Initiative Report for Coop Ed 2009-10

On-line Cooperative Education Materials

Summary:

Work with IRAP to develop a method for all Cooperative Education forms to go on-line thus creating significant efficiencies for paperwork, preparation/archiving, data entry, and information retrieval/reporting especially for third party assessment of career/technical programs.

Description

Work with IRAP to develop a method for all Cooperative Education forms to go on-line thus creating significant efficiencies for paperwork, preparation/archiving, data entry, and information retrieval/reporting especially for third party assessment of career/technical programs. This initiative would create an appropriate system that connects with student Banner data and which is both simple and easy to use for all parties including employers. Data gathered through an on-line system would facilitate third party assessment which is required for programs of study that are funded by Perkins. The cost of this initiative is staff time to create an on-line system.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

1. **How does it continue the achievement of those goals?**
2. **If this is a continuation of an initiative started last year, make sure that relationship is clear.**

How is this initiative linked to the efficiencies and productivities plans you had last year?

1. **How does it continue the achievement of these plans?**
2. **If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

This is a new initiative. This initiatives goal is to improve department efficiencies and productivity (required documentation for each students co-op internship) as well as greatly enhance capacity to provide career/technical programs with assessment data.

Describe the resources needed:

The cooperation and involvement of IRAP staff, Banner Core Team and IT staff to implement this initiative. Craig Taylor says he expects that this project can be accomplished using existing resources.

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

Currently each of the over 2,000 students a year who take a co-op course have an Agreement form, a Supervisor Evaluation of Student form and a Co-op Coordinator contact page all filled out by hand one at a time. The Agreement and Evaluation are either hand delivered or hard copy mailed (both directions) which is very time/resources expensive. All of these forms are then handled multiple times by the front office staff to record and file. And ultimately, all the paper records need to be archived with its associated time and space requirements. Since none of this data is electronic, the data can only be used for assessment if entered manually into a Access database, again a time/labor intensive activity.

Automating this entire process utilizing Banner Student data will result in dramatic efficiencies for faculty, employers, students, co-op office staff and other college employees. The electronic retrieval of aggregate data for assessment purposes would be greatly enhanced and the cost to do so would decrease to almost nothing. It will also help the College meet the assessment goals of the Perkins grant.

Department Priority:

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Unit Resources:

There are no unit resources available to fund this initiative.

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee