

**Carl Albert State College
AA General Studies Program Review
3.7 Academic Program Review 2017**

Description of the program's connection to the institutional mission and goals:

The General Studies degree is intended to prepare students for transfer to four-year institutions. Those completing the degree are prepared to meet both the General Education Goals of the college, as well as preparing for major courses in specifically tailored curriculum dependent upon students' needs and transfer-institution requirements.

Carl Albert State College strives to provide student success; the AA in General Studies allows students to pursue interests and prepare for success in a less restrictive, custom format that often meets transfer-institution needs more appropriately than specific degree plans currently available at CASC.

3.7.5 Process (Internal/External Review):

Previous Reviews and Actions from those reviews:

Analysis and Assessment (including quantitative and qualitative measures) noting key findings from internal or external reviews and including developments since the last review:

Previous program reviews were outdated as the goal of the General Studies degree has shifted to four-year institution preparation. Since the last review, the general studies degree program has grown in classroom size along with an increase in the number of majors within the general studies program. Partly, due to the changes of communications and fine arts degree falling under the umbrella of general studies.

Assessment software allows tracking student success in specific courses, most apropos the general education courses. Curriculum mapping further allows for data-driven assessment of programs and courses.

A. Centrality of the Program to the Institution's Mission:

The mission of Carl Albert State College is to provide affordable, accessible and exceptional education that fosters student success. The General Studies degree represents the embodiment and essence of that mission. For students both wishing to tailor their education or to explore major options, the program provides a means of guidance and structure which leads to student success.

The general studies program contributes to the institution's academic priorities in several ways. The program contributes to the college's different programs by offering optional courses that can be applied to the general education while still leaving the student with twenty-three credit of their choice. The associate of general studies will prepare students for a continuation of studies at the baccalaureate degree level at a four-year institutions. The associate degree in general studies allows the student to explore different career options through classes before finalizing a major at the four-year institution. The general studies program provides the students with a

well-rounded two-year education.

CASC faculty and staff will provide an exemplary learning community by creating excellent educational opportunities that are responsive to the needs of the area and enable students to achieve their aspirations and develop into successful participants in an ever-changing world. The General Studies degree allows the flexibility and adaptability necessary for students to succeed through responsive advising and planning.

For the formerly undecided, undeclared, or uncertain student, the General Studies program creates a flexible, yet viable means of completing a degree and transferring to a four-year institution.

B. Vitality of the Program:

B.1. Program Objectives and Goals:

- 1: Upon completion of the courses students will be able to critically assess and discuss competing perspectives from disciplines.
- 2: Upon completion of the courses students will demonstrate an understanding of human diversity and an awareness of global issues.
- 3: Upon completion of the courses students will have a basic understanding of key concepts in social sciences, business, and arts.
- 4: Upon completion of the courses students will comprehend the process of scientific inquiry, gain quantitative skills.
- 5: Upon completion of the courses students will know how to retrieve, evaluate, and apply information from a range of sources.
- 6: Upon completion of the courses students will possess skills necessary to communicate ideas effectively in the workplace.
- 7: Upon completion of the courses students will have a working competency in basic technology applications.
- 8: Upon completion of the courses students will be able to work independently and in teams to complete tasks.

B.2 Quality Indicators (including Higher Learning Commission issues):

General Studies (AA)	
2016-2017 Course-Embedded Assessment of Student Learning Objectives	
Met	1813 (88%)
Not Met	258 (12%)
Total Measured	2071

During the 2016-2017 academic year, this program surpassed the 70% threshold that is typically considered passing in letter grade assessments by meeting 88% of the targets of the course-embedded student learning outcomes (SLOs) for the required general education courses.

Although the major requirements of this degree vary based upon student and advisor consultation, the results that encompass the required 40 hours of general education demonstrate that the students are mastering the depth of general knowledge required for a degree.

Curriculum mapping assures that courses in the general education component of the degree plan meet CASC General Education Outcomes and provide a matrix for evaluation and assessment of the General Education program.

Individual program goals ensure the same quality and assessment for major-level courses which, in conglomeration, provide the major-level-equivalent component of the General Studies degree. This assessment structure ensures that students graduating from CASC with a General Studies degree receive a quality education aligned with the program goals established by the institution.

General Study Program is designed to build a student's competency in a board range of science and art courses. The students are consistently asked to think critically and communicate effectively while enhancing skills appropriate for educational and business settings.

B.3. Minimum Productivity Indicators:

Time Frame (e.g.: 5 year span)	Head Count	Graduates	
2012-2013	599	14	2%
2013-2014	634	22	3%
2014-2015	526	40	8%
2015-2016	545	53	10%
2016-2017	677	61	9%
SUM	2981	190	6%

B.4. Other Quantitative Measures:

- a. Number of courses taught exclusively for the major program for each of the last five years and the size of classes:

None- Courses are part of general education or duplicated from other majors.

Carl Albert State College

2017-2018

General Studies

Program Code (039)

Associate of Arts

Required: 63 Credit Hours

Division of Social & Behavioral Science

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete this associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should consult with their academic advisor and refer to the 4-semester by semester program planning guide to understand course sequencing.

GENERAL EDUCATION REQUIREMENTS (40 HOURS)	MAJOR REQUIREMENTS (23 HOURS)
<p>English Composition - 6 hours (Select Both)</p> <p>___ ENGL 1113 Freshman Composition I</p> <p>___ ENGL 1213 Freshman Composition II</p> <p>U.S. History - 3 hours (Select One)</p> <p>___ HIST 1483 Am His 1482-1865 or HIST 1493 Am His 1865-Pt</p> <p>U.S. Government - 3 hours (Select One)</p> <p>___ POS 1113 American Federal Government</p> <p>Biological Science - 4 hours (Select One)</p> <p>___ BIO 1114, BOT 1114, or ZOO 1114</p> <p>Physical Science - 4 hours (Select One)</p> <p>___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p>Orientation - 1 hour (Select One)</p> <p>___ ORI 1111 Freshman Orientation</p> <p>Mathematics - 3 hours (Select One)</p> <p>___ MATH 1513 College Algebra or Math 2213 Math Structures I</p> <p>Health, Physical Education & Recreation - 2 hours (Select One)</p> <p>___ any HPER course, except activity courses</p> <p>Humanities - 6 hours (Select Two)</p> <p>___ HUM 2113 Gen Hum. I ___ ENGL 2433 Mast of World Lit. I</p> <p>___ HUM 2223 Gen Hum. II ___ ENGL 2443 Mast of World Lit. II</p> <p>___ ART 1113 Art Appreciation ___ ENGL 2773 Am Lit to Civil War</p> <p>___ DRMA 1213 Intro Theatre ___ ENGL 2883 Am Lit and Civil War</p> <p>___ HIST 1113 Early West Civ ___ MUS 1113 Music Appreciation</p> <p>___ HIST 1123 Mod West Civ ___ PHIL 1113 Intro to Philosophy</p> <p>___ ENGL 2413 Intro Literature ___ RLED 1123 New Testament</p> <p>Approved Electives - 8 hours (Select CS 1103 and Electives)</p> <p>Select CS 1103 and any two courses in psychology, social sciences, foreign languages, & fine arts (art, music, drama) in conference with advisor</p> <p>___ CS 1103 Microcomputer Applications</p> <p>___ Elective</p> <p>___ Elective</p>	<p>Required Courses in Major - 23 hours</p> <p>(Select courses in consultation with advisor)</p> <p>___ Courses in consultation with advisor¹</p>
Totals: ----- Credit Hours: 40	Totals: ----- Credit Hours: 23

Notation:

¹Students who declare General Studies as their major should select courses that will apply to the degree program found at the college to which they will soon transfer.

b. Student credit hours by level generated in all major courses that make up the degree program for five years:

N/A- *Courses are part of general education or duplicated from other majors.*

c. Direct instructional costs for the program for the review period:

N/A- *Courses are part of general education or duplicated from other majors.*

d. The number of credits and credit hours generated in the program that support the general education component and other major programs including certificates:

471 course sections over 5 years
1413 credits produced over 5 years
9173 students enrolled over 5 years
12,961,449 credit hours generated over 5 years

Supporting courses are:

American Lit since Civil War
English Literature to 1800
Ethics
Intro to Speech Communication
Introduction to Literature
Introduction to Philosophy
Introduction To Psychology
Introduction to Theatre
New Testament
Old Testament
Statistics for Bus and Econ
World Religions

- e. A roster of faculty members, faculty credentials and faculty credential institution(s). Also include the number of full time equivalent faculty in the specialized courses within the curriculum:

Faculty	Credential	Institution that granted degree
N/A		

- f. If available, information about employment or advanced studies of graduates of the program over the past five years:

Carl Albert State College has recently started an alumni organization. At this time the data has not been reviewed. Carl Albert State College is working to design a tracking system to look at transfer rates and employment rates. Information is planned to be available by the next review.

- g. If available, information about the success of students from this program who have transferred to another institution:

Not available

B.5. Duplication and Demand:

In cases where program titles imply duplication, programs should be carefully compared to determine the extent of the duplication and the extent to which that duplication is unnecessary. An assessment of the demand for a program takes into account the aspirations and expectations of students, faculty, administration, and the various publics served by the program. Demand reflects the desire of people for what the program has to offer and the needs of individuals and society to be served by the program.

B.5. Duplication and Demand Issues:

Address Duplication:

The program is a general transfer degree. Students may duplicate courses from other majors, combining major requirements and electives to achieve a tailored degree. A common example is Occupational Health and Safety. Prior to the creation of that degree program, a number of students pursued General Studies based on advisement from faculty and staff in accordance with degree plans from 4-year schools offering the intended degree.

Address Demand:

As the second-largest declared major, there is demand for the General Studies degree. However, a large portion of the numbers result from the institutional practice of placing “undeclared” or “undecided” students into the General Studies track for advisement purposes.

B.5.a. Detail demand from students, taking into account the profiles of applicants, enrollment, completion data, and occupational data:

A large percentage of CASC students are first-time, first-generation students. As such, many are unaware of degree requirements, major intention, or the college process. Placement in to the General Studies program allows them to be advised by faculty advisors while finding their niche and seeking academic direction. Completion data reflects the usual major-change when students declare a program-specific after one or two semesters as a General Studies major.

B.5.b. Detail demand for students produced by the program, taking into account employer demands, demands for skills of graduates, and job placement data:

The speech and debate (Forensics) team was revived in the Spring of 2016. That semester Carl Albert State College won three trophies at the State Tournament. Last year (2016-2017) Carl Albert State College had two different students on the team and we put on a tournament at CASC in the Fall. This year (2017-2018) Carl Albert State College has a total of four students on the team and plan to attend some tournaments in the Spring of 2018.

B.5.c. Detail demand for services or intellectual property of the program, including demands in the form of grants, contracts, or consulting:

Not available

B.5.d. Detail indirect demands in the form of faculty and student contributions to the cultural life and well-being of the community:

Faculty members provide job readiness seminars and career awareness within the classrooms and on campus.
The Speech club is available to help students get involved with the local community at social events.

B.5.e. The process of program review should address meeting demands for the program through alternative forms of delivery. Detail how the program has met these demands:

All General Education requirements are available in online format as well as traditional classes on both physical campuses. Distance delivery options further allow for student access. Online courses are held to the same student learning requirements as traditional courses and are evaluated through the Quality Matters program.

B.6. Effective Use of Resources:

Resources include financial support, (state funds, grants and contracts, private funds, student financial aid); library collections; facilities including laboratory and computer equipment; support services, appropriate use of technology in the instructional design and delivery processes, and the human resources of faculty and staff.

Library:

The libraries of Carl Albert State College are committed to providing access to excellent resources and services that support the teaching, learning, and research of the students and faculty of Carl Albert State College. A variety of resources are available, and input is solicited from the faculty and student body as to their needs. Library staff provides training and assistance to students in learning to access library resources through scheduled orientations, as well as individual assistance as needed.

The libraries have a total of 33 computers available for students to search the library catalog, the electronic databases, and the Internet. An audio-visual area is available in the Joe E. White Library for students to view film/DVD.

The library collections contain over 1180 titles in print and audio-visual formats pertaining to the academic discipline of English. The libraries subscribe to more than 34 electronic databases that contain thousands of full-text articles and bibliographic citations. The electronic databases include over 150 journals with full-text articles pertaining to this academic discipline, including College English, PMLA: Publications of the Modern Language Association, Assessing Writing, Journal of Technical Writing and Communication, Reading and Writing Quarterly, Writer's Chronicle, Writer, and English Journal. The databases can be accessed in each library, through any campus-networked computer, or through any computer with an Internet connection. Other electronic resources available include: Freegal Music, Freading eBooks, Films On Demand, Quick References (Web Sites), Research Help, Joe E. White Library Tour, MAGNA COMMONS: Faculty & Staff Professional Development, and Annenberg Media (videos).

Interlibrary loan is available for faculty and students when materials are needed that are not contained in the library collection.

Computer Labs:

There are computer labs available to students in the Joe E. White Library, the Learning Resource Center, Ollie Center and in the Holton Business Center.

Learning Resource Center:

Our Learning resource center offers tutoring in many subjects as well as COMPASS and Placement testing.

Online tutoring is available 24 hours a day through UpSwing software; the Learning Resource Center provides face-to-face tutoring, study sessions, computer labs, and other resources.

Student Support Services:

Student Support Services is a federally funded program designed to assist eligible college students, who meet income guidelines, in completing their course of study. Services include free tutorial assistance; personal, academic, and career counseling; cultural enrichment and transfer assistance to four-year colleges. Special assistance to the disabled student is also provided. The services are free to eligible students.

Foundation:

Scholarships are available annually for many students who require financial assistance to attend college and have demonstrated above average academic ability. Funds are provided by the Oklahoma State Regents and the CASC Development Foundation, which solicits and accepts contributions from individual and organizational donors. Most scholarships are awarded on the basis of financial need; others are awarded for academic achievement or other significant contributions to the College. A Scholarship Committee is responsible for the selection of students to receive scholarships. All funds are processed through the Business Office.

*Low Producing Program Reviews follow a different format and template.

Institutional Program Recommendations: (describe detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements)

Recommendations	Implementation Plan	Target Date
Strengthen tracking of students beyond CASC	Re-establish partnerships with transfer institutions for student data.	Fall 2019
Look for enrollment trends to predict possible new programs.	General Education advisors collect data regarding student intentions.	Ongoing

Summary of Recommendations:

	Department	School/College	Institutional
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Possible Recommendations:			
Expand program (# of students)			
Maintain program at current level	X	X	X
Reduce program in size or scope			
Reorganize program			
Suspend program			
Delete program			

Department/
Program Head Kirk McConnell
(Signature)

Date 11/16/17

Dean Maureen A. Smith
(Signature)

Date 11-16-17