**QUESTION #1**

Please provide the following information:

* Brief description of your program or department.
* Team leader completing your Integrated Plan.
* Name(s) of those who participated in the Integrated Planning process.

**QUESTION #2**

Please review the supplied data for your program or department to assist with the completion of your Integrated Plan (declared majors, enrollment by course, graduation rates, exit exam pass rates, retention by course, average class size, grades by modality, etc.) and provide the following information:

* What were key takeaways from reviewing the data:
  + What successes are you seeing in the data?
  + What challenges did the data reveal?
  + What trends did you see that might influence your plan?

As a reminder, we are reviewing 2021-2022, 2022-2023, and 2023-2024 data.

**QUESTION #3**

Please provide the following information about your program or department’s mission statement (HLC 1.A.4.)

* What is your mission statement?
* What is your scheduled process for reviewing your mission statement?
* If you have made changes to your mission statement, have you contacted [planning@otc.edu](mailto:planning@otc.edu) to have it updated in Diamond?

**Discussion Starter:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The program or department has not developed a formal mission statement. | The program or department has a formal mission statement, but it does NOT align with OTC’s mission. | The program or department has a formal mission statement, but the alignment to OTC’s mission is incomplete, or the mission statement is not integral to strategic planning. | The program or department’s formal mission statement is articulated and aligned with OTC’s mission. The mission statement guides strategic planning.  The program or department clearly communicates its formal mission statement. | The program or department's formal mission statement is aligned with OTC's mission, guides strategic planning, and is published widely.  The program or department has a scheduled process for reviewing its formal mission statement and alignment with OTC's mission. |

**QUESTION #4**

When your program or department completed a review during the 2021-2022 year, several plans for the future were listed. What have been the results? (Closing the Loop on HLC 5.C.)

**QUESTION #5**

Arts, Sciences or Business non-degree department: What are the student learning outcomes (SLOs) of your department?

The student learning outcomes of this department help the student complete the AA degree and support the institutional learning outcomes (ILOs) – communication, critical reasoning, information literacy, cultural and global awareness, and professional preparedness.

**Discussion Starter:**

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| --- | --- | --- | --- |
| The department’s learning outcomes do not specifically mention their role in helping a student complete the AA and do not support the ILOs. | The department’s learning outcomes mention either helping the student complete the AA OR supporting the ILOs. | The department’s learning outcomes mention helping the student complete the AA AND supporting the ILOs. | The department’s learning outcomes mention helping the student complete the AA AND supporting the ILOs.  These learning outcomes are published. |

Programs or departments with a degree: What should students know or be able to do upon completing your program or department? (Program Student Learning Outcomes) (HLC 3.A.1.)

**Discussion Starter:**

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| --- | --- | --- | --- |
| The program or department does not have program student learning outcomes developed. | Some student program learning outcomes have been identified but are unclear and/or incomplete. | Student program learning outcomes include knowledge and skills.  Outcomes are written at an appropriate level.  Outcomes are published. | Student program learning outcomes include both knowledge and skills and are written at an appropriate level.  Outcomes are published.  Outcomes are clearly and regularly communicated to the students. |

**QUESTION #6**

How does your program or department serve or engage with the community? (HLC 1.B., HLC 1.C., Strategy: Community Engagement)

Community service or engagement could take place through community activities, as well as partnerships or collaborations with the workforce, community resource providers, or other higher education entities.

**Discussion Starter:**

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| The program or department provides trained employees to the community.  OR  The program or department does not serve or engage with the community. | The program or department is in the process of developing ways to serve or engage with the community. | The program or department has examples of service or engagement with the community with evidence of minor impact. | The program or department has examples of service or engagement with the community with evidence of broad impact. |

**QUESTION #7**

What are the strengths of your program or department?

**Discussion Starter:**

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| --- | --- | --- |
| The program or department listed no strengths. | The program or department listed strengths. | The program or department listed strengths tied to the college's mission, vision, and core values. |

**QUESTION #8**

What are the concerns of your program or department?

**Discussion Starter:**

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| --- | --- | --- |
| The program or department listed no concerns. | The program or department listed concerns. | The program or department listed concerns tied to the college's mission, vision, and core values. |

**QUESTION #9**

OTC Cares: How does your program or department support or provide **proactive** support to students (provide help before they seek it)? (Strategy: Student Supports, OTC Cares Pillar, HLC 2023 Trends)

**Discussion Starter:**

|  |  |  |
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| The program or department does not support or provide proactive support to students. | The program or department listed a proactive support to students and explained why it is impactful. | The program or department listed a proactive support to students and explained why it is impactful.  The program or department explained how they shared the proactive support with others. |

**QUESTION #10**

OTC Cares: How does your program or department support or provide **holistic** support to students (services that meet all student needs, not just those expressed)? (Strategy: Student Supports, OTC Cares Pillar, HLC 2023 Trends)

**Discussion Starter:**

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| The program or department does not support or provide holistic support to students. | The program or department listed a holistic support to students and explained why it is impactful. | The program or department listed a holistic support to students and explained why it is impactful.  The program or department explained how they shared the holistic support with others. |

**QUESTION #11**

OTC Cares: What is a **data-informed** change your program or department has made to a process in your area? Be sure to include the data points, what you did, and the results (both good and bad). (HLC 4.C., Strategy: Student Supports, OTC Cares Pillar)

(Hint: consider the data you reviewed in question 2 to help answer this question.)

**Discussion Starter:**

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| The program or department has not made a data-informed change. | The program or department has made a data-informed change.  The program or department did not provide the supporting data points and/or results. | The program or department has made a data-informed change.  The program or department provided the supporting data points and/or results. |

**QUESTION #12**

OTC Cares: What is a **student-centered** practice that your program or department uses to help with success, engagement, classroom management, retention, etc.? (HLC 4.B., HLC 4.C., Strategy: Student Supports, Strategy: Student Engagement, OTC Cares Pillar)

**Discussion Starter:**

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| The program or department does not use student-centered practices. | The program or department listed a student-centered practice and explained why it is impactful. | The program or department listed a student-centered practice and explained why it is impactful.  The program or department explained how they shared the student-centered practice with others. |

**QUESTION #13**

Since your last review, what changes has your program or department made due to the assessment of student learning? Be sure to include the data points, what you did, and the results (both good and bad). (HLC 4.B.2.)

**Discussion Starter:**

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| --- | --- | --- | --- | --- |
| The program or department has made no changes due to the assessment of student learning. | Individual instructors have made changes, but the program or department, as a whole, has not. | The program or department only makes changes on an “as needed” basis. | The program or department has made self-determined changes, but not in a timely manner, and has not documented the changes. | There is a regularly scheduled implementation of self-determined changes.  The changes are documented and provided as evidence. |

**QUESTION #14**

How does your program or department support or prepare students for workplace success, engagement in the community, and informed citizenship? (HLC 1.C., Strategy: Community Engagement, Strategy: Student Engagement)

**Discussion Starter:**

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| --- | --- | --- |
| The program or department does not prepare students for workplace success, engagement in the community, and informed citizenship. | The program or department is in the process of developing ways of preparing students for workplace success, engagement in the community, and informed citizenship. | The program or department has examples of preparing students for workplace success, engagement in the community, and informed citizenship.  AND/OR  The program or department provides opportunities for community engagement for students. |

**QUESTION #15**

How does your program or department provide students guidance in the use of information resources and/or the ethics of research? How is your program or department generating and sharing this information? (HLC 2.A., HLC 2.E.3., OTC Institutional Learning Outcome)

**Discussion Starter:**

|  |  |  |
| --- | --- | --- |
| The program or department does not provide students guidance in the use of information resources and/or the ethics of research. | The program or department provides students guidance in the use of information resources and/or the ethics of research.  OR  The program or department generates and shares information on how it provides students guidance in the use of information resources and/or the ethics of research. | The program or department provides students guidance in the use of information resources and/or the ethics of research.  AND  The program or department generates and shares information on how it provides students guidance in the use of information resources and/or the ethics of research. |

**QUESTION #16**

Please review your program or department's website and provide the following information: (HLC 2.B., HLC Assumed Practice A, Strategy: Student Supports)

* Who is the target audience of your website?
* Does your website provide your target audience with clear, complete, and relevant information?
* Are there any broken links, outdated pages, or information that need to be updated or removed?
* What is your scheduled process for reviewing your website content?

**Discussion Starter:**

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| --- | --- | --- | --- |
| The program or department did not identify the target audience of its website.  The program or department website does not provide clear, complete, and relevant information.  The program or department does not have a scheduled process for reviewing content.  OR  The program or department does not have an individual website. | The program or department has identified the target audience of its website.  AND  The program or department website information is not clear, complete, and relevant for the target audience. | The program or department has identified the target audience of its website.  AND  The program or department website provides the target audience with clear, complete, and relevant information. | The program or department has identified the target audience of its website.  AND  The program or department website provides the target audience with clear, complete, and relevant information.  AND  The program or department has a scheduled website content review process. |

**QUESTION #17**

What professional development opportunities has your program or department participated in during the last three years? What areas of development does your program or department need in the next three years? (HLC 3.C., Strategy: Operational Excellence)

**[No Rubric - Information Gathering Only]**

**QUESTION #18**

The Higher Learning Commission (HLC) defines "Co-Curricular" as learning activities, programs, and experiences that reinforce the institution's missions and values and complement the formal curriculum. What co-curricular opportunities does your program or department provide to students? (HLC 1.C.1., HLC 3.C.7.)

**[No Rubric - Information Gathering Only]**

**QUESTION #19**

Please provide an example of how your program or department engages students in the following criteria: collecting, analyzing, and communicating information; mastering modes of inquiry or creative work; and developing skills adaptable to changing environments. (HLC 3.B.)

**Discussion Starter:**

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| --- | --- | --- | --- |
| The program or department did not provide any examples for the criteria listed. | The program or department provided an example for one of the three criteria listed. | The program or department provided examples for two of the three criteria listed. | The program or department provided examples for all three criteria listed. |

**QUESTION #20**

Has your program or department developed any short-term trainings? (HLC Trends 3 - The Changing Landscape of Credential, HLC Trends 14 - Workforce Needs, Strategy: Workforce Development)

* If yes, what has worked well? What good practices can you share?
* If not, what resources or assistance do you need to assist with short-term training development?

**[No Rubric - Information Gathering Only]**