Expected Outcome 1: Application—Document Design
Applies best practices and uses standard tools (e.g., InDesign, Adobe Acrobat Pro, Word) to the following component of print and/or online document production.

Assessment Method 1: Portfolio Review

Assessment Method Description
In 2014, the two primary members of each MTPC portfolio committee independently rated the portfolio submitted by the one GCTC student who earned a certificate that in the 2013-2014 year. The portfolio was rated on each outcome according to a 4-point scale, with the following results:

- 0 “not acceptable”
- 1 “acceptable”
- 0 “good”
- 0 “excellent”

Findings
One portfolio was rated. The mean rating was 2.0. The portfolio was rated acceptable. This is a drop from the previous two years’ ratings of 3.0 (2011-2012) and 4.0 (2012-2013).

How did you use findings for improvement?
The graduate studies committee recommends improvement by discussing the need to complete portfolio revisions in our document design course and in students’ graduate committee meetings. The committee recommends that the MTPC faculty examine ways to more formally mentor students through the GCTC portfolio process.

Additional Comments
Expected Outcome 2: Application—Editing
Appplies best practices and uses standard tools (e.g., InDesign, Adobe Acrobat Pro, Word) to the following components of print and/or online document production.

Assessment Method 1: Portfolio Review

Assessment Method Description
In 2014, the two primary members of each MTPC portfolio committee independently rated the portfolio submitted by the one GCTC student who earned a certificate that in the 2013-2014 year. The portfolio was rated on each outcome according to a 4-point scale, with the following results:

- 0 “not acceptable”
- 0 “acceptable”
- 1 between “acceptable” and “good”
- 0 “excellent”

Findings
One portfolio was rated. The mean rating was 2.5. The portfolio was rated acceptable to good. This is a drop from the previous two years’ ratings of 3.0 (2011-2012) and 4.0 (2012-2013).

How did you use findings for improvement?
The graduate studies assessment committee recommends that MTPC faculty work with students during the portfolio building process to ensure that their samples meet the highest standards for editing and reflect the development of their materials (at least through comparison of initial products and final products).

Additional Comments
Expected Outcome 3: Application--Publication and Project Management
Applies best practices and uses standard tools (e.g., InDesign, Adobe Acrobat Pro, Word) to the following components of print and/or online document production.

Assessment Method 1: Portfolio Review

Assessment Method Description
In 2014, the two primary members of each MTPC portfolio committee independently rated the portfolio submitted by the one GCTC student who earned a certificate that in the 2013-2014 year. The portfolio was rated on each outcome according to a 4-point scale, with the following results:

- 0 “not acceptable”
- 0 “acceptable”
- 1 between “acceptable” and “good”
- 0 “excellent”

Findings
One portfolio was rated. The mean rating was 2.5. The portfolio was rated acceptable to good. This is a drop from the previous year’s 3.5 but an improvement from the 2011-2012 rating of 2.0.

How did you use findings for improvement?
The graduate studies committee was generally satisfied with this result. The graduate studies assessment committee recommends that MTPC faculty work with students during the portfolio building process to ensure that their samples provide evidence of publication and project management.

Additional Comments
Expected Outcome 4: Application—Usability and Accessibility

Applies best practices and uses standard tools (e.g., InDesign, Adobe Acrobat Pro, Word) to the following components of print and/or online document production.

Assessment Method 1: Portfolio Review

Assessment Method Description
In 2014, the two primary members of each MTPC portfolio committee independently rated the portfolio submitted by the one GCTC student who earned a certificate that in the 2013-2014 year. The portfolio was rated on each outcome according to a 4-point scale, with the following results:

- 0 “not acceptable”
- 0 “acceptable”
- 1 between “acceptable” and “good”
- 0 “excellent”

Findings
One portfolio was rated. The mean rating was 2.5. The portfolio was rated acceptable to good. This is a drop from the previous year’s 3.5 but an improvement from the 2011-2012 rating of 2.0.

How did you use findings for improvement?
The graduate studies committee recommends improvement by discussing the need to complete portfolio revisions in our document design course and in students’ graduate committee meetings. The committee recommends that the MTPC faculty examine ways to more formally mentor students through the GCTC portfolio process.

Additional Comments