

**Pilot Project Report Template Reference Guide**  
**Quality Enhancement Plan**  
**Vernon College**

**Engagement Assessment Template - Determine Expectations**

| <b>Student Learning Outcome (Objectives)*</b>   | <b>Unit (Objectives, Actions)*</b>  | <b>Strategy (Actions, Resources)*</b>   | <b>Measure (Assessment Method/Date)*</b>   | <b>Data (Assessment Method/Date, Assessment Data/Evidence)*</b>  |
|---|---|---|--|--|
| <p>To be determined by project (competencies from course syllabi) or developed by VConnected Team member for Student Support Service projects</p> | <ul style="list-style-type: none"> <li>• Courses</li> <li>• Programs</li> <li>• Services</li> <li>• Internships</li> <li>• Community service projects</li> <li>• Extracurricular activities</li> <li>• Work experiences</li> <li>• Independent studies</li> </ul> | <ul style="list-style-type: none"> <li>• Inventories</li> <li>• Tests</li> <li>• In-class writing samples</li> <li>• In-class analysis of a problem</li> <li>• In-class collaborative project</li> <li>• Portfolio</li> <li>• Performance</li> <li>• Simulation</li> <li>• Focus group</li> <li>• Pre- and Post-Tests of Course Content Objectives</li> <li>• Pre- and Post-Tests of Informal Engagement Survey</li> <li>• Comparison study</li> <li>• Survey</li> <li>• Instructor Self-Evaluation</li> <li>• Course Feedback Form</li> <li>• CCSSE scores</li> <li>• Technical data report</li> </ul> | <ul style="list-style-type: none"> <li>• Numerical score on exams</li> <li>• Holistic score on ability to solve a problem</li> <li>• Mastery-level score on culminating project</li> <li>• Mastery-level score on writing samples</li> <li>• Increase in satisfaction levels on surveys</li> </ul> | <ul style="list-style-type: none"> <li>• Standardized tests</li> <li>• Locally designed tests</li> <li>• In-class writing exercise</li> <li>• In-class case study</li> <li>• Portfolio</li> <li>• Performance</li> </ul> |

**Short Narrative: (Reflection--how do you intend to use data for results?)**  
 (Results, Use of Results for Improvement, Feasibility-College-wide Integration)\*

\*Notations in blue indicate corresponding section(s) of the Pilot Project Report Template.