Waubonsee Annual Update Instructions

The Waubonsee Annual Update process includes 10 questions that when answered annually, will prepare you for your ICCB 5-year Program Review. The annual update focuses on the Quality and Goal Setting sections of the ICCB Program Review because they are integral to continuous improvement. Similar to the ICCB Program Review, please be concise, answer each question thoroughly in its entirety including all parts of a multiple question. Provide details without using acronyms or internal information that an external viewer may not understand. In addition, the space provided on the template is not used as an indication of required response length, responses are appropriately complete.

The goal is to clearly share innovations, identify opportunities for improvement, and provide progress on goals and articulate resources and support needed.

How to Access Waubonsee Annual Update

1. Visit http://wcc.aefis.net/ or use the AEFIS link that can be found in mywcc, Faculty Tab, under Quick Links.
2. Login using Waubonsee Credentials
3. Once logged in, your Waubonsee Annual Update is located in the Self-Study solution.

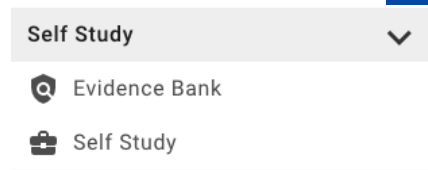### There are two ways to access the Self-Study Solution.

4. In the Action Items sidebar, your self study will appear. Click on the blue edit button to open the form.

OR

5. To navigate to the Self-Study solution, click on the hamburger icon to navigate to the AEFIS menu.
6. In this menu, scroll down to the Self Study Heading, and click on the Self Study Icon.
7. Click on the manage button next to the Self-Study you are interested in editing.
8. On the self-study homepage, click on "Sections" in the menu on the left side of the screen.
9. Once the Self-Study sections load, click on the pencil icon next to the section you wish to edit.
10. The self-study will then load. This document contains the same functionality as a word document, allowing you to edit the content inside each of the indicated boxes.
11. Answer each question in full sentences. If you need assistance in completing the questions, please reach out to the Office of Learning Outcomes, Curriculum and Program Development. Guidelines are provided for questions that may need additional clarification or information to answer.
12. The form has functionalities similar to a Google Document, so your work is automatically saved, and you are able to exit and return to the document as necessary.
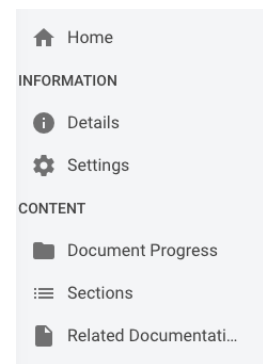
Waubonsee Annual Update Guidelines

Annual Questions

1. What curriculum revisions have been made in the last year based on the assessment of student learning to improve discipline quality and improve learning?
Please share assessment results in this question, include what you have discovered through the assessment of student learning outcomes and curricular changes you have made as a result. Results should correspond directly to course outcomes.

Past responses to this question suggest students met a certain overall level or grade on an exam or in the course. This does not provide the detail needed to know if students are meeting course outcomes. Please see the Introduction to Assessment page on the faculty development website. This provides an overview that details the difference between assessment and grading and why it is important to understand performance on course outcomes.

2. Describe Professional Development offered at Waubonsee that you found beneficial last year. What additional suggestions do you have for future offerings?
Provide a detailed description of the Professional Development opportunities you took part in last year and provide suggestions for future opportunities.

3. Review the Course Reports, Equity Data and Comparison Reports provided this academic year in your X:APR files. List your student success goals, persistence, equity and completion goals. Summarize findings indicate if these goals were met.
To answer this question, review the data included above and the APR Comparison and APR Course reports located in your APR academic year folder in the enclosed 1. Program Data folder. If you haven't created student success goals, articulate them now. You will use these each year to review your data.

4. What innovations have been implemented or brought to this discipline/program in the last year that other colleges would want to learn about? (High impact practices, equipment, partnerships, etc.)
Waubonsee would like to share innovations with our community. The response to this question will be shared with our marketing department. We may want to highlight programs based on responses to this question. Marketing will reach out for additional information should your program be selected

Goal Planning

7. Program/Discipline Goals: Indicate progress made on last years measurable Program/Discipline goals aligned with the educational affairs plan. If a goal was completed, indicate a new goal in its place.
Goals from previous years can be found in AEFIS. To access the form, navigate back to the AEFIS Menu by exiting the Self Study using the red Exit button in the top right corner. Once out of the form, click on the AEFIS Menu (≡) and then click on AEFIS Dashboard. Once back on the dashboard, click in the middle of the screen to close the Action items sidebar. Navigate down to the widget entitled "My Data Collection Forms". Once there, click on the three dots in the top right corner of the widget, and then click on "Completed Forms". The archived Waubonsee

Annual Updates/ICCB Program Review forms will appear here. To view the correct form, click on the blue pencil icon next to the form you wish to view. Goals can be found by scrolling down to the bottom of this form under the Goal Planning section.

8. Resources and Support: List and describe resources and support needed to implement the goals listed above and other needs to sustain improvements to your program. (Example: Tutoring, software, professional development).
The due date of December 1st was selected to align with budget. Responses to this question will inform the dean on budget considerations for the upcoming academic year.

9. Intended Action Steps: What are the action steps to meet the goals listed above? Please detail a timeline and/or dates for each step.
Review the actions or modifications articulated in each section and goals. Include a detailed timeline and anticipated completion dates. These are improvement action plans.

Congratulations! You've completed your Waubonsee Annual Update!
Once you have completed all sections of the form, follow these steps to submit it.
Click the red exit button at the top right of the form. This will take you back to the Self Study Menu page. Once back at the menu page, hover over the three blue dots next to the pencil on the Self Study form.
Once the dots expand, click on the checkbox icon which will allow you to submit the content.

EXIT