GOAL: Visit all ISM Academy Schools  
Personnel Involved: Marilyn Beebe, Jeremy Bechen, Lynn Fraker  
Goal Completed: Yes Date: Spring 2007

How did you measure the achievement of this goal?  
By scheduling Academy School visits on Fridays which would have the least disruption of our classes.

What areas were you successful in?  
We completed our last visit, May 4, 2007. In all we visited high school academy instructors from 24 schools.

Were there any follow-up actions you took regarding your findings? If so, explain.  
We hope those instructors had their questions answered and any materials needed given. It’s a great way to establish a partnership with our Area 10 schools.

If you had follow-up actions, what were the results of those actions?  
We will meet many of these instructors again this summer in workshops. May look forward to that week of work and networking.

If possible, attach a chart or graph of your results.

Goal in Progress Date:  
Notes:

Goal Revised as Follows Date:  
Notes:
GOAL: Enhance all courses with WebCT  
Personnel Involved: Marilyn Beebe  
Goal Completed: Yes  
Date: Fall, 2006

How did you measure the achievement of this goal?  

What areas were you successful in?  
All quizzes were taken through WebCT and all assignments were submitted through WebCT in all courses.

Were there any follow-up actions you took regarding your findings? If so, explain.  
I was disappointed to find that students began to look at the course as an ATAW event and frequently did not show up for class.

If you had follow-up actions, what were the results of those actions?  
Because of this, I will limit my use of WebCT in Face to Face classes, and emphasize attendance is necessary!

If possible, attach a chart or graph of your results.

Goal in Progress  
Date:  
Notes:

Goal Revised as Follows  
Date:  
Notes:
### Goal Completed: Professional Conference Attendance  
**Date:** May 17, 2006

**How did you measure the achievement of this goal?**
Information was shared at our area meetings and noted in minutes stored in our assessment notebook.

**What areas were you successful in?**
Everyone but one individual attended the IBEA conference in October. In addition, one individual attended the NBEA conference in April; two individuals attended the Course Technology conference in March; one individual attended the MAGIC symposium in April; and one individual attended the Prentice Hall conference in March.

**Were there any follow-up actions you took regarding your findings? If so, explain.**
Instructors have made changes or have discussed possible curriculum changes based upon information gleaned from these conferences.

**If you had follow-up actions, what were the results of those actions?**
Instructors reiterated their desire to continue attending state, regional, and national conferences due to the impact information obtained at these conferences has on our course material.

**If possible, attach a chart or graph of your results.**
N/A

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### Goal in Progress:

<table>
<thead>
<tr>
<th><strong>Notes:</strong></th>
<th>N/A</th>
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### Goal Revised as Follows:

<table>
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<tr>
<th><strong>Notes:</strong></th>
<th>N/A</th>
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BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT

Strategic Goal Update

2006-07

Goal: Course Evaluation Rotation
Personnel Involved: Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O’Brien, Kimberly Schultz
Goal Completed/Date: See web site and attached original goal sheet for courses evaluated

How did you measure the achievement of this goal?
Data was compiled and noted on new webpage created for this purpose. Data is found in the Virtual Office file cabinet and will be kept until the next assessment rotation. Results are also found in assessment notebook.

What areas were you successful in?
Each instructor has made adjustments in the assessed course as noted on the webpage and on the form located in the notebook.

Were there any follow-up actions you took regarding your findings? If so, explain.
These adjustments are noted on the webpage.

If you had follow-up actions, what were the results of those actions?
Course material will be adjusted for the next time that the class is taught

If possible, attach a chart or graph of your results.
See the webpage.
**BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT**

**Strategic Goal Update**

**2006-07**

<table>
<thead>
<tr>
<th>Goal: Identification of Program Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Involved: Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O'Brien, Kimberly Schultz</td>
</tr>
<tr>
<td>Goal Completed/Date: Wrote soft skill competencies for identified areas and created the learning outcome matrix for both soft &amp; technical skills; soft skill competencies were reviewed by our Computer/Office Applications advisory board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How did you measure the achievement of this goal?</th>
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<tbody>
<tr>
<td>We wrote a competency for each identified soft skill area and had that competency reviewed by our Computer/Office Applications advisory board.</td>
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</table>

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<tr>
<th>What areas were you successful in?</th>
</tr>
</thead>
<tbody>
<tr>
<td>We were able to write the competencies for $\frac{1}{2}$ of our identified skill sets and set up the matrix for both skill sets. The advisory board reviewed our soft skill competencies.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Were there any follow-up actions you took regarding your findings? If so, explain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We must now write the technical skill set competencies and have them reviewed by our Computer/Office Applications advisory board. This information will then be added to the technical skill set learning outcomes matrix already designed.</td>
</tr>
</tbody>
</table>

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<tr>
<th>If you had follow-up actions, what were the results of those actions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will meet during the 2007-2008 school year to write the technical skill set competencies which will then be reviewed by our Computer/Office Applications advisory board.</td>
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</tbody>
</table>

<table>
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<tr>
<th>If possible, attach a chart or graph of your results.</th>
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<tbody>
<tr>
<td>See attached soft skill and technical skill set learning outcome matrixes.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Goal in Progress</th>
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<tbody>
<tr>
<td>Notes: This overall goal has been broken down into sections. The section completed this year is outlined above.</td>
</tr>
</tbody>
</table>
**BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT**

**Strategic Goal Update**  
**2006-07**

**Goal:** Hardware & Software Purchase

**Personnel Involved:** Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O’Brien, Kimberly Schultz

**Goal Completed/Date:** Hardware and software was purchased this past spring and summer.

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**How did you measure the achievement of this goal?**
The hardware and software purchase list was submitted to the dean. The hardware and software needed for classroom instruction was approved.

**What areas were you successful in?**
We were able to update all labs and instructor offices in Nielsen Hall to Office 2007. In addition, we switched from the Office voice recognition software to the nationally acclaimed Dragon NaturallySpeaking voice recognition software. The Office 2007 version has allowed us to teach OneNote and to Groove in the classroom, thus keeping our students technologically on the cutting edge.

**Were there any follow-up actions you took regarding your findings? If so, explain.**
We will look at adding more licenses to the Dragon classroom as well as switching the operating system to Vista.

**If you had follow-up actions, what were the results of those actions?**
Due to the attendance of conferences and the purchase of the Office 2007 suite, a new DigiTool course will be offered Spring 2008.

**If possible, attach a chart or graph of your results.**
Hardware and software request purchase orders may be found in the business department office.
BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT

Strategic Goal Update
2006-07

Goal: Internship Site List
Personnel Involved: Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O'Brien, Kimberly Schultz
Goal Completed/Date: Internship list has been updated and is available on the J/Student Shared drive for both instructors and students.

How did you measure the achievement of this goal?
Students access the list on the shared drive to give them ideas of where to apply for an internship.

What areas were you successful in?
The list is posted and updated each semester with students using the list as a springboard to finding their internship site.

Were there any follow-up actions you took regarding your findings? If so, explain.
We used the list when updating our Computer/Office Applications advisory board this past year.

If you had follow-up actions, what were the results of those actions?
N/A

If possible, attach a chart or graph of your results.
N/A
BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT

Strategic Goal Update
2006-07

Goal: Job Shadow
Personnel Involved: Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O’Brien, Kimberly Schultz
Goal Completed/Date: Two job shadows were conducted and discussed

How did you measure the achievement of this goal?
Information was obtained orally from the two job shadows conducted.

What areas were you successful in?
Kay Forest visited a records storage facility and Jeremy Bechen visited several businesses involved in the web design and development industry. (Note: Originally Kimberly Schultz was scheduled to conduct a job shadow, but when it was determined that Jeremy Bechen would be visiting several area businesses in order to gather data needed to begin the new program, the two instructors switched site visit dates.

Were there any follow-up actions you took regarding your findings? If so, explain.
A new program has begun at Kirkwood in the web design and development area. The Electronic Records System instructors gained valuable insight and useful examples to use for classroom discussion purposes.

If you had follow-up actions, what were the results of those actions?
The new program has begun accepting students this fall with a few of the new courses beginning fall 2007 and more in spring 2008.

If possible, attach a chart or graph of your results.
N/A
GOAL: Develop website of resources for instructors teaching Intro to Computers in the fall of 2007.
Personnel Involved: Dixie Mercer
Goal Completed: Website is nearly complete. Lecture notes will be added as the fall semester progresses
Estimated Completion Date: Dec 07

How did you measure the achievement of this goal?
This project is to replace the adjunct notebook that uses huge amounts of paper and consumes massive amounts of time each semester. Using the website, instructors can print only what they want need, and the site can easily be updated each year. Completion of the website is how achievement is measured, however it will continually be updated.

What areas were you successful in?
I added a pass worded link from my Kirkwood web page to resources for instructors. Information that does not specifically tie to the textbook is currently posted as PDFs. Information has been added on writing assignments, group assignments, worksheets, and discussion questions. I’d like to add lecture notes for each chapter as I do them next fall. This is due to the fact we have a new textbook for fall for both lecture and lab. I will also add a page for lab assignments in the fall.

Were there any follow-up actions you took regarding your findings? If so, explain.
Currently, the summer instructors are using the Website. In August, I will show the adjuncts and new Intro to Computers instructors the website.

If you had follow-up actions, what were the results of those actions?

If possible, attach a chart or graph of your results.

Goal in Progress

Date: 
Notes:

Goal Revised as Follows

Date: 
Notes:
BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT

Strategic Goal Update
2006-07

Goal: NWMSU Articulation Brochure
Personnel Involved: Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O’Brien, Kimberly Schultz
Goal Completed/Date: Goal has been abandoned

How did you measure the achievement of this goal?
After a few attempts to have our DTP students create a brochure and after listening to the Kirkwood marketing department speak to our department, it was decided to abandon this goal. It appeared as though the Kirkwood marketing department would be taking over this endeavor.

What areas were you successful in?
N/A

Were there any follow-up actions you took regarding your findings? If so, explain.
N/A

If you had follow-up actions, what were the results of those actions?
N/A

If possible, attach a chart or graph of your results.
N/A
GOAL: Develop assessment tools to support BIT career academy curriculum.
Personnel Involved: Sandra O’Brien with assistance as needed by Lynn Fraker.
Goal Completed Date: May 11, 2007

How did you measure the achievement of this goal?
A pilot project was completed where Career Edge Academy teachers and instructors were assigned logins and passwords to test the eLumen rubrics I created for Desktop Publishing and Web Design Applications classes. This summer academy participants will be invited to help refine and focus those rubrics.

What areas were you successful in?
Completing the rubrics and providing access to the teachers and instructors involved. By all accounts the rubrics were well written and the participants found them useful and efficient.

Were there any follow-up actions you took regarding your findings? If so, explain.
With the help of the academy teachers we will be revising and refining the rubrics to meet the needs of the teachers and instructors involved in the Career Edge Academy.

If you had follow-up actions, what were the results of those actions?
By regularly evaluating and refining the rubrics they more accurately assess the goals of the curriculum.

If possible, attach a chart or graph of your results.

Goal in Progress Date:
Notes:

Goal Revised as Follows Date:
BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT

Strategic Goal Update
2006-07

Goal: Determine scope and sequence of the Office Assistant and Administrative Assistant programs.

Personnel Involved: Kay Forest and Kimberly Schultz

Goal Completed/Date: The goal has been adapted, see information listed below

How did you measure the achievement of this goal?
When Kimberly and myself began working on this goal, we realized that we were actually starting in the middle of the process. Therefore, we shifted gears and began working from where we perceive to be the very beginning of the process. It was also discovered that we could only work with the soft skills set as they are the only skills where area competencies have been written.

What areas were you successful in?
We created a template that will allow us to demonstrate how our programs fit within the structure of Kirkwood Community College. We have begun writing personal and program mission, vision, and value statements.

Were there any follow-up actions you took regarding your findings? If so, explain.
We visited with other Iowa community college instructors to view what they have done in this area. We believe we are already ahead of most of the colleges that have started this process. We have decided to continue the process we began this past year by completing as much of the template as we can. We anticipate that it will probably take us this coming year and one more year to finalize this process.

If you had follow-up actions, what were the results of those actions?
A redirection and expansion of our original goal.

If possible, attach a chart or graph of your results.
See attached template.
Goal: Vita Update
Personnel Involved: Marilyn Beebe, Jeremy Bechen, Marilee Feldman, Kay Forest, Dixie Mercer, Sandy O’Brien, Kimberly Schultz
Goal Completed/Date: Vitas were updated

How did you measure the achievement of this goal?
The updated vitas are located in each person’s assessment notebook. In addition, the vitas have been sent to the HR department to update individual personnel folders.

What areas were you successful in?
Updating of the vita correlates with the completion of professional development forms which will allow some of the faculty to move over on the pay scale. The attendance of the many professional conferences have allowed faculty to remain up to date and has encouraged us to be forward thinking. When we have to renew our accreditation, we will already have this portion complete. In addition, due to the vita being updated, one instructor qualified and received two awards.

Were there any follow-up actions you took regarding your findings? If so, explain.
N/A

If you had follow-up actions, what were the results of those actions?
N/A

If possible, attach a chart or graph of your results.
N/A