

PROGRAM INFORMATION	Program	General Education
	Submitted by:	Michelle Graber
	Year	2024-2025
	Date of Review	2025-01-10
	Form Key	232f196d-84d7-4460-9cf6-758a60299571
PROGRAM OUTCOMES	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	General education outcomes will be reviewed again in the fall, 2025. Information in WIDS and online is correct. Some inconsistencies in the handbook regarding program outcomes we located. For instance, the natural sciences category had an offering but no outcome is listed and there are no open offerings to students. We discussed the offerings currently available and have forwarded discussions to the Vice President of Academics for review.
	Outcomes are up to date in WIDS and on the program's web page	Yes
SYLLABI	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	No
Explain which syllabi were reviewed this year; input received from advisory board, instructors, students, etc. regarding course objectives and textbooks used; and changes made, if any.	In spring 2024, we reviewed ENGL and SPCM course syllabi. No changes or revisions were made.	
PROGRAM COMPETENCIES	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Math competencies were reviewed and will remain the same. Computers competencies were reviewed and were not changed. COMM classes, SPCM, and ENGL 098 will be up for review in Fall 2025.
	WIDS Up to Date	Yes
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	Capstone	Yes
	Class Participation	Yes
	Clinical/internship observations	No
	Examinations	Yes
	Comprehensive Final Exams	Yes

	Journals	Yes
	Lab Demonstrations	No
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluations	Yes
	Portfolio Projects	Yes
	Quizzes	Yes
	Self-Evaluations	Yes
	Simulations	No
	Videos of Student Mastery	Yes
	Written Essays	Yes
	Written Reports	Yes
ALIGNED AND APPROPRIATE ASSESSMENTS	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Explain changes in the assessments used in your program since your last review (include input received and rationale).	Modification to math questions based on new textbook edition.
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	In composition 101, assessments for final essays were mathematically reevaluated to emphasize weight for grading on the summative essay review. Students use a writing process approach for learning and practicing prior to final application. Final essays require that students evaluate resources, analyze the relationships between prior research and a current problem, synthesize sources in a text with original ideas, and evaluate writing choices.
INDUSTRY CERTIFICATIONS	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	
INTERNSHIPS/ CLINICALS	How do you evaluate program competencies or learning objectives during internship/externship experiences?	
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	

ENROLLMENT	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	
RETENTION	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	
GRADUATION	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	
PLACEMENT	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	
STUDENT SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	None of our gaps exceed 1. Our department is very effective. There is no statistic significant concern.
ALUMNI SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	94% satisfaction rate of general education. No additional benchmarks are presently set to address this percentage.
EMPLOYER SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	All benchmarks are in the 90% range. No goals to address this measure.
PROFESSIONAL DEVELOPMENT	What professional development activities have instructors in this program completed in the last year?	Tammie Munsen completed continuing education, including CISCO professional development and intro to business. Julie & Michelle attended SDCTE conference SDCTE member and NCTE member attended sessions. Member NCTE, CCCC, TETYC, and EP Michelle is a Ph.D. Candidates continuing education.

		<p>Scott and Nathaniel are members of SDCTMA South Dakota Council of Teachers of Math Association and attended joint math conference.</p> <p>Julie took a summer class on AI and took a book study on "The Energy Bus."</p>
	<p>How were these activities used to improve this program?</p>	<p>Continuing education is used to improve curriculum and make sure curriculum is aligned with industry and other educational entities. Faculty also correspond with local colleges universities to align best practices in teaching at the post-secondary level</p>
<p>PROFESSIONAL ORGANIZATIONS</p>	<p>Do faculty members belong to professional organizations associated with this program?</p>	<p>Yes</p>
	<p>If no, explain why.</p>	
	<p>Are students made aware of the professional organizations for their career field?</p>	<p>Yes</p>
<p>ADVISORY BOARD RECOMMENDATIONS</p>	<p>What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?</p>	<p>Discussion on AI took place. There was agreement the ai does not replace a human well. We talked about that it's best when the writing process starts with a human then moves to AI and then finishes with a human. Some faculty are experimenting with AI learning in the classroom, emphasizing ethical use.</p> <p>We also discussed how to learn to find and evaluate information for ethical use.</p>
	<p>Implementation Date</p>	<p>2025-01-10</p>
	<p>Indicate the personnel responsible for implementing the change(s):</p>	<p>Michelle, Tammie, Julie</p>
<p>PROGRAM IMPROVEMENT PLANS AND BUDGET</p>	<p>As you review this past year, what changes do you propose for the next school year that will affect the program's budget?</p>	<p>NA</p>
	<p>Cost</p>	