in Project Management

## 1. Final Design Principles

Develop a set of questions that has been vetted by all colleges and those with expertise in the area of survey creation. Ensure that questions cover all modes of assessment, not just exams.

Make recommendations:

- Date ranges for surveys to be administered and end dates.

- Wording on emails sent to faculty and students.
- How to address evaluation when there are more than one instructor for a class.
- How survey results will be used in the faculty review processes (currently Faculty 180).
- Should responses from those students who dropped after the survey is sent out be included in the results?
- How continued review of the survey process will be handled.
- Any other changes needed to make the survey more effective and efficient.

There are no known costs associated with this proposal.

## 2. Teamwork and Interpersonal Communication Principles

Meetings will be held at the DSO when possible. Team members will communicate by email and through a Canvas web page.

## 3. Evaluation Plan

Develop a plan for evaluating the sufficiency of data collected.

Develop a plan for communication with implementation and evaluation team(s) following completion of research in the event that follow-up communication is needed.

## 4. Communication Plan between Ad Hoc Committee and Faculty Fellow

At the first team meeting, please identify a minute taker who will submit them following each meeting to the Faculty Fellow.

## 5. Scheduled Meetings for Team

May only include first meeting for debriefing by EFC sponsor or membership.

<i>Date</i>	<i>Time</i>	<i>Location</i>
Friday, February 9, 2018	1:00 – 2:00	SAC, Fletcher Administration Center, Room 322A
Friday, March 23, 2018	1:00 – 2:00	201 W. Sheridan, HR Conference Room
Friday, April 6, 2018	1:00 – 2:00	201 W. Sheridan, HR Conference Room

6. Timeline with Deliverables and Persons Responsible (see attached worksheet)

Target date for completion of research and recommendation: April 13, 2018

7. Contact information for the Sponsor:

Dr. George Railey
grailey@alamo.edu
210-485-0160

# PROJECT TIMELINE

*Use to plan and track project, lead person(s), and due dates.*

Step, Task, or Deliverable	Lead Person(s)	Due Date
Purpose of the EOC Survey and use of results	Full group	Feb 9
Data set parameters (date ranges, multiple instructors, dropped students, survey retakes)	Christa Emig, Megan Grimsley, Amy Collins	March 23
Survey instrument	Charles Hinkley, Brittany Chozinski, Tony Longoria	March 23
Emails, Periodic Review, Implementation recommendation	Full group	April 6