

# S-103-p and S-105-p

2005 NCA ANNUAL MEETING

## THE FOCUS VISIT REPORT PREPARATION PROCESS: A THREE-YEAR JOURNEY PRIORITIZING THE PROCESS AND IMPACT OF CONTINUOUS IMPROVEMENT

CYNTHIA E. SPIERS, DEAN, STUDENT DEVELOPMENT/INSTITUTIONAL EFFECTIVENESS, JAMES A. RHODES STATE COLLEGE  
ROBERT A. CASTO, VICE PRESIDENT FOR ACADEMIC AFFAIRS, JAMES A. RHODES STATE COLLEGE



# Focused Visit Report Preparation Mapping Out the Journey

April 9, 2005 from 11:00 – 1:45

**Dr. Cynthia Spiers**  
Dean, Student Development  
Executive Director, Institutional Effectiveness  
James A. Rhodes State College

**Dr. Robert Casto**  
Vice President for Academic Affairs  
James A. Rhodes State College



## James A. Rhodes State College General Background/Achievements

- Technical College**
- Associate of Applied Degrees**
- 2001 Comprehensive Visit**
- Mandated Focused Visit**
  - **Planning**
  - **Assessment of Student Learning**
  - **General Education**

## **Mapping Out A Prepared Plan**

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- Formation of Committees**
- Liaison Contact**
- Data Collection & Analysis**
- Documentation of Evidence**

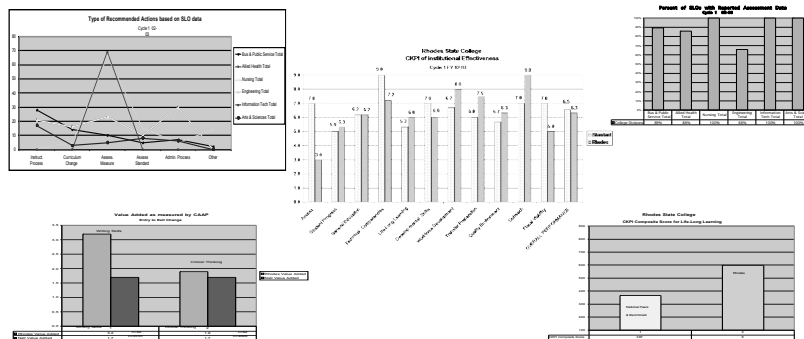
## **Actions Implemented**

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- Professional Development**
- Organizational Structure**
- Policy and Procedure**
- Resource Allocations**
- Gen Ed Philosophy, Meaning, & Elements**

# Focused Visit Report

- Chapter 1 - Introduction
- Chapter 2 – Background of Areas of Concern
- Chapter 3 – Examination of Areas of Concern



# Focused Visit

## Several Weeks Prior

- VP Contacts Team Chair**
  - Send additionally requested materials
  - Enable access to SIEPS
- Resource Room Scheduled**
  - Documents
  - Laptop for Electronic Access to SIEPS
- Submit Additional Materials**

## Focused Visit Day

- Snapshot Presentation**
- Breakfast**
- Identified Sessions**
  - Dean
  - Staff
  - Students
  - President, Senior Staff
  - IE and IR
- Exit Interview**

# Journey Revisted



## Strengths of Journey

- Restructuring
- SIEPS Map
- Data-rich Structure
- SLO Assessment Process
- E-Portfolio Process
- IE Sustainability
  - Knowledge
  - Leadership

## Challenges of Journey

- Time Commitment
- Terminology
- Quality Criteria
- Policy/Procedure Changes
- Time to Improve 3 Areas
- Report Formatting