1. Name of person(s) submitting application: Ann Fellinger

2. Date: 6/15/2011

3. Division/Department: Academic Success

4. Title of Action Project: Analysis and Review: College Seminar

5. Describe the Action Project's goals in 100 words or less.
   To make sure that the colleges first-year experience course (College Seminar) is meeting the needs of PTC's students and functioning as an integral part of colleges overall approach to helping students succeed, the department will undergo a thorough course review to determine what comprises an effective first-year experience course and how to effectively deliver content and assess student learning. Special attention will be given to how the course functions as part of the college's other first-year activities (orientation, advising, registration, etc.). The goal is a course which meets these needs and is part of the degree plan.

6. Identify the AQIP Category the proposed Action Project will most affect or impact:
   Category 1: Helping Students Learn

7. How does this project support PTC's mission?
   This project supports PTC's mission by helping to enable individuals to develop to their fullest potential, and to support the economic development of the state. College Seminar also meets the needs of students who plan to transfer (to provide a university-transfer program of high academic quality for students who plan to transfer to a four-year institution) and students who enroll in developmental education (to provide developmental education courses for students who need basic academic skills).

8. Describe briefly your department/division/committee's reasons for taking on this Action Project now - - why the project and its goals are high among your current priorities.
   Although College Seminar is a now a required course for all first-time entering, degree seeking students, the course itself has essentially remained the same since its inception as a non-required study skills course created to assist students enrolled in developmental education. In addition, the department has struggled to come to an agreement on what comprises an effective first-year experience course and how to effectively deliver content and assess student learning. Based on queries from individuals in other divisions and departments about what College Seminar actually does and how it fits with what they do, the department wants to examine the role the course plays and how it fits in the college's overall approach to helping students succeed. Additionally, although the college catalog states that students must complete the course in the first or second semester, there is no mechanism in place to make sure this happens. And currently, this required course only counts as an elective.
9. List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project.

Organizational units affected by this Action Project include College Studies, Academic Success, and Student Services.

10. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.

Key organizational processes that this Action Project will improve include course preparation, design, delivery and assessment; advising and registration procedures; and effective communication and collaboration with student services.

11. How long will it take to accomplish the project (from kickoff to target completion)?

The project would begin August 2011 and would close out June 2012.

Timeline:*  
August-October:  
1) Examine current catalog description and course syllabus (including course content and objectives) and revise as necessary.  
2) Submit revised materials for review to key Student Services personnel. Begin discussions regarding required status of College Seminar and advising and registration issues.

November-December:  
1) Utilize feedback to make final revisions to catalog description and course syllabus.  
2) Continue with policy discussions regarding required status of College Seminar and advising and registration issues.

January-March:  
1) Hold monthly meetings (or more as necessary) to review progress and gather feedback.

April:  
1) Resubmit revisions to key Student Services personnel for final review.

May  
1) Make final revisions and submit for review to AQIP Steering Committee.

*Check dates for catalog changes and submission to appropriate campus approval entities (faculty and staff senate, etc.)

12. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.
In order to monitor how successfully the project is progressing, the department will create a progress chart and distribute a progress report at monthly division and department meetings. In addition, the department chair will share progress reports at the AQIP Steering Committee meetings.

13. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

The outcome of the course review is a first-year course that meets the needs of the college students. Additionally, the course will fit into the larger structure of first-year experience activities that are all designed to increase student success.

The success or failure of this Action Project will be based on three major factors:

1) Whether the department completes the course review according to the timeline it has established,
2) Whether the outcome of the course review satisfies the participants in the review,
3) Whether the mechanisms are in place to ensure that students take the course in their first year and the course transfers fully

14. What human resources do you anticipate needing and what sort of time commitment will be expected of the participants?

Collaboration between the department of College Studies and key Student Services personnel will be essential to the success of this project. The project leader is the chair of the College Studies department and has a reduced course load in order to be able to attend to projects such as this. Flexibility in the chair's schedule will allow her to meet with Student Services personnel. As part of their duties, faculty are responsible for curriculum design, and this project should not require additional time.

15. Who will be the project leader(s) and other project team members? (Provide name and title)

Ann Fellinger, Chair, College Studies

Project Team: Tom Hunt, Macaiah Tillman, Elivia Wafford (College Studies Instructors)
Beth Trafford, Dean of Enrollment Services
Lisa Fisher, Director of Counseling and Advising

16. How much money do you think it will cost to accomplish this project? (If possible, detail expenses.)
None.