

OKLAHOMA CITY COMMUNITY COLLEGE

PROGRAM REVIEW SELF STUDY FY 2007

PROGRAM: Political Science

PREPARED BY: R. A. Hopkins

DIVISION: Social Sciences

POSITION: Professor, Political Science

**WITH ASSISTANCE FROM: Dr. John Hughes
Prof. Dana Glencross
Prof. Rick Vollmer
Prof. Markus Smith**

Library Information Provided By: Dana Tuley-Williams

OKLAHOMA CITY COMMUNITY COLLEGE
EXECUTIVE SUMMARY
PROGRAM: Political Science

Strengths

- Student success.

The results of the latest Graduate Survey concerning the Political Science program were quite positive. Of the students responding:

80% were continuing their studies at a four-year institution.
75% were employed on a full-time basis.
100% stated that they would recommend OCCC.

When asked if they were “Overall satisfied” with their experience at OCCC, program graduates averaged a score of 4.60 on a scale of 1 to 5.

- Increased enrollment in online sections.

The full-time faculty and several adjuncts have realized the opportunity to grow the program through the availability of WebCT courses. As this new technology has been embraced by both faculty and students the department should be well prepared to meet future student demand.

- Outdated delivery methods are quickly disregarded.

The department is currently not offering any telecourses. While this method of course delivery was once considered to be an area of growth for the college, it has become somewhat outdated. As online courses have become more available many students have opted for that delivery method instead.

- Cooperation with transfer institutions.

The faculty strives to maintain good working relationships with area universities that tend to be the next destinations for our students. For example, the program has a working arrangement with the Oklahoma City University Law Library in order to assist our pre-law students with research relevant to our Introduction to Law course.

- Well-qualified faculty.

Two full-time faculty members have been hired since the last program review. Both have expressed interest in developing some relevant special topics courses. The addition of these new faculty members has helped with instructional quality control, course integrity, and has decreased some of the dependence on adjunct faculty.

Concerns

- Full-time to adjunct faculty ratio.
- Current course offerings.
- The availability of elective courses.
- The lack of sophomore-level courses available during the summer semester.
- The lack of internship opportunities for program majors.
- Classroom and seminar space.

Recommendations

- The college is urged to consider the addition of one full-time Political Science faculty. This would reduce the dependence on adjunct faculty as well as increase instructional consistency and quality control.
- The faculty should consider some modifications to the curriculum that is currently offered. The department should consider phasing out the Comparative Politics course. The information covered in that course overlaps somewhat with the International Relations course. This would allow for the addition of either a Political Theory course or a Contemporary Policy Issues course without increasing the number of credits required for graduation.
- The faculty should consider rotating the availability of elective courses. All Political Science electives are taught at least once per academic year. However, as there is typically only one section of a particular course offered each semester there is some concern that the time is not often convenient for students.
- The faculty should occasionally offer some 2000-level courses during the summer semester.
- The department should pursue institutional memberships for both the American Political Science Association and the Oklahoma Political Science Association. Membership in both of the organizations would allow access to information related to furthering opportunities for program majors.
- The college is urged to consider re-allocation of classroom space for the Political Science program, including the establishment of dedicated space for seminars. The classrooms that are currently assigned to the department are spread throughout the college rather than being in a particular designated area. This is somewhat inconvenient for students.

OKLAHOMA CITY COMMUNITY COLLEGE
ADMINISTRATIVE RESPONSE
PROGRAM: Political Science
2006-2007

The Political Science/Pre-Law Program is a very solid program in terms of faculty teaching experience and curriculum. At the same time, there has been significant growth in online sections of American Federal Government and in new course offerings.

The vast majority of Political Science classes are sections of American Federal Government which is one of the key General Education courses that every graduate must take. One strong area of growth has been in online offerings of American Federal Government. Unique to the Political Science Program is the fact that all online courses are taught by full-time faculty; four out of five of the full-time faculty teach online. This has allowed for growth and quality control of online sections unimpeded or complicated by an on-going search for qualified and committed adjunct faculty.

The addition of two new faculty members in the past two years has enhanced the diversity of the program as well as the depth and breadth of expertise. One result has been an expansion of the curriculum which builds on the foundation that has been established over many years.

Recommendation

- The college is urged to consider the addition of one full-time Political Science faculty. This would reduce the dependence on adjunct faculty as well as increase instructional consistency and quality control.

Administrative Response

- The Political Science Program has greatly benefited from the addition of two full-time faculty members over the past two years. One of these positions was a new position and one was a replacement position. The current percentage of classes taught by full-time faculty members is in excess of the goal of 50% or less. In the fall of 2006, 56% of sections were taught by full time faculty; in the spring of 2007, 57% of sections were taught by full-time faculty. One of the strengths of the Political Science Program is that 100% of online classes are taught by full-time faculty. The ratio of full-time to part-time faculty is monitored on a regular basis, and at this time the ratio is well-within acceptable limits. Need for new program faculty is reviewed each year during the strategic planning process.

Recommendation

- The faculty should consider some modifications to the curriculum that is currently offered. The department should consider phasing out the Comparative Politics course. The information covered in that course overlaps somewhat with the International Relations course. This would allow for the addition of either a Political Theory course or a Contemporary Policy Issues course without increasing the number of credits required for graduation.

Administrative Response

- Program faculty are in the best position to make decisions regarding appropriateness of curriculum. Obviously enrollment plays a role in decisions about adding or deleting courses. There is probably an upper limit to the number of elective courses that a particular program can support. Political Science majors need 9 credit hours of major electives in order to graduate. Majors currently have a choice of 5 courses from which to select their 3 electives, so the addition of new courses is well worth exploring. In the spring 2007 semester, Mass Media, Politics, and Public Relations was offered as a Special Topics course. Enrollment was quite good. In the fall, another new course, Contemporary Issues in American Politics will be offered for the first time.

Recommendation

- The faculty should consider rotating the availability of elective courses. All Political Science electives are taught at least once per academic year. However, as there is typically only one section of a particular course offered each semester there is some concern that the time is not often convenient for students.

Administrative Response

- Enrollment potential needs to be considered when scheduling courses. It is challenging for programs with relatively small numbers of majors/graduates to offer electives at times that will work for all students when it is only feasible to offer one section each semester or once a year. It is recommended that for classes offered in both major entry points time, slots should alternate between day and evening. Similar patterning is recommended for classes offered during only one of the major entry points. Another option would be for some of the electives to be offered online in alternating semesters.

Recommendation

- The faculty should occasionally offer some 2000-level courses during the summer semester.

Administrative Response

- Adding at least one 2000-level course to the summer course offerings is an excellent idea. This strategy would also address the concern discussed in the previous recommendation regarding offering students more scheduling alternatives for the elective courses.

Recommendation

- The department should pursue institutional memberships for both the American Political Science Association and the Oklahoma Political Science Association. Membership in both of the organizations would allow access to information related to furthering opportunities for program majors.

Administrative Response

- The requested memberships in the American Political Science Association and the Oklahoma Science Association have been submitted.

Recommendation

- The college is urged to consider re-allocation of classroom space for the Political Science program, including the establishment of dedicated space for seminars. The classrooms that are currently assigned to the department are spread throughout the college rather than being in a particular designated area. This is somewhat inconvenient for students.

Administrative Response

- We are currently beginning to plan for the remodeling of the Health Technology Center when the Health Professions faculty and staff move into their new facility in approximately 18 – 24 months. We do expect to gain some classroom space in addition to office space. While it would be ideal to have all Social Sciences classes in one area, it is doubtful that this is possible until we have a dedicated space for the division. Since space is at a premium and available space must be utilized to the maximum, the idea of a dedicated space for seminars is not practical. We currently have a small classroom which we share with another area that is physically an appropriate size for a seminar room and could be used for this purpose.

OKLAHOMA CITY COMMUNITY COLLEGE

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**OKLAHOMA CITY COMMUNITY COLLEGE
PROGRAM REVIEW SELF-STUDY
FY 2007**

POLITICAL SCIENCE

Introduction

Oklahoma City Community College offers an Associate in Arts Degree in the academic discipline of Political Science. Within this discipline there are two emphases: Political Science and Political Science/Pre-Law.

The Political Science program is intended to provide transferable courses and a degree plan that fulfills the lower division baccalaureate requirements for parallel programs at state receiving institutions.

The program curriculum is intended to provide a basic knowledge of the field of Political Science and to expose the student to several sub-fields on the discipline. All program graduates must complete the foundation course of Introduction to Political Science. Sub-fields currently included in the program are International Relations, Comparative Politics, Public Administration, State and Local Government, and Law. Transfer programs do not generally require classes in all of these sub-fields, but they do require a varying selection of nine to fifteen credit hours.

The Political Science program currently has five full-time faculty members. Each of the faculty members has at least a Masters Degree in either Political Science or Public Administration. The department also utilizes some adjunct faculty. The number of adjunct faculty varies from semester to semester, dependant upon the number of course sections offered. All adjunct faculty members must meet at least the minimum criteria required of full-time faculty. However, the degree of dependence on adjunct faculty is a continuing concern to the department. Access by students to adjunct faculty, issues of commitment to program and institutional goals, course rigor, and student retention are the basis of some of this concern. Currently, approximately fifty percent of all sections of the basic American Federal Government course are taught by adjuncts. This has been reduced from approximately sixty-nine percent in FY2002 as two full-time faculty have been added.

The program curriculum is offered in a variety of teaching formats in an effort to provide students with several options. American Federal Government (POLSC 1113) is offered every semester. Classes in each of the sub-fields, however, are currently offered only once per academic year. Upper level classes are taught almost exclusively by full-time faculty. An experienced adjunct may teach an upper level course if that adjunct has a unique qualification, or if full-time faculty may be precluded due to scheduling conflicts. No 2000 level classes are, or have been, offered during the summer session. This is of some concern to faculty and is currently under consideration.

Curriculum Pattern

To award associate degrees and certificates, an institution must adhere to the minimum requirements for an associate in art or science degree program as defined in section I.B. of the “Policy Statement on Undergraduate Degree Requirements and Articulation”.

CURRICULUM COURSE LISTING – Political Science/Pre-Law

Major Courses (12 Credit Hours)

Political Science 2613: Introduction to Political Science

Political Science Electives: (9 Credit Hours)

General Education Courses (37 Credit Hours)

English 1113 – English Composition

English 1213 – Composition and Literature

History 1483 – American History to the Civil War

History 1493 – American History from Civil War to Present

Political Science 1113 – American Federal Government

Science – 3-4 credit hours Biological Science

3-4 credit hours Physical Science

(One of the science courses must include a lab component)

Humanities – 6 Credit Hours

Mathematics – Math 1503 or Math 1513 or Math 2013

Geography – World Regional Geography

Economics – Principles of Macroeconomics

Support Courses (11 Credit Hours)

Electives – 11 Credit Hours Approved Electives

(Approved Electives include any course in the following areas: Accounting; Banking and Finance; Business; Computer Science; Journalism and Broadcasting; Economics; History; Psychology or Sociology)

Total Credit Hours: 60

An Associate in Arts degree in Political Science/Pre-Law at Oklahoma City Community College fulfills the lower division requirements for parallel programs at all four-year colleges and universities in Oklahoma.

Purpose of the Program Evaluation

Research and evaluation must be conducted on a continuing, systematic basis as an integral part of each program. All aspects of each program must be evaluated and the results used to improve services to students.

Assessment Report

STUDENT LEARNING OUTCOMES - FY 2006

Submitted by: Professor Dana K. Glencross, Faculty Assessment Representative

Assisted by: John C. Hughes, Sr., Ph.D.

Professor Rick Vollmer

Professor R. A. Hopkins

Professor Markus Smith

All programs at Oklahoma City Community College must provide a plan to assess student learning outcomes and program outputs. The outcomes/outputs for the Political Science program are listed below:

Student Learning Outcomes: Report Year 2006

- 1) Political Science graduates will demonstrate an understanding of the principles, structure, processes, and functions of the U.S. federal government.
- 2) Political Science graduates will demonstrate an understanding of how government affects individuals in a society and how internal and external factors affect the government.
- 3) Political Science graduates will demonstrate a broad understanding of the overall discipline of Political Science and its major subfields
- 4) Political Science graduates will demonstrate knowledge of government on the local, state, national, and international levels.

Program Outputs: Report Year 2006

Transfer success for Political Science majors graduating in FY06.

PART I—MEASURES AND CRITERIA FOR SUCCESS

The identified student learning outcomes and program outputs for Political Science graduates will be evaluated using the measures and criteria for success identified below:

A. STUDENT OUTCOMES / DIRECT MEASURES

Outcome 1. Political Science graduates will demonstrate an understanding of the principles, structure, processes, and functions of the U.S. federal government.

Measure and Criteria for Success

In order to complete the Political Science program's portfolio process the student will submit an item from among the following:

- A letter to a current state or federal officeholder espousing a clear position and a defense of that position on an issue of importance.
- Research papers completed as required course work in a Political Science class, which received no less than a grade of B on a standard grading scale.
- A written brief prepared for course work in a law class.
- A lecture, including an annotated bibliography, prepared by a student under the guidance, supervision and evaluation of a faculty member.
- An annotated bibliography of works compiled on a Political Science issue.
- A PowerPoint or web-based project compiled on a Political Science issue, to include a bibliography.
- A legislative analysis or proposal.
- A written assignment analyzing a fiscal policy dilemma.
- A written assignment comparing and contrasting an aspect of American federal government with that of a foreign nation-state.
- A book review of a current, substantive work in the field of Political Science.

In FY06, 55% of graduates' portfolios will be rated "Satisfactory" by all full time faculty members in Political Science.

Outcome 2. Political Science graduates will demonstrate an understanding of how government affects individuals in a society and how internal and external factors affect government.

Measure and Criteria for Success

In order to complete the Political Science program's portfolio process the student will submit an item from among the following:

- A written brief prepared for course work in a law class.
- A written assignment addressing a situational analysis completed as required course work in a class.

- A courtroom observation of no less than 2-hour's duration, which identifies the parties to the case, the judge, and court observed, the nature of the dispute, and an evaluation of legal procedures and principles learned.
- A lecture, including an annotated bibliography, prepared by the student under the guidance, supervision, and evaluation of a faculty member.
- Written work completed in the course of a grant application, relevant to the field of Political Science.
- An Internet assignment involving government websites.
- A written assignment analyzing an international policy or dilemma, including United Nations resolutions.
- A written assignment analyzing a fiscal policy dilemma.
- A book review of a current, substantive work in the field of Political Science.
- Evidentiary materials compiled in the completion of an internship (paid or unpaid), campaign volunteer work, or volunteer activities for a not-for-profit institution, to include a brief summary of Political Science concepts learned or employed in the work and a signed statement from an immediate supervisor attesting to the nature of responsibilities and performance. This summary should be no less than three pages and the activities should constitute no less than twenty-five hours of fieldwork.

In FY06, 55% of graduates' portfolios will be rated "Satisfactory" by all full time faculty members in Political Science.

Outcome 3. Political Science graduates will demonstrate a broad understanding of the overall discipline of Political Science and its major subfields.

Measure and Criteria for Success

In order to complete the Political Science program's portfolio process the student will submit an item from among the following:

- Research papers completed as required course work in a Political Science class, which received no less than a grade of B on a standard grading scale.
- A written assignment addressing a situational analysis completed as required course work in a class.
- A lecture, including an annotated bibliography, prepared by a student under the guidance, supervision, and evaluation of a faculty member.

- A PowerPoint or web-based project compiled on a Political Science issue, to include a bibliography.
- Synthesized, annotated research materials compiled on a subject located in the materials of the University of Oklahoma's Carl Albert Congressional Research Center or a local law library.
- A written assignment analyzing an international policy or dilemma, including United Nations resolutions.
- A written assignment analyzing a global issue.
- A written assignment analyzing a fiscal policy dilemma.
- A written assignment comparing and contrasting an aspect of American federal government with that of a foreign nation-state.
- A book review of a current, substantive work in the field of Political Science.
- Any original project completed for fulfillment of the requirements of a 2000 level Political Science class.

In FY06, 55% of graduates' portfolios will be rated "Satisfactory" by all full time faculty members in Political Science.

Outcome 4. Political Science graduates will demonstrate knowledge of government on the local, state, national, and international levels.

Measure and Criteria for Success

In order to complete the Political Science program's portfolio process the student will submit an item from among the following:

- Research papers completed as required course work in a Political Science class, which received no less than a grade of B on a standard grading scale.
- A written assignment addressing a situational analysis completed as required course work in a class.
- A lecture, including an annotated bibliography, prepared by a student under the guidance, supervision, and evaluation of a faculty member.
- An annotated bibliography of works compiled on a Political Science issue.
- A PowerPoint or web-based project compiled on a Political Science issue,

to include a bibliography.

- An Internet assignment involving government websites.
- A written assignment analyzing an international policy or dilemma, including United Nations resolutions.
- A legislative analysis or proposal.
- A written assignment analyzing a global issue.
- A written assignment analyzing a fiscal policy dilemma.
- A written assignment comparing and contrasting an aspect of American federal government with that of a foreign nation-state.
- A book review of a current, substantive work in the field of Political Science.
- Any original project completed for fulfillment of the requirements of a 2000 level Political Science class.

In FY06, 55% of graduates' portfolios will be rated "Satisfactory" by all full time faculty members in Political Science.

B. PROGRAM OUTPUTS

Output 1. Political Science graduates, who choose to do so, will transfer successfully into a four-year program.

Measure and Criteria for Success

In FY06, 60% of Political Science graduates, who choose to do so, will transfer successfully to a four-year program.

PART II--EVALUATION AND RESULTS

Outcome 1: Political Science graduates will demonstrate an understanding of the principles, structure, processes, and functions of the U.S. federal government.

Measure and Criteria for Success

More than 55 percent of program majors met this outcome as demonstrated by student portfolio rating of "Satisfactory" by all full time faculty members in Political Science.

Outcome 2: Political Science graduates will demonstrate an understanding

of how government affects individuals in a society and how internal and external factors affect government.

Measure and Criteria for Success

More than 55 percent of program majors met this outcome as demonstrated by student portfolio rating of "Satisfactory" by all full time faculty members in Political Science.

Outcome 3: Political Science graduates will demonstrate a broad understanding of the overall discipline of Political Science and its major subfields.

Measure and Criteria for Success

More than 55 percent of program majors met this outcome as demonstrated by student portfolio rating of "Satisfactory" by all full time faculty members in Political Science.

Outcome 4: Political Science graduates will demonstrate knowledge of government on the local, state, national, and international levels.

Measure and Criteria for Success-

More than 55 percent of program majors met this outcome as demonstrated by student portfolio rating of "Satisfactory" by all full time faculty members in Political Science.

Summary of the Conclusions from the Above Measurements:

Outcome 1 is designed to assist faculty in measuring student success in the foundation course for entry and success in this major and the likelihood of success in additional program course work. The measurement in Outcome 2 enables preparation of students for a multitude of prospective government occupations, possible experiences in not-for-profit settings, and with external business relations to government situations. Program faculty believe the success ratios measured by Outcomes 3 & 4 enable majors to demonstrate success at many levels of government and in many of the program's fields. This leads to better overall success in the program's 2000 level coursework, the ability to succeed at transferring institutions in this major, and ultimately, increased likelihood of employability.

Output 1: Political Science graduates, who choose to do so, will transfer successfully into a four-year program.

Measure and Criteria for Success

In FY06, 55% of Political Science graduates, who choose to do so, will transfer successfully to a four-year program.

Due to the program's inability to obtain statistical information from a State of Oklahoma source regarding program graduates, the Political Science faculty is unable to assess accurately the success of this measure. However, anecdotal information suggests this outcome was successfully met. The anecdotal information provided by the college states that on the survey of graduates of

OCCC, five of the ten program graduates responding were successfully enrolled in college. Two graduates provided a grade point average, but this is not a valid mean of measurement.

PART III--RECOMMENDATIONS

General Recommendations:

In 2005, the Political Science program faculty submitted three requests to the College's Curriculum Committee that recommended:

- 1) adding a minimum writing competency requirement for POLSC 1113--American Federal Government, to improve student success in this required course;
- 2) establishing a prerequisite of POLSC 1113 or Permission of the Instructor for all 2000 level Political Science courses; and
- 3) establishing a minimum writing competency of successful completion of ENGL 1113--English Composition for all 2000 level Political Science classes.

These three recommendations were approved and adopted by the College's Curriculum Committee. Implementation of this requirement began in the Summer semester, 2006. Although too early to quantify specific results, the Political Science program faculty believes that these three improvements to the writing skills of students enrolling in political science classes have enhanced overall student success in completing requirements of courses offered in the program and in the successful completion of the portfolios submitted for program assessment purposes.

In the Fall semester of 2006, program faculty adopted an evaluative rubric (see Appendix A) for the assessment of portfolios submitted for program assessment purposes. The Political Science faculty believes this addressed a need for incorporating greater clarity and consistency in the measurement of Student Learning Outcomes. At present, each of the full-time Political Science faculty is able to read and rate every portfolio submitted; however, at some future date this may need to be reviewed and/or revised to accommodate increased numbers of portfolios being submitted for assessment purposes.

Student Learning Outcomes:

Based on three years of use, the Political Science program's portfolio assessment plan has produced mixed results. On the one hand, the assessment results obtained have met or exceeded expectations. On the other hand, greater participation by program majors would be highly desirable. The original plan anticipated that the program's majors would be REQUIRED to submit the portfolios; however, that has been disallowed as a condition of graduation. The program faculty is discussing other alternatives to increase portfolio submissions. For FY06, the Political Science faculty will expect 55% of graduates' portfolios to be rated "Satisfactory" for the Student Learning Outcomes assessed.

Program Outputs:

This aspect of the Student Learning Outcomes Assessment has been somewhat less than successful. The original plan anticipated that statistical information regarding the transfer success of program graduates would be readily available either from the College's own research resources or from an external source such as the OSRHE. In fact, neither source has obtained or made available to Political Science faculty the anticipated statistical information. Therefore, only anecdotal evidence is available for assessment at this time.

The program faculty is unaware of any student who has been unsuccessful in transferring to a four-year program following their graduation from the College. Empirical evidence of student success in transferring to four-year programs would be highly desirable. The program faculty is discussing alternative means of obtaining this information. For FY06, the Political Science program faculty will expect 55% of graduates who choose to do so to transfer successfully to a four-year program.

^aProfessor Markus Smith was not a full time faculty member during the FY06 assessment period but did participate in preparing this report.

Mission

Oklahoma City Community College provides the people of Oklahoma and our community with broad access to certificates of mastery, associate degrees, community education, and cultural programs of exceptional quality, empowering our students to achieve their educational goals and our community to thrive in an increasingly global society.

The mission of the Political Science program is to facilitate student learning about the historical and political systems of the United States and the world by providing program courses to students who are completing general education requirements or electives for other programs. Additionally, the program will provide program curricula, academic advisement, and career information to prepare program graduates to succeed in parallel programs at four-year institutions and to transfer degree credits into such programs.

Vision

OCCC aspires to be one of the most significant community colleges in the nation – known for the amazing success of our students and for our prominent role in creating our community's future.

The Political Science program strives to be recognized as the premier community college program of its type in the state of Oklahoma.

Values

OCCC strives to achieve its mission and ENDS and fulfill its vision by operation in a culture that is committed to:

<i>Innovation:</i>	<i>Creative and forward-thinking</i>
<i>Integrity:</i>	<i>Honest, ethical, and respectful to all</i>
<i>Diversity:</i>	<i>Embrace and appreciate the value of differences</i>
<i>Stewardship:</i>	<i>Wise and efficient use of resources</i>
<i>Accountability:</i>	<i>Data-driven evidence of mission accomplishment</i>

Ends

Access – Our Community has broad and equitable access to a valuable college education.

Student Preparation – Our students are prepared to succeed in college.

Student Success – Our students achieve their individual educational aspirations.

Graduate Success – Our students succeed at four-year institutions and/or in their careers.

Community Development – Our community is enriched economically and socially by our educational and cultural programs.

Meeting Expectations – Values and Ends

The Political Science program adheres to the stated values of Oklahoma City Community College and meets expectations (Ends) by:

- Meeting our student’s expectations.

The results of the FY 2005 Graduate Survey concerning the Political Science program were quite positive. Of the students responding, 80% were continuing their studies at a four-year institution and 75% were employed on a full-time basis. 100% of the respondents stated that they would recommend OCCC to another person. Additionally, when responding to the statement that “Education improved perspective of other cultures, our graduates averaged a score of 3.25 on a scale of 1 to 4. When asked if they were “Overall satisfied” with their experience at OCCC, our graduates averaged a score of 4.60 on a scale of 1 to 5.

- Producing graduates and former students who are successful on transferring.

Success of students and former students within the program is assessed mainly through contact with students after they leave the program and with faculty colleagues at receiving institutions. Program faculty advise students and graduates

about transfer opportunities and encourage transfer to baccalaureate programs. In addition, the Office of Institutional Effectiveness administers surveys to program graduates. Many students transfer to university before completing a degree at OCCC. As a result, the number of program graduates has been small, and the return rate of the surveys minimal. However, program majors have been quite successful after leaving OCCC and continuing their studies elsewhere. The responses that have been received are very positive about the program.

- Adhering to curriculum that is relevant to the curricular requirements at transfer institutions and in line with student interests and abilities.

Through review of the Graduate Surveys, the program does get some feedback from students transferring to other institutions regarding how well the program prepares them for continuing their education. Data seems to indicate that our program curriculum is supportive of curricular requirements at transfer institutions. In addition, the program faculty engages in periodic review of Political Science programs at other state colleges and universities. There has been participation on the Oklahoma State Curriculum Transfer Committee. This has helped to keep program faculty informed about what other institutions are doing or are planning to do with their particular curriculum.

- Maintaining methods to evaluate courses and faculty by students, administrators, and departmental personnel.

Faculty appraisals are conducted annually. Both faculty self-evaluations and the results of student SIIs are considered during the evaluation process. Additionally, Graduate Surveys are used to help evaluate the program, courses, and faculty. The department has recently utilized a standardized course syllabus checklist in order to ensure that specific objectives are being met in all POLSC 1113 sections.

- Maintaining that the division is staffed, administered, and supplied to provide for the development of competent students.

Five full-time faculty members currently staff the Political Science program. All of the full-time faculty hold at least a Masters Degree in Political Science or a Masters Degree in Public Administration. In addition to teaching responsibilities, full-time faculty serve as advisors for program majors and provide enrollment advice and information about transfer requirements.

The program additionally utilizes a significant number of qualified adjunct faculty. All adjunct faculty are required to have at least a Masters Degree in either Political Science or Public Administration and at least eighteen graduate hours in the discipline. The backgrounds and work experiences of the adjuncts are varied and include both education and related applied fields. Adjunct faculty are selected on the basis of education and teaching experience. The Department Chair reviews

applications and conducts interviews. Adjunct faculty attend orientations at the beginning of each semester. An Adjunct Faculty Handbook is provided as a basic reference.

Staff support is provided through the Social Sciences Division Office. One Division Secretary and one Division Assistant provide support services to all Social Sciences faculty and programs.

General supplies for the program are provided primarily through the Division of Social Sciences. The division stocks general supplies needed by faculty for both classroom and office use. Supplies are purchased at the college bookstore utilizing the Division budget. Provision of supplies is generally adequate. Equipment for the program, including multimedia and computer support, is provided through a general institutional budget. Several offices on campus maintain and support this equipment.

- Utilizing current, appropriate, useful, and sufficiently comprehensive instructional media and materials.

Students in the Political Science program have access to a variety of information. The OCCC library has numerous subscriptions to online journal article databases and provides a vast collection of electronic books for research. Additionally, the library continues to build its collection of monographs, videos, and other resources. Most of the online resources are now available to off-campus students as well as those using computers on campus. Library resources support the Political Science program.

A complete assessment of the circulating book collection related to Political Science was completed in 2004. Out-of-date texts were withdrawn and where appropriate were replaced with newer works. Currently there are approximately 4,200 items in the circulating collection that are classified as Law, Government or Political Science. This is an increase of 1,900 titles (+89%) since the 2001 program review. Approximately 700 of those titles were published in the past five years. Other related areas of interest to Political Science students are History and Geography. New titles are added throughout the year. Despite this excellent collection, usage of these materials is low.

A study of the audio-visual area was completed in 2006. A large number of Political Science items were withdrawn due to poor condition, obsolete technology or low usage (items that had not been used in at least ten years were considered for withdrawal). Audio-visual items are only purchased at the request of faculty members. The Political Science faculty have made no purchase requests (book or audiovisual) other than Best Seller type items to the Social Sciences liaison since the last program review in 2001. Therefore, the total number of audiovisual materials has dropped since 2001, from 154 to 132.

The reference area was evaluated in 2005, with a substantial number of items being withdrawn that were out-of-date. Because a large number of these were directory

type information that is freely available online (and more accurate online) they were not replaced. A change in the library's philosophy of adding materials to the reference area also resulted in a number of items being transferred to the circulating collection. There are currently 468 reference items in the Political Science area, compared to 523 in 2001.

The Library continues to subscribe to a number of magazines and journals in print that support the Political Science curriculum (a list of titles is below). Usage of paper periodical resources continues to decline in favor of electronic resources. Currently the library has access to over 250 magazine and journal titles electronically that are directly related to Political Science, Law and Government. This number does not include the large number of online newspapers with full-text access, or news-type magazines (such as Time or Newsweek).

Another database, CQResearcher Plus Archive, was recently added to the Library's online resources. The library's Social Sciences liaison learned of a new writing requirement for students in the American Federal Government class (POLSC 1113). To facilitate student access to quality resources for this requirement, the librarian demonstrated the CQResearcher Plus Archive database to Political Science faculty who responded positively. The database was purchased in April 2006. At this point, usage of the database has been very low. If usage of the database does not increase, it is likely that the database will be considered for cancellation in the next budget year.

The value of excellent research collections, whether online or in print, depends upon student awareness and familiarity. Experience shows that students are not aware of resources available, but instead are "looking around on the Internet" with often very limited success.

Nationwide there are very effective collaborations between Social Science faculty and librarians to help students with research, improving their skills in identifying good information sources and thinking critically about them. Library resources, whether online or in other formats, are core sources of information. More effort needs to be made to instruct students on the use of these resources.

Current Library Journal Subscriptions

American City and County
American Politics Quarterly
Foreign Affairs
Foreign Policy
Foreign Policy Bulletin
Middle East Journal
Policy Studies Journal
Policy Studies Review
Preview of the United States Supreme Court
Progressive

Public Administration Review
Spectrum: The Journal of State Government
World Politics
American Politics Research
Congressional Digest
Congressional Quarterly Weekly Report
Public Administration Review
CQ Researcher
Governing
UN Chronicle
Journal of Peace Education
American Journal of Political Science
Comparative Politics
Journal of Politics
Perspectives on Political Science
Political Research Quarterly
Dissent
Annals of the American Academy of Political and Social Science
Political Science Quarterly

If specific resources are not available in the Library or online, students have more choices than ever. The traditional option is the interlibrary loan service. Additionally, with the OK-SHARE program students now have privileges at other Oklahoma academic libraries. At OCCC librarians make every effort to borrow or acquire whatever students need for success in their course work.

In general, the Library has improved greatly since the 2001 evaluation. There has been a complete reworking of Library web pages and a considerable increase in the number of online resources provided. A Research Paper Help web page for students has been created. All online materials are available 24 hours a day / 7 days a week to students. The physical facility is open 84.5 hours a week. Progress has been made in providing user authentication so that any member of the OCCC community will be able to use all of the Library's online resources, from off-campus as well as on-campus. Library student computers increased from 41 to 74 seats. Library computers now include a 32-seat area arranged in classroom style with projector and large screen, used for hands on research instruction. This area is open for student use when not occupied by a class. And finally, wireless access is now available throughout the Library and on most of campus in general.

- Providing adequate resources and adequate and appropriate faculty whose qualifications (including educational background, related experience, and service contributions related to the program) support the objectives and curriculum of the program.

The Political Science program currently has five full-time faculty members. Four of the full-time faculty members have at least a Masters Degree in Political Science, one

has a Masters Degree in Public Administration, and one has a Ph.D. All of the full-time faculty have completed at least eighteen hours of graduate study in either the field of Political Science or one of the major subfields. In addition to teaching responsibilities, full-time faculty serve as advisors to program majors, providing enrollment advice and current information on transfer requirements. Each full-time faculty member maintains ten office hours per week for student consultation and is often available at other times on campus. In addition, faculty members can be reached by e-mail or voice mail. The faculty is active in college committees, the Faculty Association, and student organizations. The faculty is also active in professional organizations.

The Political Science program utilizes a significant number of qualified adjunct faculty. All adjuncts are required to have at least a masters degree in Political Science or Public Administration and at least eighteen hours in the discipline. The backgrounds and work experiences of the adjuncts are varied and include both education and applied fields. Adjunct faculty are required by college policy to maintain two office hours per week for student access for each three credit hours course taught. This is difficult to monitor due to the limited amount of dedicated space for adjunct offices and the work schedules that many adjuncts have.

Meets General Education Competencies

According to the Oklahoma City Community College 2006-2007 Catalog, “General Education at Oklahoma City Community College is an integral component of each student's experience. Every student receiving an Associate Degree (A. A. S., A. A., or A. S.) must complete at least one course from each of the following areas; including a general understanding of that area.”

- Human Heritage, Culture, Values, and Beliefs.

“An inquiry into the roots of civilization including the ideas and events that have shaped history is needed to understand the present. An understanding of any culture requires appreciation of its art and the interrelationships between ideas and culture. Human beings need an understanding of how values are formed, transmitted, and revised. It is also helpful for all individuals to identify the source of their own beliefs and to analyze the basis of their personal, moral, and ethical choices.”

The Political Science program emphasizes the understanding of the principles, structure, processes, development, and functions of the United States federal government (POLSC 1113); the processes of state and local government (POLSC 2113); and the assumption that government affects individuals in a society (all POLSC courses currently address this assumption). It is the intent of the Political Science program to not only prepare students for transfer to baccalaureate granting institutions upon their completion of the OCCC plan of study, but to additionally prepare students to become functional members of our society. As a result, emphasis on ethical behavior within the public sector, and the development of the societal

values that lead to the expectation of ethical behavior, is included in many of the courses within the program.

- Communication and Symbols.

“Human beings are cognitive creatures and as such the alphabet forms the basis for communication through reading and writing. The production of sounds forms the basis for communicating through speaking and listening. A second dimension of communication is through numerical symbols. Numbers are a universally accepted system of symbols.”

The Political Science program requires students to be able to read and write common English at an appropriate level. Students are also expected to comprehend written material at an appropriate level. Considerable time is spent in each section developing better communication skills. In the lecture sections students are required to listen, comprehend, question, and debate. Critical thinking skills are developed as a result. All of the courses in the program require the students to read a considerable amount of appropriate written material. Most of the courses utilize some sort of writing or participation requirement.

- Social, Political and Economic Institutions.

“Human beings develop and participate in social, political, and economic institutions.”

Political Science is the study of political behavior and political institutions within a given society. As such, there is considerable attention paid to societal behavior, public opinion, public participation, and societal interaction. The study of economic systems, and the relationship between politics and economics, is included in most introductory Political Science courses.

In addition, university parallel associate degree graduates must complete at least two courses from the following area indicating a general understanding of that area.

- Relationships in Nature and Science

“Human beings need an understanding and appreciation of both the facts and methods used in science.”

Political Science, while considered a “soft” science, does include a general study of scientific method. This is typically related to the topics of public opinion polling and political participation. A Political Science research methods course is not generally considered to be necessary at the community college level, and is not typically included in the curriculum. However, an introduction to the topic, and an emphasis

for follow-up later in the student's academic plan, is included in most of the program's 2000-level courses.

Meets Global Education Competencies

All Political Science courses contain both direct and indirect components that reflect global education competencies. An important and continuing aspect of the field of Political Science is the "interdependence" of ideas, concepts, theories, data, and relationships between political settings/situations in the United States and around the world. Introduction to Political Science (POLSC 2613), Introduction to International Relations (POLSC 2303), and Introduction to Comparative Politics (POLSC 2306) each specifically address this global education competency.

As stated in the Oklahoma City Community College 2006-2007 catalog, "People who like to deal with complex social and political issues may want to consider studying Political Science. Political Science students learn about government on the local, state, national, and international levels. They develop an understanding for how government affects individuals in a society and how other factors affect the government. After graduating, students have a working knowledge of the political nature of our world. They are prepared to continue their education at a four-year college or university. With a background in Political Science, people find career opportunities with government agencies, special interest groups, international corporations, the media, the diplomatic corps, and in law and education."

FY2002 Concerns, Recommendations, and Resolutions

In the FY2002 Political Science Program Review the following concerns were identified:

- "There is still strong concern within the program that there is no minimum writing competency requirement for the survey course. Program faculty believes this to be one factor in the large attrition rates for this class."

RESOLVED: A minimum writing competency requirement has recently been implemented.

- "While a minimum reading requirement exists for all Political Science courses, the college requirement is satisfied when students pass with a score that equates approximately to a grade 10 reading level. All texts used for Political Science are rated at a grade 13 or above. This is a concern which needs further research and study to determine its impact on student success rates."

RESOLVED: The minimum reading requirement applies to all courses. Faculty are aware of the situation. Faculty must keep this in mind as texts are reviewed and adopted.

- “The program faculty remain strongly committed to the principle that maximum class size should be reduced. Class size has been increased beyond the College’s stated class size limits because of increased numbers of students and lack of classrooms. Many sections of the required survey course now regularly reach 50 or more students. We view this as an important concern which fails to recognize the importance of smaller class settings to educational achievement.”

RESOLVED: Class size has been reduced to a maximum of 40 students. Exceptions to the maximum number of students enrolled in any section must be instigated by the Division Dean and approved by the faculty member teaching that particular section.

- “Attrition rates in the general survey course as well as in required electives are also a continuing concern. We believe this to be strongly related to at least three factors: large class size, the lack of a minimum writing requirement, and the impact of a required reading level which is below college level. There still have been no substantive efforts to address this overall concern or possible solutions.”

RESOLVED: As previously stated, class size has been reduced and a minimum writing requirement has been added. Faculty are optimistic that these changes will produce the desired outcome. However, these changes have just been implemented and it is too soon to determine whether they will have any affect on attrition rates. This issue should be monitored through the annual assessment process and re-evaluated in the next program review.

- “There are currently only 3 full-time program faculty. Two of the three faculty members receive release time for other contracted responsibilities and therefore have reduced teaching loads. As a result, the current ratio of classes taught by adjunct instructors has increased significantly.”

RESOLVED: There are currently five full-time Political Science faculty. One faculty position was added during the 2005-06 academic year. A second faculty position was added for the 2006-07 academic year. All faculty members currently maintain full-time teaching loads with no release time.

- “Classroom space is not available to accommodate the needs of a rapidly growing student population. The basic American Federal Government survey course is the foundation not only of the Political Science program but is also a General Education requirement for every student at the College. As such, program faculty are regularly assigned to teach the largest classes at the College. Additional classroom space of sufficient size and equipped for the integration of technology must be identified and made available as quickly as possible.”

RESOLVED: Classroom space is not a major concern at this time. The College has made significant improvement since the last program review. As new campus construction programs continue it is apparent that classroom space concerns are being

adequately addressed. Additionally, all of the classrooms that are currently being utilized by Political Science faculty are equipped with proper multimedia equipment.

- “In order to strengthen and improve the flexibility of the program, there is a need for a PS 2000 Special Topics course offering. This would allow the program to respond in a timely way to changes in the political environment which could be addressed by a special topics class and which would be beneficial to students. In addition, the program does not offer a course in Political Theory, one of the important sub fields of Political Science. There is a concern that our Program graduates may not be well prepared in this area which is a requirement for most four year programs.”

RESOLVED: One PS2000 Special Topics course (Politics, Mass Media, and Public Opinion) is planned for the Spring 2007 semester. A second PS2000 special topics course (Contemporary Issues in Political Science) is planned for the Fall 2007 semester. Other relevant courses, including Political Theory, are being considered and will be offered as necessary.

Program Strengths

- Student success.

The results of the latest Graduate Survey concerning the Political Science program were quite positive. Of the students responding:

80% were continuing their studies at a four-year institution.

75% were employed on a full-time basis.

100% stated that they would recommend OCCC.

When asked if they were “Overall satisfied” with their experience at OCCC, program graduates averaged a score of 4.60 on a scale of 1 to 5.

- Increased enrollment in online sections.

The full-time faculty and several adjuncts have realized the opportunity to grow the program through the availability of WebCT courses. As this new technology has been embraced by both faculty and students the department should be well prepared to meet future student demand.

- Outdated delivery methods are quickly disregarded.

The department is currently not offering any telecourses. While this method of course delivery was once considered to be an area of growth for the college, it has become somewhat outdated. As online courses have become more available many students have opted for that delivery method instead.

- Cooperation with transfer institutions.

The faculty strives to maintain good working relationships with area universities that tend to be the next destinations for our students. For example, the program has a working arrangement with the Oklahoma City University Law Library in order to assist our pre-law students with research relevant to our Introduction to Law course.

- Well-qualified faculty.

Two full-time faculty members have been hired since the last program review. Both have expressed interest in developing some relevant special topics courses. The addition of these new faculty members has helped with instructional quality control, course integrity, and has decreased some of the dependence on adjunct faculty.

Program Concerns

- Full-time to adjunct faculty ratio.
- Current course offerings.
- The availability of elective courses.
- The lack of sophomore-level courses available during the summer semester.
- The lack of internship opportunities for program majors.
- Classroom and seminar space.

Recommendations for Action

- The college is urged to consider the addition of one full-time Political Science faculty. This would reduce dependence on adjunct faculty as well as increase instructional consistency and quality control.
- The faculty should consider some modifications to the curriculum that is currently offered. The department should consider phasing out the Comparative Politics course. The information covered in that course overlaps somewhat with the International Relations course. The two courses could possibly be merged. This would allow for the addition of either a permanent Political Theory course or a permanent Contemporary Policy Issues course without increasing the number of credits required for graduation.
- The faculty should consider rotating the availability of elective courses. All Political Science electives are taught at least once per academic year. However, as there is typically only one section of a particular course offered each semester there is some concern that the time is not often convenient for students.

- The faculty should occasionally offer some 2000-level courses during the summer semester.
- The department should pursue institutional memberships for both the American Political Science Association and the Oklahoma Political Science Association. Membership in both of the organizations would allow access to information related to furthering opportunities for program majors.
- The college is urged to consider re-allocation of classroom space for the Political Science program, including the establishment of dedicated space for seminars. The classrooms that are currently assigned to the department are spread throughout the college rather than being in a particular designated area. This is somewhat inconvenient for students.

Institutional Requirements

1. Provide factual and accurate documentation which demonstrates acceptable standards of ethics in recruiting and advertising activities.

All materials provided to students are thoroughly reviewed by appropriate personnel to ensure they are factual and accurate. In addition, appropriate personnel review all recruiting and advertising activities to ensure they meet acceptable standards of ethics. College information is provided to students through traditional means such as class schedules, catalogs, student handbooks, Recruiters' Manual, and new student orientation as well as through the College web site.

2. Provide recruitment and admission policies and practices reflecting that the program is available to qualified applicants and that qualified applicants will be admitted regardless of sex, race, ethnic background, religious preference, disability or any disadvantage.

Recruitment practices and activities are planned and reviewed by appropriate personnel to ensure the institution's vision, mission, and ENDS are met. Every effort is made to ensure that all qualified prospective students are contacted and provided with opportunities to be informed about College programs, services and courses and are provided with the opportunity to apply for admission to the College.

Students entering Oklahoma City Community College as a Regular Degree-Seeking Student will meet the following admissions requirements:

- graduated from high school or earned a GED;
- completed the ACT, SAT or a similar acceptable battery of tests; and
- completed all high school curricular requirements.

Students who do not meet the above criteria may be admitted under one of seven Special Admission Categories outlined in the Catalog. All students who meet the above requirements or who fall into one of the special admissions categories are admitted without regard to sex, race, ethnic background, disability or disadvantage.

3. Provide documentation that an organized, coordinated program of guidance and counseling exists. The program should foster maximum development of individual potential by providing institution-wide assistance in the choices, decisions, and adjustments that individuals must make to move through a program.

Faculty from each program work very closely with the Advising and Career Services staff. Each student is encouraged to have an advisor from Advising and Career Services as well as a faculty advisor.

Degree sheets are available in the as well as in faculty advisors' offices. Students may also access degree requirements and complete an up-to-date degree audit online. Faculty advisors work closely with Advising and Career Services staff to minimize the number of hours unable to be counted when a student transfers to a four-year institution.

The general philosophy and objectives of Advising and Career Services include informational, relational and conceptual processing of educational planning and student goal achievement, including degree completion, articulation or personal development and apply to all students.

The functions of Advising and Career Services are stated in the College's Policies and Procedures Manuals and in the Catalog for the benefit of all students, faculty, and staff. Advising and Career Services objectives are also outlined in the above mentioned documents.

Advisors follow guidelines listed below in working with students. After admission to the College, a student is evaluated for placement. After the evaluation is complete, the student meets with a advisor to determine enrollment. Course selections are based on test scores, anticipated program and required courses, workload, possible transfer and past academic history. If the student expresses indecision over goals, especially for career or program choice, they explore them with a counselor in Advising and Career Services.

When a student indicates a desire to pursue a specific program, they are referred to the appropriate faculty advisor or program director. An individual strategy is built for each student, designating courses to be enrolled in for each semester.

Advisors in the office of Advising and Career Services are available to discuss career objectives and degree programs with each student. The staff of Advising and Career Services assists all students with educational planning, career decisions, and occupational choices. Further assistance is available in conjunction with the Discover Program and the other resources of the Career Counselor.

4. Provide documentation that reflects accurate and complete cumulative records of educational accomplishment including
 - a. the number of majors (head count and FTE) in the program for the past 3 years and projected for the next 2 years - there are currently 128 Political Science majors
 - b. the size of specialized classes, if any, identified as integral elements in the program during the last 3 years – None
 - c. instructional cost – Unknown
 - d. number of FTE faculty in specialized courses - None
 - e. success of transfer students based on GPA comparisons – Data unavailable
5. Provide documentation that a process exists to insure that cumulative records of educational accomplishment are securely and permanently maintained for every student, and transcripts are issued upon student request.

The Registrar's Office establishes an official record for each student admitted to the college. Cumulative academic records are maintained and archived in compliance with all federal and state requirements and in accordance with American Association of Collegiate Registrars and Admissions Officers (AACRAO) recommendations.

The College complies with the Federal Rights to Privacy Act of 1974, as amended, regarding record integrity, security, access, and the release of Directory Information. Transcripts are issued directly to the student upon request and at no charge.

6. Provide evidence that a formalized and effective process to address student complaints is in place and available to students.

The Student Handbook describes the student grievance procedure. The Student Handbook is published annually so that changes can be made to stay current with all state and federal policies and rules.

Also students may at any time submit questions or complaints in boxes located across campus. The Office of the Vice President for Enrollment and Student Services collects the input from these boxes and addresses the student's question or complaint. The results are given to the student,

reviewed by The Leadership Council, published on a public bulletin board in the Main Building of campus, and published in the Student Services Annual Report.

Appendix A.

Rubric for Assessing Political Science Portfolios

Portfolio #: _____ Reviewer: _____ Year: _____

<u>Outcome Measured</u>	Novice (=F)	Apprentice (=C)	Proficient (=B)	Distinguished (=A)
Demonstrated understanding of the principles, structure, processes, and functions of the U.S. federal government	Demonstrates limited awareness of the principles, structure, processes and functions of the U.S. federal government.	Expresses awareness of the principles, structure, processes and functions of the U.S. federal government.	Applies some awareness of the principles, structure, processes and functions of the U.S. federal government.	Takes applied knowledge of most of the principles, structures, processes and functions of the U.S. federal government and creates self-initiated examples.
Demonstrated understanding of how government affects individuals in a society and how internal and external factors affect government	Demonstrates limited understanding of how government affects individuals in a society and how internal and external factors affect government.	Demonstrates adequate or average understanding of how government affects individuals in a society and how internal and external factors affect government.	Applies a good understanding of how government affects individuals in a society and is able to specifically demonstrate how internal and external factors affect government.	Not only possesses a keen understanding of how government affects individuals in a society but is able to create self-initiated examples of how internal and external factors affect government.

Demonstrated broad understanding of the discipline of political science and its major subfields	Demonstrates limited awareness of the fundamental discipline of political science and its major subfields	Expresses awareness of the fundamental discipline of political science and its major subfields but they appear not to be applied.	Applies a fundamental understanding to the overall discipline of political science well, including its major subfields, and demonstrates application.	Takes applied knowledge of most of the fundamental discipline of political science and its subfields and creates self-initiated examples.
Demonstrated knowledge of government on the local, state, national, and international levels	Demonstrates limited knowledge of government on the local, state, national, and international levels	Expresses good knowledge of government on the local, state, national, and international levels	Applies a fundamental understanding of government on the local, state, national and international levels	Takes an applied understanding of government on the local, state, national and international levels and creates self-initiated examples.
<u>Additional Measures</u>	Novice (=F)	Apprentice (=C)	Proficient (=B)	Distinguished (=A)
Application of Political Theory	Does not apply political theory, or there is a limited, unclear connection of theory to a government system.	Expresses some connection between political theory and a government system.	Develops perspective based on both political theory and a government system.	Takes own perspective based on political theory and applies it beyond the curriculum.
Writing Ability	Demonstrates limited written abilities and possibly demonstrates grammatical errors.	Expresses an average ability to communicate ideas and concepts in writing.	The ability to write is well developed with few grammatical errors although the overall communication of ideas may	Written work is grammatically accurate and evidences a high level of ability to communicate ideas effectively.

			lack conciseness or clarity.	
Critical Thinking	Accepts things at face value, as if all opinion were created equal. Opinions are stated without argument.	Begins to ask questions and tries to see different perspectives.	Begins to argue for conclusions based on evidence. Arguments are concrete.	Expresses abstract level of reasoning: requires objective evidence, demonstrates awareness of different perspectives, weighs evidence to successfully argue to a conclusion/opinion.

- Portfolios should receive a composite grade of “B “or better in all areas of measurement to “pass.”

Composite Score Assessed: _____