

Assessment and Continuous Quality Improvement Form

Date Submitted	08/05/2019
Date (user input)	08/05/2019
Names (who is reporting SII-PDCA)	David Fuentes, Jeremy Hughes, Hope Lemons, Leslie Williams, Jennette Munn
Department/Office/Committee	Admissions
Entity	COP
Subject of Assessment Examples: Course (number), Committee (name), Event (name), Process (name), Curriculum (program name), Initiative (name), Plan (name), Project (name), Performance / Presentation / Paper / Poster (name), Past SII-PDCA (name/date), Other (describe)	Visitation Day on 7/20/19
Instrument Used or Type of Data Collected Copy	Program outcome data (e.g., licensing examinations, PCOA, event attendance, scholarly productivity), Peer review
Assessment Name, Date, Who Was Assessed, Description of Assessments:	Event Review conducted on 7/22/19 by Hope, Leslie, Jeremy, Jennette, and Laurleen *Student Ambassadors are asked their feedback on the day. *Participating faculty and staff are also asked for their feedback.

<p>Strengths <i>And why are these strengths? How can you leverage these strengths?</i></p>	<p>*Got feedback that attendees really liked the Ambassador section. *Hope makes her part of the presentation fun and informative. *Great Turn out. *Attendees loved the food selection, they went through everything. *Putting Visitation Day signs across the street was a great idea. *Propping doors open was a great idea</p>
<p>Insights <i>What did you learn? What surprised you?</i></p>	<p>*Some attendees went across the street because of all the cars (they had MCAT prep going on). *Have the ambassadors lead attendees to open seats. *Putting folders on the table didn't work like we planned *Folks show up late so we should have someone at the front door the whole time. *What was going on with the alarm going off?</p>
<p>Areas for Improvement <i>What problems did you experience?</i> <i>What are the root causes of this problem?</i> <i>What are your assumptions?</i></p>	<p>*More/Noticeable signage. Add A-Frame sign *Smaller groups in the tours. Staggering? *Add Bio breaks *More marketing that is targeted (preceptors)</p>

<p>Plan: <i>What change is needed?</i> <i>What literature addresses this problem?</i></p>	<ul style="list-style-type: none"> *Submit a project request for A-Frame signs *Have ambassadors give out folders when they lead attendees to seats *Add time at front of event to give more time for tour staggering *Wrap up event b4 tours to allow for those that need to leave *Send flyers to preceptors
<p>Do: <i>What concrete steps will be taken? Is a pilot needed? Who will be impacted? Who needs to buy-in? Who should you communicate with? Who is responsible for doing what?</i></p>	<ul style="list-style-type: none"> *Hope will add Preceptors to the flyer distribution list *Hope will make a project request with Marketing to make some A-Frame Signs *The next visitation day will start earlier, Hope will make the changes to the flyers and event invites *Ambassadors will be informed on the folders and leading attendees to seats in the morning of the next visitation day. *Event staff will make sure the event is wrapped up before the tours.
<p>Check: <i>What data will you collect and analyze to assess? Who will do the work? When will this be done?</i> Adjust: Any changes implicated by assessment can be added to the original report or completed in a new SII-PDCA form</p>	<ul style="list-style-type: none"> *Staff participants will be asked to give feedback on the event. *Admissions team will discuss it at their team meeting the week after the event. *Jennette will enter items into the SII—PDCA form during/after the admissions team meeting.

Additional Comments	None
Report must be conveyed to (Admin/ Faculty or Chair /Committee) Please specify:	Miriam Ansong and the Assessment Committee
ACPE:	16.2, 16.5
COCA:	N/A
WSCUC:	3.4, 3.5