

# Map the Forest AND the Trees

- Later in this presentation, attendees will have an opportunity to play for prizes during a game of **Kahoot**.
- To participate, an electronic device connected to wi-fi (or a data plan) is necessary.
- If you are not equipped with such a device, please team up with someone who has access. (Max three per team)
- Now is an ideal time to organize your team!



# Map the Forest AND the Trees

*Sheryl Barton & Kim Hansen*



# Learning Objectives:

- *Discuss how curriculum mapping is used to ensure program graduate outcomes are met*
- *Describe how curriculum mapping can be used for accreditation and Quality Matters™ purposes*
- *Apply curriculum mapping techniques using a sample model*

# Overview

**PART 1** – *Riverland Community College*

**PART 2** – *Without a Map*

**PART 3** – *Let the Mapping Begin*

**PART 4** – *Maps are Handy*

**PART 5** – *Time to Kahoot*



# ***PART 1***

---

## **Riverland Community College**





# Riverland Campuses



**Albert Lea**  
**Population: 18,016**



**Austin**  
**Population: 24,718**



**Owatonna**  
**Population: 25,599**

# Riverland Data - Students

## Fall Semester 2017

- *Headcount — 2,456*
- *Full-Year Equivalent — 844*
- *Full-Time (12 credits or more) — 49.9%*
- *Part-Time (less than 12 credits) — 50.1%*
- *Non-Traditional (age 24 and older) — 38.3%*
- *Students Exclusively Online — 29.4%*





# Riverland Data - Faculty

## Number of Faculty

*Full-Time – 71*

*Liberal Arts – 75*

*Part-Time/Adjunct – 81*

*Technical – 77*



*\*\*\*No Instructional Designer\*\*\**

# ***PART 2***

---

## ***Without a Map***

# Brief History & Perspective

- *Somehow we found our way, even though we didn't have any maps*
- *The forest existed, we simply didn't have “proof” of its existence*



*Lewis and Clark*

# Our Destination?



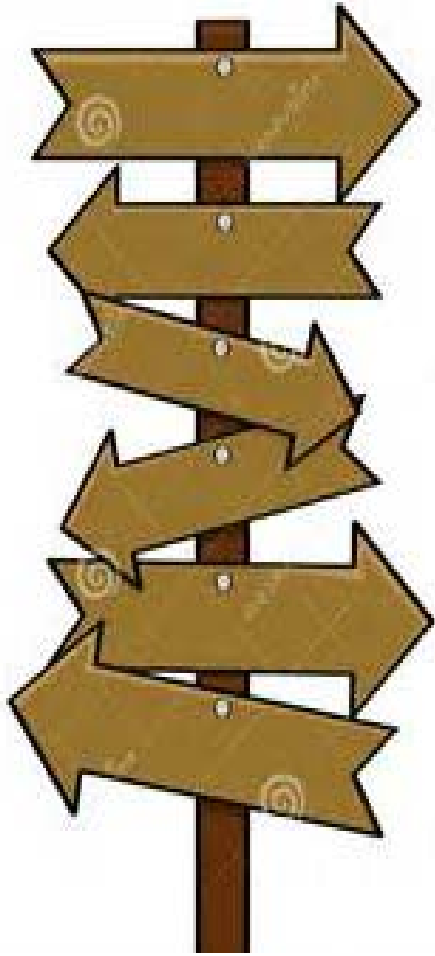
- *What is our destination?*
- *How will we know if/when students reach our destination?*
- *How did we get our students there?*
- *How can we document that our students have reached the desired destination?*

# ***PART 3***

---

**Let the Mapping  
Begin (slowly)**

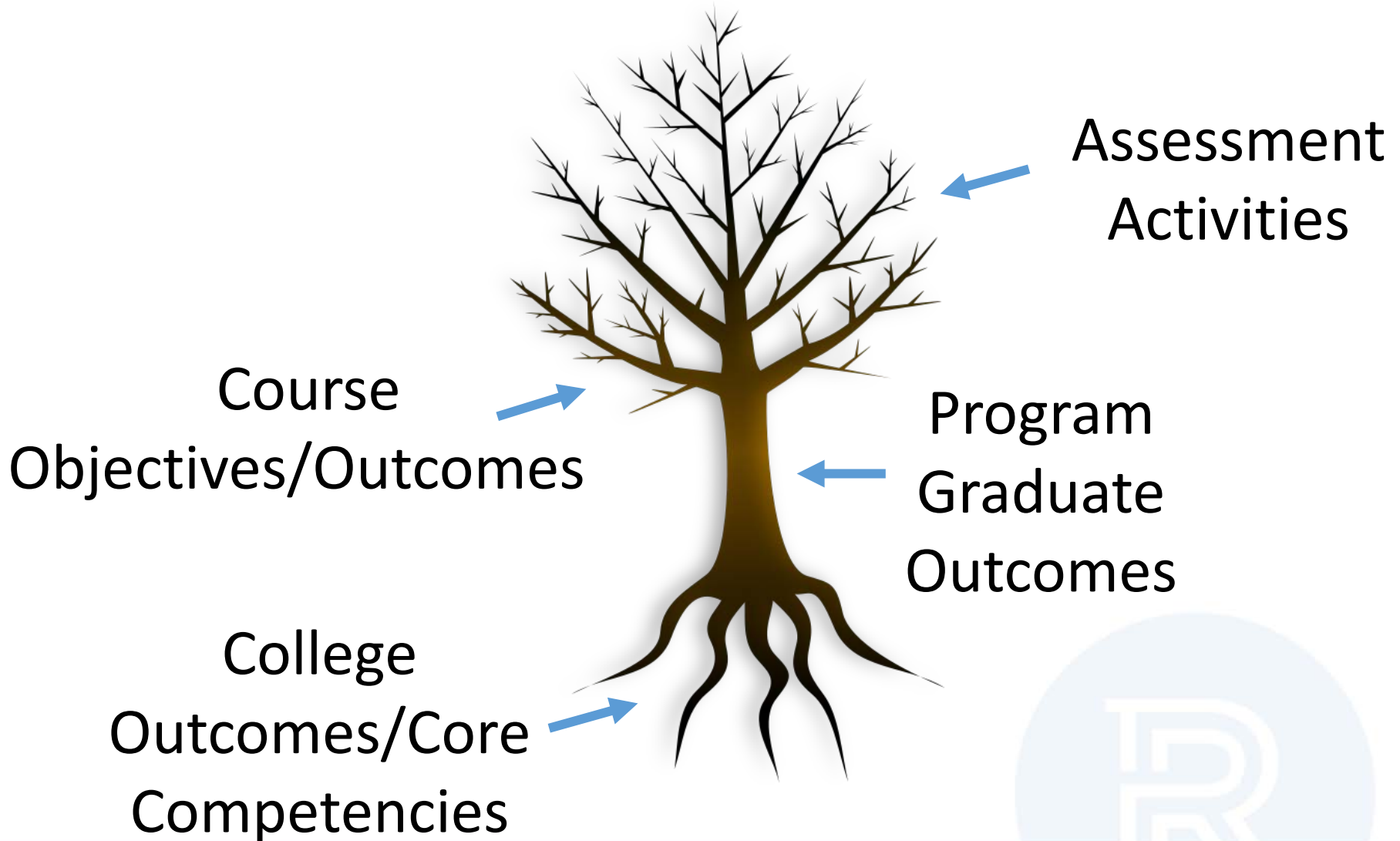
# Starting Point



- *Ours was not an orderly, start-here and end-here process*
- *We started in the middle of the forest*
- *The trees already existed; there just wasn't a map*



# Start Anywhere



# Master Course Outlines

- *This was our starting point – pushed by HLC/AQIP requirements*
- *MCOs provide the course objectives and outcomes*
- *Faculty developed – faculty not necessarily trained in curriculum writing and using Bloom's taxonomy*



# MCO Parts

- *Course Name and Number*
- *Course Description*
- *Core Theme*
- *Major Content Areas*
- *Goal Types, Objectives, and Outcomes*
- *Special Information*
- *Course Coding Information*



# Sample MCO

## MASTER COURSE OUTLINE

A. ACCT 2011 Principles of Financial Accounting

B. COURSE DESCRIPTION:

This course is an introduction to financial accounting concepts and principles through a study of business transactions and their effect on financial statements. Topics/concepts included are: accounting as an information system; transactions and the accounting cycle; financial statements (including the Income Statement, Statement of Owner's Equity, Balance Sheet, and the Cash Flow Statement); and analysis of profitability, liquidity, and risk. Accounting practices will be applied to measure, classify and report current and long-term assets, current and long-term liabilities, and equity. The course focus will be on corporate accounting. This course is part of the Associate in Applied Science Accounting degree which is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**(4 Cr – 4 lect, 0 lab)**

C. \*\*Core Theme: Critical Thinking

#### D. MAJOR CONTENT AREAS:

- Purpose of Generally Accepted Accounting Principles and the conceptual framework
- Application of the accounting equation to analyze business transactions
- Internal controls and integrity of financial information
- Financial statement preparation and interpretation
- Accounting for current assets (cash, receivables and bad debts, short-term investments, inventory and cost of goods sold, and prepaid expenses)
- Accounting for long-term assets (acquisition, use, depreciation, disposal)
- Accounting for current liabilities and long-term liabilities
- Accounting for stockholders' equity (issuance of stock, treasury stock, dividends)
- Effect of valuation methods and estimates on financial measures
- Impact of cash flows on performance and solvency
- Financial performance measures and ratio analysis

#### E. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<b><u>GOAL TYPE</u></b>	<b><u>OBJECTIVES</u> Students will be able to</b>	<b><u>OUTCOMES</u> The student will successfully</b>
<b><u>**Critical Thinking</u></b>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. complete entire accounting cycle for a service business and a merchandising business.

<u>CS</u>	understand the nature and purpose of generally accepted accounting principles (GAAP), the objective of financial reporting, the conceptual framework, the elements of financial statements, and related accounting assumptions and principles.	<ol style="list-style-type: none"> <li>1. summarize the role of accounting in society.</li> <li>2. identify the different accounting entities involved in business events.</li> <li>3. name and define the major elements of financial statements.</li> <li>4. summarize how accounting assumptions and principles affect financial statements.</li> </ol>
<u>CS</u>	apply the accounting equation to analyze business transactions and understand the impact on financial statements.	<ol style="list-style-type: none"> <li>1. construct an accounting equation and determine how business events affect the equation.</li> <li>2. record business events using debit/credit terminology.</li> <li>3. demonstrate the accounting cycle, including a trial balance, adjustments and closing.</li> </ol>
<u>CS</u>	understand how internal controls are used to manage and control a firm's resources, minimize risk and ensure accurate reporting.	<ol style="list-style-type: none"> <li>1. identify the key elements of a strong system of internal control.</li> <li>2. identify special internal controls for cash, including the use of petty cash.</li> <li>3. prepare a bank reconciliation</li> <li>4. summarize the auditor's role in financial reporting.</li> </ol>



## F. SPECIAL INFORMATION:

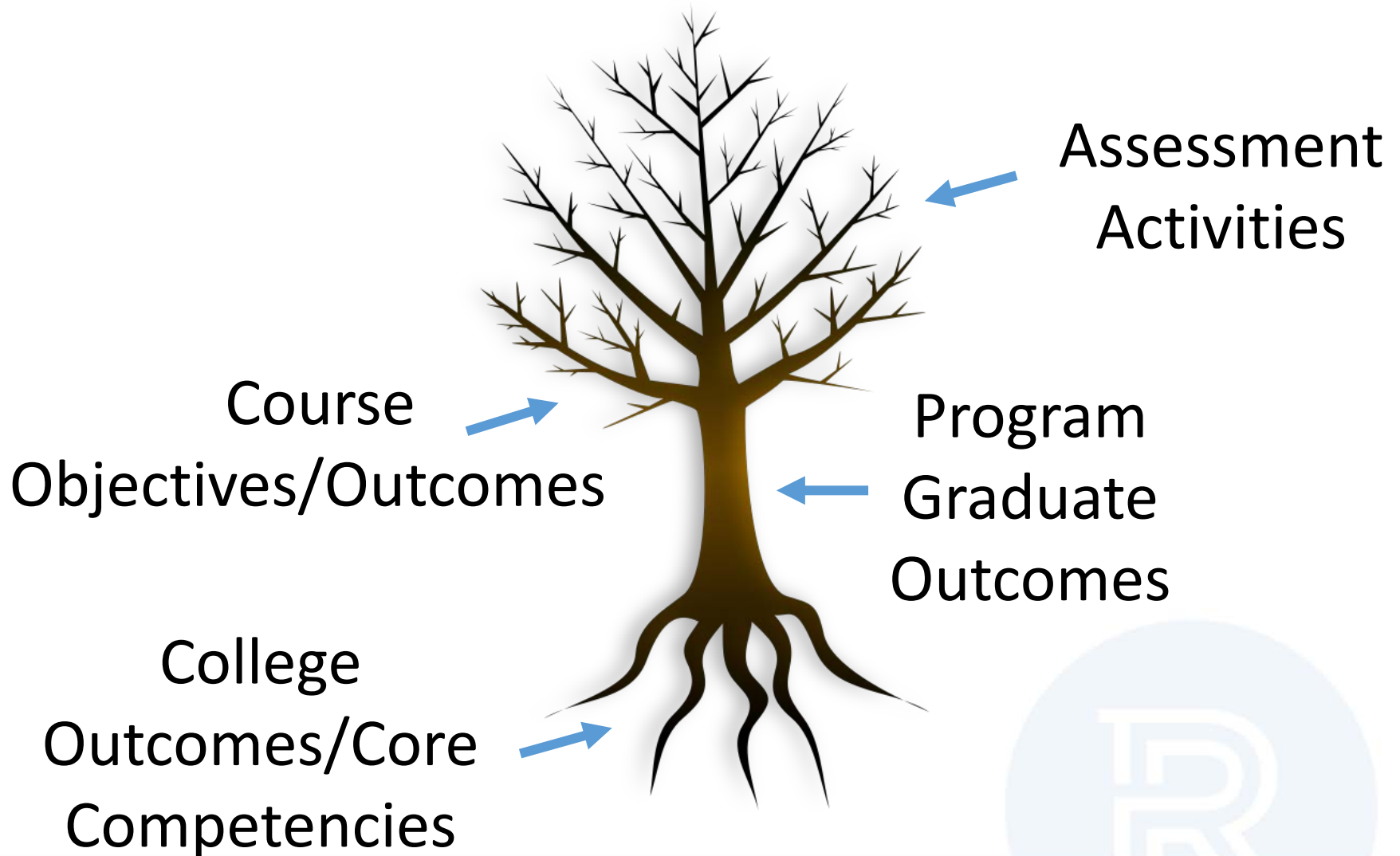
This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

## G. COURSE CODING INFORMATION: Course Code D/Class Maximum 30; Letter Grade

Revision date: 11/29/16

AASC Approval date: 1/17/17

# Are We There Yet?



# Program Graduate Outcomes

- *Obtained input from advisory committees*
- *Identified employment competencies*
- *Met outcomes for transfer requirements*
- *Aligned “trunk,” “branches,” and “twigs” and adjusted as necessary*
- *Administered graduate outcome surveys*



# Assessments

- *MCOs provide common course objectives/outcomes for all who teach the course*
- *Individual instructors or departments determine activities and assessments*



# Completing the Map

- *With the components in place, the relationships can be mapped*



- *We do not have a standardized map layout at our college*

# Sample Map

## ACCT2011 Principles of Financial Accounting

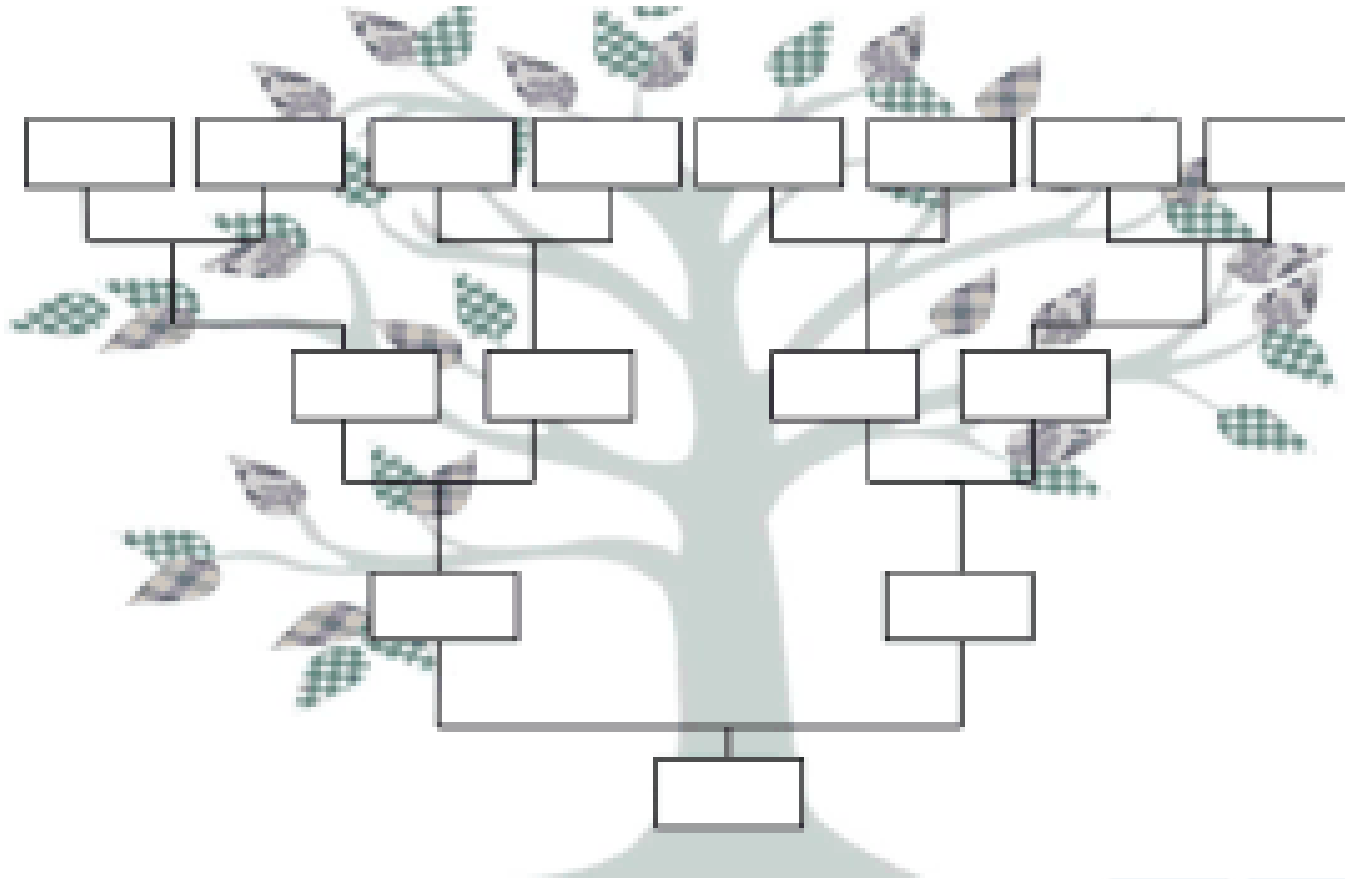
**PROGRAM OUTCOME:** Complete accounting processes and prepare financial statements according to GAAP (Generally Accepted Accounting Principles) both manually and using computerized accounting software.

COURSE OBJECTIVES	COURSE OUTCOMES	ACTIVITIES (Fundamental Financial Accounting Concepts, 9th Ed by Edmonds et al, McGraw-Hill, Copyright 2016)	
		Practice Assignments	Graded Assignments
understand the nature and purpose of generally accepted accounting principles (GAAP), the objective of financial reporting, the conceptual framework, the elements of financial statements, and related accounting assumptions and principles.	<ol style="list-style-type: none"> <li>1. summarize the role of accounting in society.</li> <li>2. identify the different accounting entities involved in business events.</li> <li>3. name and define the major elements of financial statements.</li> <li>4. summarize how accounting assumptions and principles affect financial statements.</li> </ol>	LO 1-1 Lecture Videos and Practice Assignments LO 2-10 Lecture Videos and Practice Assignments	Chap 1-3 Exam  Final Exam
apply the accounting equation to analyze business transactions and understand the impact on financial statements.	<ol style="list-style-type: none"> <li>1. Construct an accounting equation and determine how business events affect the equation.</li> <li>2. Record business events using debit/credit terminology.</li> <li>3. Demonstrate the accounting cycle, including a trial balance, adjustments and closing.</li> </ol>	LO 1-2 & 1-3 Lecture Videos and Practice Assignments LO 2-3, 2-4 & 2-8 Lecture Videos and Practice Assignments LO 3-1 thru 3-4 Lecture Videos and Practice Assignments	Chap 1 Problem: 34A  Chap 2 Problem: 39A  Chap 3 Problem: 30A  Chap 1-3 Exam Final Exam
understand how internal controls are used to manage and control a firm's resources, minimize risk and ensure accurate reporting.	<ol style="list-style-type: none"> <li>1. Identify the key elements of a strong system of internal control.</li> <li>2. Identify special internal controls for cash, including the use of petty cash.</li> <li>3. Prepare a bank reconciliation.</li> <li>4. Summarize the auditor's role in financial reporting.</li> </ol>	LO 5-3 Lecture Videos and Practice Assignments LO 6-1 thru 6-5 Lecture Videos and Practice Assignments	Chap 6 Problem: 18A  Chap 4-6 Exam Final Exam



<p>apply accounting practices to measure, classify and report current and long-term liabilities.</p>	<ol style="list-style-type: none"> <li>1. Determine how accounts payable, notes payable, and related interest expense, and other current liabilities affect financial statements.</li> <li>2. Calculate how accounting for unearned revenues affects financial statements.</li> <li>3. Determine how to record contingent liabilities.</li> <li>4. Calculate how long-term liabilities affect financial statements.</li> <li>5. Summarize bond features and show how bonds payable affect financial statements.</li> <li>6. Use the straight-line method to amortize bond discounts and premiums.</li> </ol>	<p>LO 2-2 &amp; 2-7 Lecture Videos and Practice Assignments</p> <p>LO 9-1 thru 9-5 Lecture Videos and Practice Assignments</p> <p>LO 10-1 thru 10-5 Lecture Videos and Practice Assignments</p>	<p>Chap 9 Problem: 22A</p> <p>Chap 10 Problem: 26A</p> <p>Chap 7-9 Exam</p> <p>Final Exam</p>
<p>apply issues relating to stockholders' equity including the issuance of stock, repurchase of stock and dividends.</p>	<ol style="list-style-type: none"> <li>1. Identify the primary characteristics of sole proprietorships, partnerships, and corporations.</li> <li>2. Determine how different types of capital stock affect financial statements.</li> <li>3. Calculate how treasury stock transactions affect financial statements.</li> <li>4. Calculate how dividends, stock splits, and appropriations affect financial statements.</li> </ol>	<p>LO 11-1 thru 11-4 Lecture Videos and Practice Assignments</p>	<p>Chap 11 Exercise: 11A</p> <p>Final Exam</p>

# Mapping Activity

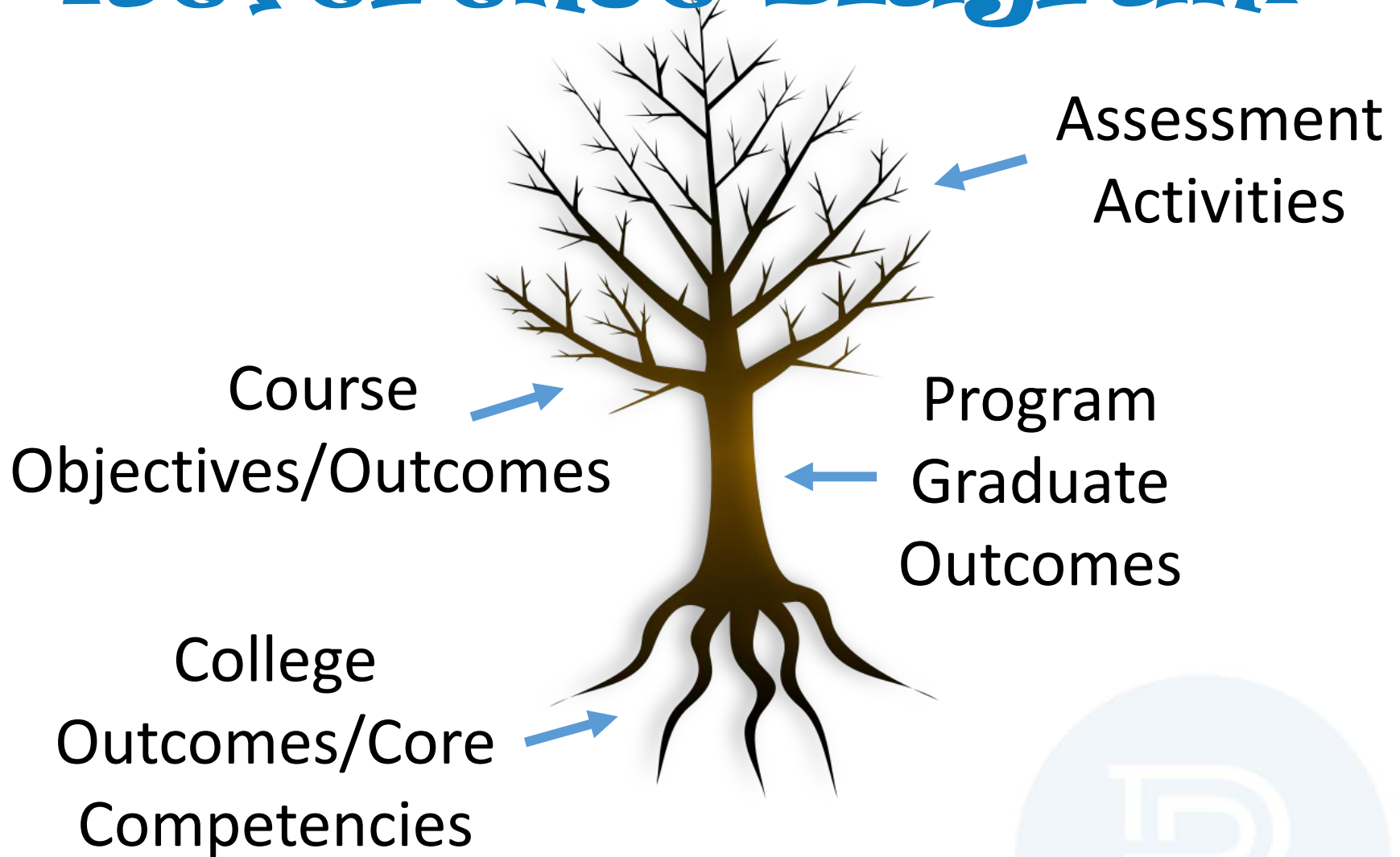


*Now it is your turn to create a map.*

# Map the Following

- *The following are listed on your hand-out:*
  - *One College Core Competency*
  - *Two Program Graduate Outcomes*
  - *Four Course Objectives/Outcomes*
  - *Several Assessment Activities*
- *Using your sample map, place the items in the appropriate areas of the map*
- *Feel free to work together on this project*

# Reference Diagram



# ***PART 4***

---

## ***Maps are Handy***

# Everything is Easier with a Map!



- *Maps identify relationships which ensure program graduate outcomes are met*
- *HLC and accrediting agency requirements met for public accountability reporting*
- *Alignment shown for Quality Matters™ standards*



# What is Quality Matters™?

- *The Quality Matters™ (QM) program provides a set of rubrics and a course peer review process that work together to support faculty in improving the quality of online and blended courses.*
- *The QM rubrics consist of 8 general standards and 43 specific criteria that describe best practices in online and blended course design.*

# QM Standards

## ***The eight General Standards of the QM Rubric***

- 1. Course Overview and Introduction*
- 2. Learning Objectives (Competencies)*
- 3. Assessment and Measurement*
- 4. Instructional Materials*
- 5. Course Activities and Learner Interaction*
- 6. Course Technology*
- 7. Learner Support*
- 8. Accessibility and Usability*

# *Part 5*

---

## **Time to Kahoot!**

# Sign in to Kahoot

- [www.kahoot.it](http://www.kahoot.it)
- Enter **Pin**— given day of session
- Enter **Nickname** (for you or your team)
- Select **Join Game**
- Questions will appear on projection screen only (not on your device.)
- On your device, select the symbol/color for the correct answer.
- Faster correct response = more points!!
- Stay logged into Kahoot for the remainder of the session—please keep your device awake.

# The Spam Museum



# Key Take-Away Items

- *This CAN be done without a curriculum designer*
- *This isn't anything "new" – just asking for documentation*
- *There is more than one way to get there (several models to choose from)*
  - *Pick a starting point*
  - *Build around that point*
- *The maps serve several purposes*

# Contact Information

Sheryl Barton

Business and Office Technology Instructor

507-379-3350

Sheryl.Barton@riverland.edu

Kim Hansen

Accounting Instructor

507-379-3342

Kim.Hansen@riverland.edu