



Completed Action Projects

Year(s)	Name and Strategic Initiative	Major Accomplishments
2005-2009	Systematic and Ongoing Evaluation Process for Employment Policies and Procedures	<ul style="list-style-type: none"> • Developed the Employee Feedback Survey • Initiated Employee Orientation
2005-2009	Teaching/Learning Center on EAC Campus	<ul style="list-style-type: none"> • Created Center for Teaching and Learning at EAC (the primary resource center on campus for assisting faculty and staff in personal development)
2005-2009	Develop More Effective Ways to Measure Teaching and Learning	<ul style="list-style-type: none"> • Initiated the use of the Noel-Levitz Student Satisfaction Survey • Initiated the use of the CAAP test (assesses academic achievement in general education) • Eliminated the requirement to use pre-tests if three years of baseline data was available
2008-2012	7-14 Partnerships in Math and Science	<ul style="list-style-type: none"> • Developed the Southeast Arizona Teachers' Academy (SEATA), a summer workshop series focused on improving instruction of math, science, and technology • Developed partnerships with local school districts and government agencies to increase interest and understanding of math and science • Developed the Annual Southeast Arizona Regional Science Fair held on EAC's campus
2008-2012	Student Retention Initiative	<ul style="list-style-type: none"> • Developed an Early Warning System whereby students who show early attendance problems or withdraw are directed to a Retention Specialist • Developed an Exit Survey to obtain measures on the reasons that students decide to withdraw • Developed the Student Learning Center, an on-campus lab for student studying and tutoring • Initiated the use of Compass Placement Scores for early intervention in reading and English courses • Re-stated the Committee on Developmental Education and Retention to oversee retention efforts at EAC
2009-2014	Developing a Strategic Planning Process and Strategic Plan for EAC	<ul style="list-style-type: none"> • Developed a Strategic Plan, through the utilization of employee and other stakeholder feedback, which includes 6 major goals. • Created the Strategic Plan into a color pamphlet that was distributed across the institution and posted on EAC's website.
2010-2011	Distance Education Online Assessment Processes and Procedures	<ul style="list-style-type: none"> • Added online specific questions to the Course Evaluation Management System (CEMS) to measure satisfaction with online courses • Converted to a new course delivery system which increased test security • Conducted a survey to understand learning the characteristics and demographics of the typical online student • Shared best practices for online instruction to all online instructors • Revised the Academic Integrity Policy to ensure that the wording is clear and up-to-date
2011-2012	Develop Measures to Benchmark Partnership Satisfaction	<ul style="list-style-type: none"> • Developed a survey that is administered by EAC and a consortium of HLC institutions which provides a valuable comparison of partnership satisfaction • Developed the EAC Survey Tool which is a survey administration tool that allows for benchmarking and can be used for internal or external surveys
2011-2014	Refining Program Portfolio and Review Process	<ul style="list-style-type: none"> • Improved the program portfolio template and creation process by obtaining feedback from faculty and staff • Developed an online system that streamlines the process of writing the program portfolio. This also includes automated population of data tables and storage of past portfolios. • Created a formalized program portfolio appraisal process to improve the feedback loop between departments and their respective administrators.
2011-2015	Improving the First-Time Student Experience	<ul style="list-style-type: none"> • Development of a step-by-step guide for new students (10 Steps to Admission) • Improvement of the new student orientation, Monster Bridge • Developed a more inclusive online Gila Hank
2012-2015	Developing an Ethics Statement, Pledge, and Training	<ul style="list-style-type: none"> • Developed an Ethics Statement and Pledge, which is now part of the annual contracting process. • Revised the Code of Ethics (Policy 4600.00) • Created a formalized Employee Ethics Training Program
2014-2016	Learning Resource Materials Adoption Policy	<ul style="list-style-type: none"> • EAC's textbook policy 6240.00 and regulation 6240.01 were revised to include more flexibility in the types of resources that instructors can utilize to augment their courses. • EAC's textbook adoption system was modified to allow the ability to use Open Education Resources (OER).



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2013-2016	Develop a Process to Assess Learning from Co-Curricular Programs	<ul style="list-style-type: none"> Developed a process to assess learning from EAC's co-curricular programs and identify opportunities for productive change in the future. Developed an annual report, the Report of Eastern Arizona College Co-curricular Learning Outcome Statements, Rubrics, and Results, which display a summary of the process and results on an annual basis. Integrated the Co-Curricular Assessment into the Annual Program Portfolio Process-through BEACON
2015-2017	Course Evaluation Improvement Project	<ul style="list-style-type: none"> Modified questions to ensure relevancy and appropriate order Provided instructors with flexibility with open and end dates Automated emails sent to students and faculty Resulted in a significant increase in response rates
2017-2018	Adjunct Faculty Evaluation Project	<ul style="list-style-type: none"> Revised policy 4650.01 and 4651.01 with P&S and Board approval Created the EAC Faculty Observation Form Provided training to employees on the use of the form Section B of Program Portfolios will track the completion of instructor evaluations
2014-2019	Student Ultimate-Success Outcome Tracking Project	<ul style="list-style-type: none"> Defined student success variables Utilize several platforms to obtain student success data Facilitated contractual arrangement with DES to obtain graduate employment information
2013-2019	Academic Advising Improvement	<ul style="list-style-type: none"> Released degree audit tool to students; 85.5% effective rate in 2019 Created advising communication tool for counseling, faculty and other offices Provided training to faculty and staff on advising students Simplified curricula, ensure proper prerequisites, streamlined course sequencing
2017-2019	Accessibility Compliance	<ul style="list-style-type: none"> Increased compliance with Section 504 and 508 of the Rehabilitation Act Greg Watson, Faculty and Center for Teaching & Learning Director will operationalize this task to ensure continued attention to increasing compliance
2019-2020	Open Educational Resources (OER)	<ul style="list-style-type: none"> Training was held with faculty on the benefits of OERs Best practices for OER development were drafted Research including student and employee surveys and statistical analysis were conducted to explore the need and benefit of OER. A need and benefit was established. Drafting an OER Policy will come from the VP of Academic & Student Affairs Office
2018-2020	Student Communication Improvement	<ul style="list-style-type: none"> Students are now prompted to update their contact information each semester. Trial use of texting students has been initiated along with a draft of a communication policy.
2016-2020	Improve the Assessment of Student Learning at the Program Level.	<ul style="list-style-type: none"> Faculty drafted student learning outcomes and a curricula map for each degree & cert. Faculty piloted process and received substantial professional development and work days to develop a program learning outcome assessment for each program. Section G of the Program Portfolio System was modified to document program learning outcome assessment methods and outcomes.
2015-2020	Internal College Communication Improvement	<ul style="list-style-type: none"> Introduced Fall Convocation, a annual gathering of all employees to discuss news, lessons learned and changes to policies and procedures. Standardized emails for all employees on all campus locations. Changed meeting formats and introduced standards of minute taking to disseminate information. Improved employee training and handbooks. Updated the BEACON Directory to include finer level of detail and enhanced search options. Added Zoom/videoconferencing capabilities in conference rooms to allow for the inclusion of employees at all campus locations