

PROGRAM REVIEW REPORT

August 1, 2009

Sauk Valley Community College
District 506
173 IL Route 2, Dixon, IL 61021

Dr. George J. Mihel, President

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**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	520301
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	03
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Program Title	Accounting (021)
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Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

The significant improvements made to the AAS Accounting Degree Program include the development of online course offerings to parallel face-to-face instruction in the areas of accounting, business, and economics. Students now have a choice of instructional formats to pursue relative to the completion of both the AAS Accounting Degree and Certificate Programs. Program review data indicates that students take advantage of this choice for instructional delivery and are successful in completing these courses.

Future improvements include the continued offering of multiple sections of the beginning accounting courses in order to provide adequate numbers of students progressing into the programs' second year accounting courses.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	520301
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	30
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Program Title	Accounting (B90) Certificate
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Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

The significant improvements made to the Accounting Program include the development of online course offerings to parallel face-to-face instruction in the areas of accounting, business, and economics. Students now have a choice of instructional formats to pursue relative to the completion of both the AAS Accounting Degree and Certificate Programs. Program review data indicates that students take advantage of this choice for instructional delivery and are successful in completing these courses.

Future improvements include the continued offering of multiple sections of the beginning accounting courses in order to provide adequate numbers of students progressing into the programs' second year accounting courses.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	500401
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	30
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Program Title	Graphic Design Specialist (B34) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

The Graphic Design Specialist program is unique in that it is a cooperative endeavor between Sterling Schools, Whiteside Area Career Center and Sauk Valley Community College. Revenue and expenses are split between the cooperating schools based on the percentage of students claimed by each school. Enrollment, retention, and revenue trends could be improved by increased marketing of the program. Promotional materials have been provided to the SVCC counseling office. Work is being completed on a Techzone website which contains current information on the Graphic Design Specialist program and student portfolio examples. Work will be completed on the website by the end of the spring semester and the website will be linked to Sauk's website. A promotional video will be created to be streamed on Sauk's website. Work on this video will be completed by the end of the Fall '09 semester.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	470201
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	03
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Program Title	Heating, Refrigeration and Air Conditioning (067)
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

<p>Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. The classes have been full or mostly full and more therefore enrollment would require more sections and more staff and more equipment. The schedule has been changed some to allow the full time instructor to cover HRS114 classes that were being covered by adjunct.</p> <p>There are some equipment, staff and logistics needs in the program that will be addressed as the administration deems that the budget allows.</p>
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Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	470201
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	30
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Program Title	Heating (H95) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. The classes have been full or mostly full and more therefore enrollment would require more sections and more staff and more equipment. The schedule has been changed some to allow the full time instructor to cover HRS114 classes that were being covered by adjunct.

There are some equipment, staff and logistics needs in the program that will be addressed as the administration deems that the budget allows.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
 - Writing samples
 - Portfolio evaluation
 - Course embedded questions
- Student surveys
 - Analysis of enrollment, demographic and cost data
 - Other, please specify:

Statewide Program Issues (if applicable)

None

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	470201
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	30
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Program Title	Refrigeration (H81) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

<p>Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. The classes have been full or mostly full and more therefore enrollment would require more sections and more staff and more equipment. The schedule has been changed some to allow the full time instructor to cover HRS114 classes that were being covered by adjunct.</p> <p>There are some equipment, staff and logistics needs in the program that will be addressed as the administration deems that the budget allows.</p>
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Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
 - Writing samples
 - Portfolio evaluation
 - Course embedded questions
- Student surveys
 - Analysis of enrollment, demographic and cost data
 - Other, please specify:

Statewide Program Issues (if applicable)

None

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	470201
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	20
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Program Title	Heating, Refrigeration and Air Conditioning Installer (H83) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. The classes have been full or mostly full and more therefore enrollment would require more sections and more staff and more equipment. The schedule has been changed some to allow the full time instructor to cover HRS114 classes that were being covered by adjunct.

There are some equipment, staff and logistics needs in the program that will be addressed as the administration deems that the budget allows.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
 - Writing samples
 - Portfolio evaluation
 - Course embedded questions
- Student surveys
 - Analysis of enrollment, demographic and cost data
 - Other, please specify:

Statewide Program Issues (if applicable)

None

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	470201
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. < 30ch	20
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Program Title	Heating, Refrigeration and Air Conditioning Entry Level Technician (H84) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. The classes have been full or mostly full and more therefore enrollment would require more sections and more staff and more equipment. The schedule has been changed some to allow the full time instructor to cover HRS114 classes that were being covered by adjunct.

There are some equipment, staff and logistics needs in the program that will be addressed as the administration deems that the budget allows.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
 - Writing samples
 - Portfolio evaluation
 - Course embedded questions
- Student surveys
 - Analysis of enrollment, demographic and cost data
 - Other, please specify:

Statewide Program Issues (if applicable)

None

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	480508
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Program Title	Entry Level Welding (H48) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. While classes have been full or over full, I feel we could expand enrollment dramatically by adding pipe welding classes. Statistics show a growing need for qualified pipe welders. We also need more space, adequate ventilation, and industrial size welding machines whether we add pipe welding classes or not.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
 - Writing samples
 - Portfolio evaluation
 - Course embedded questions
- Student survey
 - Analysis of enrollment, demographic and cost data
 - Other, please specify:

Statewide Program Issues (if applicable)

None

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Program Identification Information

6-digit CIP	480508
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Program Title	Advanced Welding(H49) Certificate
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

Based on the state numbers of jobs in the area, we feel we are training the correct number of students for the future jobs in this profession for this area. While classes have been full or over full, I feel we could expand enrollment dramatically by adding pipe welding classes. Statistics show a growing need for qualified pipe welders. We also need more space, adequate ventilation, and industrial size welding machines whether we add pipe welding classes or not.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
 - Writing samples
 - Portfolio evaluation
 - Course embedded questions
- Student survey
 - Analysis of enrollment, demographic and cost data
 - Other, please specify:

Statewide Program Issues (if applicable)

None

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Biology (413)
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Improvements & Rationale for Action

Since the last program review for biology, the following improvements have been implemented:

1. Students can access their grades and lecture notes, visual aids, etc on Blackboard. This allows the student to access their grades and additional study material in an asynchronous manner.
2. More group activities have been incorporated into lecture. We hope that these activities will help with student retention rates and success rates.
3. Our area has stressed the scientific method, how scientific thought/understanding progresses, and experimental design. We hope that students will value the power and limitations of the science.
4. We have increased participation in honors projects. We hope that the brightest students can gain a further appreciation of biology.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Chemistry (414)
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Improvements & Rationale for Action

Because of the fact that all of our chemistry classes are IAI approved and that there are no problems with the transfer of our classes to other institutions, no major changes have taken place. However, there have been minor changes.

An atomic absorption spectrophotometer was purchased and will be used primarily in general chemistry. Our analytical balances are getting old and are no longer serviced by the manufacturer. As a result, we will replace the old ones at a rate of one or two per year.

An internet course in introductory chemistry was developed and a website for general chemistry was created.

An additional laboratory section of general chemistry was added to deal with an increase in enrollment.

As a result of our assessment efforts in the natural sciences area, a laboratory exercise dealing with the scientific method was developed for general chemistry and improvements were made in how electrochemistry was presented in introductory chemistry.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized assessments

Certification and licensure examination results

X Writing samples

Portfolio evaluation

X Course embedded questions

X Student surveys

X Analysis of enrollment, demographic and cost data

Other, please specify:

Statewide Program Issues (if applicable)

The IAI chemistry panel will be issuing a list of topics that should be included in IAI approved general and organic chemistry classes. When this list is made available, the content of our classes will be reviewed and any necessary changes will be made in order to ensure that our classes remain IAI compliant.

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Engineering (320)
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Improvements & Rationale for Action

Since the last engineering program review, the following major improvements have been implemented:

- Notes and other course materials have been added online to enhance the instructional resources that are available for each engineering course.
- Computer activities (e.g. simulations, data acquisition, EXCEL graphing and least-squares curve fitting of data) and writing assignments have been increased in each engineering course.
- Grants have been secured each year to host a “Women in Engineering Day” to introduce high school women to engineering opportunities at SVCC and in the workplace.
- Physics 221 and Physics 222 have been converted into distance-learning courses for joint instruction between Sauk Valley Community College and Highland Community College.

Proposed Future Program Improvements	Estimated Timeline (Completion Date)
<ul style="list-style-type: none">• Create an online version of Physics 210• Create online versions of Physics 211, 212, 213• Create online versions of Physics 221, 222	<ul style="list-style-type: none">• January 2010• August 2010• August 2010

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data

Statewide Program Issues (if applicable)

None

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Physical Education (891)
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Improvements & Rationale for Action

The program review's findings were inconclusive. SVCC will study the physical education program further, and will consider eliminating the program by the end of FY10.
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Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- X Student surveys
- X Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Physics (417)
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Improvements & Rationale for Action

Since the last program review for physics, the following major improvements have been implemented:

- Notes and other relevant course materials have been created online to enhance the instructional resources available to students for each physics course.
- Computer activities (e.g. simulations, data acquisition, EXCEL graphing and least-squares curve fitting of data) and writing assignments have been increased in each physics course.

Proposed Future Program Improvements	Estimated Timeline (Completion Date)
<ul style="list-style-type: none">• Create an online version of Physics 175• Create online versions of Physics 201, 202• Create online versions of Physics 211, 212, 213	<ul style="list-style-type: none">• August 2009• August 2010• August 2011

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments: Physics 211 students are given a standardized Force Inventory exam
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

None

CROSS-DISCIPLINARY PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Developmental Education
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Improvements & Rationale for Action

A full time Director of Academic Development has been hired to coordinate activities in the developmental areas at SVCC. In the spring of 2007 this was recommended by the Developmental Task Force after reading the book, What Works: Research-Based Best Practices in Developmental Education. This book provided the task force with a guide for program development, design, and improvement based on the best of current research in the field of developmental education.

All developmental courses at SVCC are currently being revised and updated, textbooks reviewed and updated, and exit tests in English and reading are being reviewed and revised. Four ESL classes received approval from the SVCC curriculum committee and will be implemented in the fall of 2009 upon approval from ICCB.

Future projects include better supervision of students entering courses with the correct prerequisites in place, developing a "learning community" approach to scheduling for the developmental student and their coursework, a college wide testing center, and better usage of the support services provided by SVCC.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized assessments

 Certification and licensure examination results

Writing samples

Portfolio evaluation

Course embedded questions

Student surveys

Analysis of enrollment, demographic and cost data

Other, please specify: Quizzes, and exit testing for math, reading, and English

Statewide Program Issues (if applicable)

None

CROSS-DISCIPLINARY PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Illinois Small Business Development Center
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Improvements & Rationale for Action

Since our last review new programs, community outreach, additional resources, and new partnerships have all been established. This arises from the needs and input received from our stakeholders. Our stakeholders continue to demand additional programs and services. Our Centers have gone above and beyond necessary measures to satisfy our stakeholders. The results have been the continued growth of the SBDC client numbers and the respect from our peers, elected officials, stakeholders, and most of all our clients.

Principle Assessment Methods Used in Quality Assurance for this Program

- X Standardized assessments
- X Certification and licensure examination results
 - Writing samples
- X Portfolio evaluation
 - Course embedded questions
 - Client surveys
 - Analysis of enrollment, demographic and cost data
 - Other, please specify: _____

Statewide Program Issues (if applicable)

The SBDC programs statewide do have issues. Programming, while it is exceptional at Sauk Valley and Highland Community College SBDC, is not offered elsewhere. This does cause issues if a client needs to be transferred or if resources from another College are needed. Standardized programming would help.

Rural SBDCs, such as our two (2) Centers (Sauk Valley and Highland Community Colleges) are held to the same performance objectives as SBDCs in urban areas. This is especially noticeable in number of clients (population based), dollars in loans (rural areas are self sufficient and generally do not seek loans for start up businesses or expansions), and increases in new jobs created (generally rural areas hire fewer people than urban areas, especially smaller operations). Rural SBDCs should be held to levels that are obtainable based on the needs for rural areas and not based on a random general number.

CROSS-DISCIPLINARY PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Personal & Professional Development – Community Services
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Improvements & Rationale for Action

New programs have been added each semester with an emphasis on staying current with market trends. Non-profitable or low enrollment classes are dropped. Professional development classes and certificates are being added to assist the local population with employment opportunities. Partnerships with local non-profits were established and will continue to be nurtured to gain valuable partnerships. Community events will continue to be offered to reflect a positive image on the college. The department will continue to be fiscally responsible in its offerings.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized assessments

Certification and licensure examination results

Writing samples

Portfolio evaluation

Course embedded questions

Student surveys

Analysis of enrollment, demographic and cost data

Other, please specify: _____

Statewide Program Issues (if applicable)

None

CROSS-DISCIPLINARY PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Discipline Area	Personal & Professional Development – Corporate Training
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Improvements & Rationale for Action

This division has been downsized since the last program review, yet has continued to be solvent. With the economic downturn, the next 2-5 years will be challenging. Contract training for local companies would increase with the addition and improvements in our vocational/technical programs. Companies are looking to upgrade skills of good employees. They are willing to invest in a good employee through technical training.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- X Student surveys
- X Analysis of enrollment, demographic and cost data
- Other, please specify: _____

Statewide Program Issues (if applicable)

None

**STUDENT & ACADEMIC SUPPORT SERVICES REVIEW
SUMMARY REPORT**

Required ICCB Report

Sauk Valley Community College

Academic Year 2008 - 2009

Service Area (Unit)	Information Services - Instructional Technology
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Major Findings and Improvements/Modifications

<p>For the first time since the move from traditional AV to IT, we have two full time instructional designers. The two designers along with the director have been able to double the number of on-campus courses that are using Blackboard as a supplement to the course. These faculty are using Blackboard to upload course materials for students to access and in the process are saving paper and resources. We have also been able to increase training opportunities for faculty as well as spend more time researching new technologies.</p> <p>The majority of our classrooms are now enhanced with technology and many faculty request those rooms in order to take advantage of the equipment.</p> <p>We are ‘sending’ out more compressed video classes than ever before with the addition of area high schools.</p> <p>Future endeavors include a move toward quality standards in online classes and training additional faculty to teach online classes.</p>
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Statewide Program Issues (if applicable)

None

STUDENT & ACADEMIC SUPPORT SERVICES REVIEW SUMMARY REPORT

Required ICCB Report

Sauk Valley Community College

Academic Year 2008 - 2009

Service Area (Unit)	Information Services - Learning Resource Center
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Major Findings and Improvements/Modifications

Services in all areas have been substantially upgraded in the last five years. Most of these services have to do with increased access for our students, staff and community. Students have more access to learning materials from libraries throughout the State. Our classrooms have been upgraded with almost 70% of the lecture and labs being technology friendly. Students can do more of their research, academic and administrative business online than ever before.

Statewide Program Issues (if applicable)

The largest statewide issues that have a large impact on the Unit are:

1. How will future changes made in CARLI affect the institution? Sauk has deep ties to the organization and its resources. A change could substantially change the way the Library does business.
2. Illinois Century Network. Sauk pays a large monthly fee for a high bandwidth connection to the ICN. We have just signed an extension of the three year agreement for this service. If after that time, the State could supply a better option, it might reduce what currently costs the institution about \$57,000 annually.
3. Statewide support of services:
The offering of the following services at a Statewide level have been discussed but not implemented. If offered, these might lend a budgetary advantage to at least some small institutions.
 - a. Learning Management
 - b. Emergency Notification

**STUDENT & ACADEMIC SUPPORT SERVICES REVIEW
SUMMARY REPORT**

Required ICCB Report

Sauk Valley Community College

Academic Year 2008 - 2009

Service Area (Unit)	Learning Assistance Center
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Major Findings and Improvements/Modifications

The LAC has combined forces with Student Support Services, Student Needs and AmeriCorps to offer a college-wide tutor training that eliminates duplication of training. This has served as a team building exercise and is a more efficient use of time. The LAC has also taken over the duty of administering CLEP and DSST testing, bringing another aspect of testing to one location in the college. In addition, the LAC has initiated the use of the Red Canyon LogIn attendance system which eliminates paper and pencil student sign ins for use of the facility and also frees the coordinator from the task of deciphering and entering this data. The system is capable of generating a wide range of student usage reports for our analysis which will enable us to schedule tutors and services at appropriate times.

Statewide Program Issues (if applicable)

None

BEST PRACTICES REPORT
Optional ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Title of Best Practice

Welding: The 5 Musts of a Good Weld

Programmatic Area

Academic Discipline

Career and Technical Education

Cross-Disciplinary

Student & Academic Support Services

Description of the innovation/best practice (150 word limit)

I have narrowed down the common causes of a failed weld into five categories. These categories are 1-Travel Angle, 2-Work Angle, 3-Machine Settings, 4-Travel Speed, and 5- Arc Length.

What are the results/measurable outcomes?

By correcting only the specific area or areas causing the problems in a weld students are able to make satisfactory welds.

Contact Information

Sauk Valley Community College
Name & Title: Scott Gillihan, Assistant Instructor of Welding
Phone Number: 815/835-6278
E-mail Address: gillihs@svcc.edu

BEST PRACTICES REPORT

Optional ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Title of Best Practice

Biology: Integration of simple scientific studies into the introductory biology classroom.

Programmatic Area

- Academic Discipline
- Career and Technical Education
- Cross-Disciplinary
- Student & Academic Support Services

Description of the innovation/best practice (150 word limit)

BIO 103: Introductory Biology

At the beginning of a new semester, during the first few weeks of lecture, students are taught the definition of science, what types of questions science can answer, and how the scientific method is used to gather information about the natural world around us. Types and examples of scientific experiments are then given in lecture and analyzed by students in small groups.

The next class period, students are then assigned to groups of three to four students. Each group is given a series of questions that they must investigate using the scientific method. Each group must create a valid (research based) introduction to their topic, create a methods and materials section, gather appropriate data and then conduct an analysis of the data using simple statistics, tables, and graphs, and finally write a valid conclusion based on their data analysis. Lastly, the students are asked to create a Power Point presentation that summarizes their scientific paper in its entirety and present it to their class.

It is my belief that this project allows students to experience the frustrations, but also the power of the scientific method in answering questions about the natural world. Students also must convey their thoughts clearly in writing and orally.

What are the results/measurable outcomes?

This project has undergone a number of modifications in order to increase its effectiveness. One of the first modifications to the original idea was to create “check points” that make students periodically turn in portions of their project for an evaluation and a grade. I send comments back to each group that will allow them to correct their mistakes on their final draft. However, the student groups fall into two camps:

1. Motivated groups: groups use my “check point” criticisms to make their project better, accurately follow directions, and the final project is generally good to excellent.
2. Unmotivated groups: no matter how much I try to motivate these students (positive and negative reinforcement), the projects are generally poorly written, the students do not follow directions, and the final project is generally very bad.

Therefore, the results of this project are mixed. Personally, I believe the motivated groups receive a tremendous benefit from the “hands-on” experience that they receive from conducting this project. It allows them to experience the frustrations of gathering data and the meticulous nature of experimental design and scientific writing, yet also allows them to understand the power and limitations of the scientific method. Further, it gives them a taste of what it would be like to present their experimental data to an audience of their peers.

Contact Information

Sauk Valley Community College

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BEST PRACTICES REPORT
Optional ICCB Program Review Report

Sauk Valley Community College

Academic Year 2008 - 2009

Title of Best Practice

Personal & Professional Development – Sauk Valley Partnership

Programmatic Area

Academic Discipline

Career and Technical Education

X Cross-Disciplinary

Student & Academic Support Services

Description of the innovation/best practice (150 word limit)

Sauk Valley Community College invited the local non-profit organizations such as the YMCA, park districts, and art centers to join them for a meeting. The goal was to see how everyone could work together to benefit the community. What was formed was the Sauk Valley Partnership. As a result of this partnership, the organizations combine information for a program to be inserted into the local newspapers three times a year. It gives the community a combined schedule of activities for the upcoming season. It also allowed the partners to meet and work together. Some organizations are collaborating for the first time.

What are the results/measurable outcomes?

Cooperation between 10 organizations including the local park districts and YMCA's. The partnership has opened up new cooperation between local organization such as sharing equipment and facilities. Win-win for community and organizations.

Contact Information

Sauk Valley Community College

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Type of Review	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
CROSS DISCIPLINARY INSTRUCTION		<ul style="list-style-type: none"> ○ Transfer functions and programs including the AA, AS, AAT, AES, other specialized transfer degree programs and the ALS degree program <u>PRE-PROFESSIONAL</u> ○ Medical Program (510) ○ Physical Therapy/ Occupational Therapy Program (830) 	<ul style="list-style-type: none"> ○ General Education 	<ul style="list-style-type: none"> ○ Adult Education 	<ul style="list-style-type: none"> ○ Developmental Studies (GSP) ○ Personal and Professional Development (includes Vocational Skills and CDL - T10 certificate)
ACADEMIC DISCIPLINES	<u>HUMANITIES & FINE ARTS:</u> <ul style="list-style-type: none"> ○ Art (AA=601, AFA=150) ○ Foreign Language (603) ○ Music (160) ○ Theatre Arts (611) <u>NURSING:</u> <ul style="list-style-type: none"> ○ Nursing (825) 	<u>EDUCATION:</u> <ul style="list-style-type: none"> ○ Early Childhood Ed (681) ○ Elementary Ed (680) ○ Math Ed (686) ○ Secondary Ed (AA=685, AS=885) ○ Special Ed (690) <u>SOCIAL & BEHAVIORAL SCIENCES:</u> <ul style="list-style-type: none"> ○ Economics (AA=651, AS=851) ○ History (AA=652, AS=852) ○ Political Science (AA=653, AS=853) ○ Psychology (AA=655, AS=855) ○ Social Work (620) & Human Services (089) ○ Sociology (AA=656, AS=856) 	<u>COMMUNICATIONS:</u> <ul style="list-style-type: none"> ○ English (602) ○ Mass (AA=614, AS=814) ○ Speech (AA=610, AS=810) <u>COMPUTER SCIENCE:</u> <ul style="list-style-type: none"> ○ Technical Emphasis (840) ○ Information Systems Emphasis (841) ○ Criminal Justice (824) 	<ul style="list-style-type: none"> ○ Mathematics (416) 	<ul style="list-style-type: none"> ○ Accounting (220) ○ Bus. Accounting (210) ○ Engineering (320) <u>PHYSICAL AND LIFE SCIENCES:</u> <ul style="list-style-type: none"> ○ Athletic Training (835) ○ Biology (413) ○ Chemistry (414) ○ Physics (417) ○ Physical Education (891)
CAREER & TECHNICAL EDUCATION	<u>BUSINESS:</u> <ul style="list-style-type: none"> ○ Management (022 & H93) ○ Supervisory Management (B97) ○ Marketing (020 & B92) <u>NURSING:</u> <ul style="list-style-type: none"> ○ Nursing Hybrid On-Line NIOIN (053) 	<u>EDUCATION:</u> <ul style="list-style-type: none"> ○ Early Childhood Ed (042) ○ Basic Early Childhood Ed (F12) ○ Advanced Early Childhood Ed (F16) ○ Paraprofessional Educator (041) 	<ul style="list-style-type: none"> ○ Certified Manufacturing Assistant (H71) <u>COMPUTER INFORMATION SYSTEMS:</u> <ul style="list-style-type: none"> ○ Management Information Systems (B40) ○ Microcomputer 	<ul style="list-style-type: none"> ○ Digital Media Arts (B24) <u>DRAFTING:</u> <ul style="list-style-type: none"> ○ Mechanical Drafting (H90) ○ Basic CAD Technician (H67) ○ Intermediate CAD Technician (H68) 	<ul style="list-style-type: none"> ○ Accounting (021 & B90) ○ Graphic Design (B34) <u>HEATING, REFRIGERATION, AIR CONDITIONING:</u> <ul style="list-style-type: none"> ○ Heating, Refrigeration, Air Conditioning (067) ○ Entry Level Technician

Type of Review	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
CAREER & TECHNICAL EDUCATION, continued	<ul style="list-style-type: none"> ○ A.D.N. (052) ○ L.P.N. (E91) ○ Nurse Assistant (E93) 	<ul style="list-style-type: none"> ○ Human Services (089) 	<ul style="list-style-type: none"> ○ Applications (076) ○ Specialist I (B32) ○ Specialist II (B36) ○ Web Design (B37) ○ Networking Administration (B39) ○ Networking Professional (B35) ○ Networking Specialist (075 & B31) ○ Programming (025) ○ Programming I (B30) ○ Programming II (B38) <u>CRIMINAL JUSTICE:</u> <ul style="list-style-type: none"> ○ Criminal Justice (082) ○ Criminal Justice/Law Enforcement (081) <u>ELECTRONICS:</u> <ul style="list-style-type: none"> ○ Electronic Engineering Technology (065) ○ Communication Electronics (H63) ○ Electronic Service & Repair (H69) ○ Industrial Electronics (H65) ○ Microprocessor Maintenance (H64) ○ Industrial Maintenance Electrician (H94) <u>OFFICE AND ADMINISTRATIVE SERVICES:</u> <ul style="list-style-type: none"> ○ Administrative Assistant (023 & B81 & B80) ○ Desktop Publishing Specialist (B33) ○ Financial Services Representative (B84) ○ Legal Assistant (026 & B82) 	<u>EMERGENCY MEDICAL TECHNICIAN:</u> <ul style="list-style-type: none"> ○ Basic (E95) ○ Intermediate (E94) ○ Paramedic (E97) ○ Emergency Medical Service (054) <ul style="list-style-type: none"> ○ Radiologic Technology (051) 	<ul style="list-style-type: none"> (H84) ○ Heating (H95) ○ Refrigeration (H81) ○ Installer (H83) <ul style="list-style-type: none"> ○ Lean Manufacturing (H72) ○ Warehousing & Distribution Specialist (H70) <u>WELDING:</u> <ul style="list-style-type: none"> ○ Entry Level (H48) ○ Advanced (H49)

Type of Review	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
CAREER & TECHNICAL EDUCATION, continued			<ul style="list-style-type: none"> ○ Medical Office Assistant (024 & B83) ○ Word Processing (B23) 		
STUDENT & ACADEMIC SERVICES	<ul style="list-style-type: none"> ○ Student Financial Assistance 	<p><u>AUXILIARY SERVICES:</u></p> <ul style="list-style-type: none"> ○ Bookstore ○ Cafeteria <p><u>STUDENT SERVICES:</u></p> <ul style="list-style-type: none"> ○ Counseling/Advising ○ Special Needs ○ Public Relations 	<ul style="list-style-type: none"> ○ Business Office ○ Buildings and Grounds ○ Security ○ Human Resources ○ Student Activities 	<ul style="list-style-type: none"> ○ Admissions and Records ○ Athletics ○ Foundation and Grants ○ Institutional Research and Planning 	<p><u>INFORMATION SERVICES:</u></p> <ul style="list-style-type: none"> ○ Information Services ○ Instructional Technology Center ○ Learning Resource Center (Library) ○ Learning Assistance Center
REPORT NOTES TO ICCB	<ul style="list-style-type: none"> ○ Vocational Skills included with PPD previous year per 4/27/09 	<ul style="list-style-type: none"> ○ CDL included with PPD 2 years ago per 4/27/09 ○ EMT conducted 3 years ago per 6/22/07 	<ul style="list-style-type: none"> ○ Bus. Management conducted 2 years ago per 10/29/08 	<ul style="list-style-type: none"> ○ OAS conducted last year per 2/22/07 ○ CIS – Micro App Specialist I and II conducted last year per 6/22/07 ○ Physical Education delayed 1 year per 6/22/07 	