

# Cleveland State Community College

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## QEP\_Tracking

### The Evolution of Documenting and Tracking

- **Year 1:** A somewhat sophisticated internally-developed Access data base called the “Unit Assessment Plan” (UAP) was used.
- **Year 1 and 2:** By the end of the second year the majority of users found the process to be cumbersome and frustrating. In reality this was a case of a form taking the brunt of the frustration. In hind sight this writer realizes that the underlying frustration was the unfamiliarity the majority of users had with developing assessment mechanism that were outside of the traditional grading structure.
- **Year 3:** In the interest of function before form, the database was abandoned in the third year in favor of a two simplified one-page Excel forms entitled “Individual Assessment Plan (IAP)” and “Summary Assessment Plan (SAP)” (See form samples in “Patterns of Evidence” section.) These forms were well received though the struggle regarding assessment in general remained. In addition, some departments preferred using a Learning Outcome form developed by one of the divisions. (See sample in “Patterns of Evidence” section.)
- **Year 3:** To clarify the process a “Strategic Plan Pyramid” explaining the process was developed and distributed college-wide by the Office of Institutional Research and Effectiveness who met with each division.
- **Year 4:** Though all forms were designed for ease of use, the process lacked the level of college-wide continuity that was ultimately desired yet there was evidence that the culture was shifting and that these forms were now becoming an expectation rather than an option. After careful consideration, it was determined that allowing the individual and/or departments to select the preferred form met the needs of those involved. It seems that flexibility served as the shuttle that helped weave “assessment” into the fiber of the culture.
- **Year 5:** By the fifth year it was evident that there had been a cultural shift in which “assessment” had become a commonly used term though still a challenge to develop.
- **Summary:** The end result has been a less sophisticated assessment process than was initially envisioned. However, the ultimate goal of incorporating assessment and planning into annual evaluations and budget planning has been accomplished and this is now common practice.
- **Sidebar:** Had we kept our focus on sophistication, would the assessment process evolved to where we are today? This writer thinks not. However, with assessment and planning now a part of the culture, it is anticipated there will be less resistance to gradually reintroducing sophistication to the process over time.