

The Action Project Declaration

AQIP institutions complete their actual Action Project Commitment Declarations in the Action Project Directory on AQIP's website, but the web form follows the structure below. We've provided brief explanations of what each item requires in italics, after the item.

Institution: Lincoln Land Community College

Planned project kickoff date: Summer 2012

Target project completion date: Fall 2014

A. Give this Action Project a short title in 10 words or fewer.

Electronic Portfolio Pilot Project

B. Describe this Action Project's goal in 100 words or fewer.

LLCC desires to employ more broadly-used assessment measures which could effectively assess learning outcomes and provide documented results for the improvement of student learning. As an extensively promoted approach in the assessment community, e-portfolios provide a systematic and continuous method of assessment. By way of this pilot project, students will be able to use e-portfolios as an additional way to document learning at the program level; program faculty will be able to employ e-portfolios to enhance their assessment of established program outcomes in comparison with assigned projects/assignments; and faculty will be able to determine the suitability of this method for widespread implementation at the college.

C. Identify the single AQIP Category that this Action Project will most affect or impact.

Primary Category - Category One: Helping Students Learn

D. Describe briefly your institution's motivation for taking on this Action Project now — why the project and its goals are high among your current priorities.

The implementation of electronic portfolios has been under study at LLCC for the past several years. Recently, the college successfully completed a four-year commitment with HLC's Assessment Academy. Throughout our time in the Academy, the idea of pursuing a project related to electronic portfolios surfaced often, but there were other foundational projects that needed to be accomplished first. The college gained some experience with paper-based portfolios many years ago, and there have been more recent experimental approaches with electronic portfolios which has led the Academic Assessment Team to believe this is the right time for a systematic, across-college pilot project to determine the efficacy of electronic portfolios in regard to academic assessment.

E. List the organizational areas — institutional departments, programs, divisions, or units — most affected by or involved in this Action Project.

The areas of the college most directly affected by this proposed project will be:

- *Selected program faculty involved in pilot project*
- *CELT Director*
- *E-portfolio Coordinator*
- *Students participating in pilot project*
- *Academic Assessment Team*
- *VP Academic Services*

- Department Deans
- Other faculty assisting in or interested in pilot project
- Institutional Improvement Office
- Information Technology Department
- AQIP Steering Team

F. Identify the key organizational process(es) or activities that you expect this Action Project to change or improve.

- Academic Program Assessment, Improvement, and Planning
- Widespread use of electronic portfolio for assessment purposes (potential)
- AQIP Action Projects – selection process through implementation and reporting

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion).

In order to make an informed recommendation regarding the suitability of the e-portfolio method for widespread implementation at the college, it is necessary that the length of this Action Project continue through fall 2014. In the two-plus years allocated to carrying out this project, the following activities and milestones are to occur.

<i>Summer 2012</i>	<i>E-Folio Coordinator is trained on Taskstream software</i>
<i>Fall 2012</i>	<i>Participating faculty are recruited and programs begin creating their DRFs</i>
	<i>Project update published on CELT website</i>
<i>Spring 2013</i>	<i>Some programs begin using the electronic portfolios while others continue developing DRFs and assessment instruments</i>
	<i>Project update published on CELT website</i>
<i>Fall 2013</i>	<i>Remaining programs begin using the electronic portfolios</i>
	<i>Annual AQIP Action Project Update – by October 1, 2013</i>
	<i>Project update published on CELT website</i>
<i>Spring 2014</i>	<i>Electronic portfolio usage cycle is finished</i>
	<i>Project update published on CELT website</i>
<i>Fall 2014</i>	<i>Project results are analyzed and recommendations for continuing the project are made</i>
	<i>Annual AQIP Action Project Update – by October 1, 2014</i>
	<i>Project update published on CELT website</i>

H. Describe how you plan to publicize and monitor efforts on this Action Project.

In addition to the scheduled annual AQIP Action Project updates identified in the above section, as well as regular updates to the Academic Assessment Team, project updates will be published on the Center for Excellence in Learning and Teaching (CELT) website at least once each semester. The CELT website is the primary internal web resource for information related to academic assessment. Notices regarding the CELT website updates can be advertised in the college-wide, daily LINCLetter, including a link to the CELT website.

I. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

The overall goal and objectives for this project are:

Goal: *To improve/enhance student learning assessment activities in regard to documentation and making improvements.*

Objectives:

- *To engage program faculty and their students in using the electronic portfolio as a means to document the improvement of student learning at the program level.*
- *To help program faculty evaluate their established program outcomes in comparison with their assigned projects/assignments and assess the effectiveness of both. Possible changes or improvements in outcomes or assignments may occur as a result of participation in this project.*
- *To determine the suitability of this method for widespread implementation at LLCC at the conclusion of the project.*

Therefore, the overall measure of success for this Action Project is that there is adequate participation with the pilot project to make an informed recommendation regarding suitability of the e-portfolio method for widespread implementation at LLCC.

J. Other information (e.g., publicity, sponsor or champion, external partners, etc.)

The college’s CELT Director and shared governance team, Academic Assessment, will provide project oversight for the Electronic Portfolio Project. While the direct participants in the pilot project are primarily faculty and students, the Academic Assessment Team oversight brings an institution-wide perspective to the project. A variety of faculty and staff from Academics, Student Services, and Institutional Research serve on this team. The Academic Assessment Team relates to the Office of the Vice President of Academic Services. The Vice President of Academic Services is the “sponsor” of the project.

K. Project Leader and contact person

The project co-leaders are:

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