Institutional Effectiveness, Planning, and Research (IEPR) Monthly Update
For the Period of September 1-September 30, 2014

I.   INSTITUTIONAL EFFECTIVENESS, PLANNING, AND RESEARCH (IEPR)

Course Assessments
The Director of Institutional Effectiveness, Planning, and Research (IEPR) continued assisting and meeting with faculty members on their course assessments in the month of September. The Director of IEPR also conducted a course assessment knowledge transfer session with the Grant Writer and reviewed and discussed the Introduction to Course Assessments, Course Assessments Tips and Tricks, and the three course assessment user guides (Associate in Arts Course Assessment User Guide, Associate in Science Course Assessment User Guide, and Non-General Education Course Assessment User Guide) in preparation for the New Hire Employee Orientation session that was conducted on September 26.

The Allied Health Science Technologies Division Chair noticed an issue with the course assessment reports in Compliance Assist. The Director of IEPR wrote several emails and met multiple times with the Compliance Assist technical support to get the issue remedied. The Director of IEPR also coordinated with the Compliance Assist liaison to move course assessments that had inadvertently been placed at the incorrect level of the organizational chart in Compliance Assist.

IEPR Monthly Meeting
The Director of IEPR facilitated the IEPR Monthly Meeting with IEPR staff on September 19. The unit conducted strategic planning, outlined upcoming Assessment Coach meeting protocol with unit and sub-unit leaders, and identified the Assessment Plan timeline. Assessment Coaches will facilitate assessment meetings with their HCTC unit and sub-unit leaders the last week in September and the first two weeks in October. All units and sub-units must have their Assessment Plan entered in Compliance Assist by Friday, October 24. Internal IEPR quality assurance peer reviews of the Assessment Plans will be conducted at the end of October and early November.

Institutional Committees
The Director of IEPR facilitated the inaugural Community College Survey on Student Engagement (CCSSE) Committee meeting on September 19. Last year, the CCSSE Task Team recommended the task team become a standing committee, and the recommendation was approved by the President's Cabinet in Spring 2014. The Director of IEPR facilitated the inaugural CCSSE Committee meeting to elect the CCSSE Committee chair and co-chair. CCSSE committee members elected Madeline Flannery as the chair and Chestina Turner as the co-chair. Moving forward, Madeline and Chestina will facilitate the meetings and the Director of IEPR will be a participant on the committee. Next meeting is scheduled for October 31.

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The Director of IEPR also attended the Professional Development (PD) Committee on September 19. The first PD Day will be conducted on October 31 and the Director of IEPR will be conducting an assessment session called "Operational Plans and Assessment Plans Tips and Tricks" for HCTC faculty and students.

Program Coordinators Meeting
The Director of IEPR attended the annual program coordinators meeting on September 5. After listening to a discussion between the Academic Leadership Team (ALT) and program coordinators regarding the program review timeline and due date, the Director of IEPR recommended that the program review timeline be extended from September 1 to September 15 allowing the program coordinators an extra two weeks of time to complete the program reviews. The recommendation was adopted by the ALT and program coordinators, and program reviews are now due on September 15.

Student Services Leadership Meetings
The Director of IEPR attended the Student Services Council Meeting on September 9. She also attended the Student Services Leadership Meeting on September 23.

II.   GRANTS

Assessment Plans
The Grant Writer composed generic email to be used by the team in requesting meetings with all the Units and Sub-units to develop 2014-2015 assessment plans.

The Grant Writer provided the pertinent Assessment Coaches will copies of all Strategic Roadmaps she developed.

The Grant Writer met with unit and sub-unit leaders (Stu Fugate, Tony Back and Jennifer Lindon) regarding the development of the 2014-2015 assessment plans.

The Grant Writer began placing the Strategic Roadmap, IEPR Impact report, IEPR Feedback form, operational plan and assessment plan for each unit and sub unit into Assessment Coach Document folder on SharePoint.

IEPR Pulse Quarterly Newsletter
The Grant Writer began development of quarterly IEPR newsletter/update.

Course Assessments
The Grant Writer conducted an introductory training for Course Assessments for new faculty during the New Hire Employee Orientation.

Grant Research
The Grant Writer forwarded the NSF-Mentor Connect Application - STEM Programming to the math and science division for consideration. She has received no response.

The Grant Writer forwarded the NSF Improving Undergraduate STEM Education to the math and science division for consideration. She has received no response.

The Grant Writer forwarded the ARTplace America Grant to Tammy Duff, Dean Osborne and Anna Napier for consideration. Tammy indicated that she is working on this grant funded last year to Pathfinders and the Art Alliance in Hazard. Dean said that he was interested in this for Leslie County but would give it further consideration and get back to me.

The Grant Writer forwarded the Aaron Copeland Grant for Contemporary Music to Dean Osborne and Anna Napier for consideration. Dean indicated that he was interested in using the grant to bring the Contemporary group, Ethel, in for a week in residence to perform and work with students. The Grant Writer sent a short synopsis to the funder to ask for week back. Awaiting a reply.

The Grant Writer forwarded the Walmart Foundation Community grant to Delcie Combs for consideration for the Student Ambassador program to provide goods for community service projects such as Corner Haven's Food Bank. She said she would talk with Sonja and get back with me.

The Grant Writer forwarded the American Society for Cell Biology Mentoring in Active Learning and Teaching grant to the math and science division for consideration. She has received no response.

The Grant Writer forwarded the NSF Particle Astrophysics grant to Jeremy Wood for consideration. He indicated that his area of interest was Dynamic Astrophysics not Particle Astrophysics.

The Grant Writer forwarded the NSF Graduate Research Fellowship Program to the math and science division. Applicants must be in a graduate program to participate. She has received no interest.

III.   INSTITUTIONAL RESEARCH (IR)

Aspen Prize
In Spring 2014, HCTC was named as one of the nation's top 150 community colleges eligible to compete for the 2015 Aspen Prize for Community College Excellence and $1 million dollars in prize funds. This was the third consecutive year that HCTC has been included. Other KCTCS colleges also receiving the recognition were Southeast, Madisonville, and West Kentucky. The Prize, awarded every two years, is the nation's signature recognition of high achievement and performance among America's community colleges and recognized institutions for exception student outcomes in four areas: student learning, certificate and degree completion, employment and earnings, and high levels of access and success for minority and low-income students. HCTC submitted a strong Aspen Prize application back in March. In September, ten finalists were announced. Unfortunately, HCTC was not among the ten finalists for the 2015 Prize, but West Kentucky Community and Technical College was for the third consecutive year in a row.

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The Aspen Prize Jury will select a grand prize winner and a few finalists with distinction in early 2015.

KCTCS IR/IE Peer Team
Last year, HCTC IR Coordinator Lois Puffer was voted by her IR/IE KCTCS colleagues to serve as Chair of the KCTCS IR/IE Peer Team during the 2014-15 academic year. HCTC will host this team's fall meeting at the Hazard Campus First Federal Center on October 16. KCTCS IR/IE peer team members will be present in person and also via Lync.

Enrollment Update
Enrollment for the Fall 2014 term began on March 1, 2014. For the Fall 2014 term, 2,826 students were enrolled in 26,904 credit hours on September 30, 2014 compared to 3,198 students enrolled in 30,814 credit hours on September 30, 2013. We are currently down 372 students and 3,910 credit hours when compared to this same time last year. Student Services has set the headcount target for Fall 2014 at 3,395 students. We are currently 569 students away from that targeted headcount. High school, fire school, and workforce students will continue to be enrolled until the KCTCS Census Date in late October.

Retention Effort
We will begin our Fall 2014 to Spring 2015 Retention Effort on November 3, 2014 with the first report. Other reports will follow on December 1 and January 5 with a final report after the last day to add 16wks January 20, 2015.

Data Requests
Each month the IR Office processes *ad hoc* data requests for various college departments and tracks the number in a spreadsheet. The IR Office processed 18 *ad hoc* data requests in September 2014 compared to 29 requests for September 2013.

Surveys

The following surveys were completed and the summary reports were provided to survey owners.
- Course Evaluation of Instruction Fa2013-Sp2014 ATC Courses and Sp2014 SEEK
- Courses Student Satisfaction with Orientation Fa2014

The following surveys were completed and the Data Research assistant is compiling the data into summary reports.
- Program Satisfaction Survey for Graduates Sum2014
- Workforce Solutions Credit Survey (Fa2012-Sp2014)
- Workforce Solutions Non-Credit Survey (Fa2012-Sp2014)
- Workforce Solutions Kids Programming Survey (Fa2012-Sp2014)
- Workforce Solutions CPR Course Evaluation (Fa2012-Sp2014)

The following surveys are underway:
- Tech Solutions Employee Satisfaction with Technician Survey Fa2014
- IR Employee Satisfaction with Data-Survey Requests Fa2014

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- Program Satisfaction Survey for Graduates Fa2014
- Admissions HCTC Regional KY ACAC College Fair 2014
- PAS Arts Education Programs Survey Fa2014

Program Reviews
Program coordinators entered and analyzed the Spring 2014 data under the Program Outcomes section of the program review, as well as completed the remaining sections of the program review document by September 15. The entire 2013-14 program review must be completed by program coordinators by October 1. The Deans have until October 15 to complete their review. The last two weeks in October, the IEPR Assessment Coach will conduct a quality assurance review for all programs and request revisions. Oral program reviews are scheduled for November 10, 12, 17, and 19, 2014.

TEDS 2013-14 Technical and Exploring Students
The TEDS lock date for the 2013-14 technical student data was extended through September 3. KCTCS conducted an extensive data quality review and IR staff were busy right until the extended lock date making corrections to the data.

For the Perkins Performance Measures, a KCTCS college must meet 90% of the established state goal percentages. For 2013-14 (most likely because of the data quality clean-up), HCTC did not meet 90% of the established state performance goals for 1P1 Technical Skill Attainment, 2P1 Credential Certification Degree, 3P1 Student Retention or Transfer, and 5P2 Non-Traditional Completion; 5P1 Non-Traditional Participation was the only Perkins Performance Measure where HCTC came within 90% of meeting the state goal. 4P1 Student Placement cannot be determined until the 2013-14 Graduate Student Follow Up is completed sometime early next spring.

2013-2014 TEDS YEAR						
Perkins Accountability Indicator	Technical Skill Attainment (1P1)	Credential Certification Degree (2P1)	Student Retention or Transfer (3P1)	Student Placement (4P1)	Non-Traditional Participation (5P1)	Non-Traditional Completion (5P2)
State Performance Goal	88.00%	90.00%	95.00%	68.00%	22.00%	13.00%
HCTC Performance Results	48.92%	48.92%	65.24%	to be determined	26.85%	7.73%
Met 90% of Goal	Not Met	Not Met	Not Met	to be determined	Met	Not Met

If a KCTCS college does not meet 90% of an established goal for a Perkins Performance Measure, the college must include a plan for improvement with the Perkins Application for each goal not met stating the reason for the lower score and what will be done to improve it. If the same goal is not met for three years in a row, the college is required to designate 10% of their overall Perkins Basic Grant funds toward activities to improve the performance.

TEDS 2014-15 Technical and Exploring Students
With the 2014-15 academic year, KCTCS is assuming a much larger role in the entire TEDS process. KCTCS will create both the demographic and enrollment TEDS import files and make them available to the colleges for review (summer file by September 1, fall file by November 15, and spring file by May 15). Colleges will return the file to KCTCS with any notations/revisions (summer file by October 15, fall file by December 15, and spring file by June 15). KCTCS will

then import the data into TEDS for all the colleges (summer file by October 31, fall file by January 31, and spring file by June 30). Colleges are ultimately responsible for data quality and accountability.

Course Evaluations
In September, the Data Research Assistant completed the summary reports for the Spring 2014 SEEK and the Fa2013-Sp2014 ATC course evaluations due to FML leave. The files were provided to Academic Services who, in turn, will provide those results reports to SEEK and ATC instructors.

Fall 2014 course evaluations will be conducted during the month of November 2014.

Community College Survey of Student Engagement (CCSSE)
The CCSSE Committee is scheduled to meet on October 31. The IR Coordinator will prepare a combined 2010, 2012, and 2014 CCSSE-CCFSSE Gap Calculations report to identify those items which continue to have large gaps between what the students reported (CCSSE) and faculty perceptions (CCFSSE). The IR Coordinator will begin attending these meetings to assist the committee with their work.

Data Quality
IR continues to inform Admissions of bio demo errors for Fall 2014 enrolled students. The last day to add or correct data in PeopleSoft for the Fall 2014 term is October 31st, at 6:00 p.m.   The Fall 2014 Census Date is November 1, but since this is a Saturday, KCTCS will take the enrollment snapshot on Monday, Nov. 3. In late September, the IR Coordinator provided Admissions with the first summary report for Fall 2014 CPE Audit errors. Additional reports will be sent to Admissions on Oct. 9, Oct. 23, and the morning of Oct. 31 so that they can make any other corrections before the 6:00 p.m. deadline. Then after the Census Date, the system office will send IR a final Excel file of Fall 2014 errors for which Admissions will need to provide explanations or verifications.

Data Dashboard for HCTC
Twelve users (including two new) have not yet attended a training session for the DSS Hazard College Dashboard of institutional reports, many of which are from Student Services. The IR Coordinator has asked the Vice President of Student Services to identify a training date in early fall.

The IR Data Research Assistant has developed a quality assurance checklist which will be used to make the necessary enhancements to each report on the DSS Hazard College Dashboard beginning in October.

New Peer Lists
Unfortunately, many other tasks have needed to be taken care of before the final draft of the new HCTC National Peer List could be prepared for President's Cabinet. The IR Coordinator will set aside part of a day to prepare a final draft of the list for President's Cabinet approval on their October 16 meeting.

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National Benchmarking
Unfortunately, many other tasks have needed to be taken care of before the IR Coordinator can prepare the summary reports for the 2014 National Community College Benchmark Project and the 2014 National Community College Cost & Productivity Project (formerly known as the Kansas Study). The IR Coordinator will set aside time on the October calendar to work on these reports for the President's Cabinet and others.

Voluntary Framework of Accountability (VFA)
Unfortunately, many other tasks have needed to be taken care of before the IR Coordinator can prepare the summary report for the VFA Year One data. The IR Coordinator will set aside time on the October calendar to develop the report. A large component of the VFA is developmental education. The IR Coordinator will contact the Chair of the Developmental Studies Committee to ask if members would allow time in a future meeting for a data presentation/discussion.

CPE's Closing the Achievement Gap
For this project, HCTC will strive to improve the HCTC graduation rate of minority students using two strategies. Academic Services was able get the MAT55-65 strategy underway after a meeting held in September. Student Services had hoped to have a new employee on board by October 1 to flesh out the specifics of Students Services minority outreach strategy, but that employee will not be joining the college; the Vice President of Student Services plans to name an existing employee to begin the work in October. We will be expected to report on these strategies through the Diversity Plan Assessment Report due to KCTCS by November 20.

Veterans Success Initiative
For the new HCTC Veterans Success Initiative under the Retention Services department, a Student Services staff member has been assigned to enter the Veterans student group code in PeopleSoft so that IR can develop a set of DSS reports for this group of students. This task is incomplete at this time; IR will follow-up with Student Services.

On November 1, 2014, the first Fall 2014 to Spring 2015 Retention Effort report will be prepared by IR, which will include a Veterans tab. Retention Services will use the Retention Effort report to follow up with any Veteran who was enrolled in Fall 2014 to encouragement their continued enrollment in Spring 2015.

Continued Data Tracking on QEP Cohorts
Even though the QEP Impact Report was submitted to SACS in August of 2012, data tracking activities still need to be completed on one QEP first-time student cohort. When Fall 2014 grades are posted, we can determine how many Spring 2012 cohort students earned a credential. This is the last tracking activity that needs to be completed before all data tracking is finished for the cohorts in the first HCTC QEP (Fall 2007-Spring 2012).

First-Time Student Data Tracking
On September 30, 489 first-time students had enrolled for Fall 2014. This is the lowest number of first-time students for a fall term. Usually, HCTC averages between 500-575 first-time students in a given fall term. It must be noted that HCTC is down 325 credential-seeking students when comparing the number enrolled on September 30 this year (2,151) against

September 30 last year (2,476). Given this downturn, HCTC Admissions was again able to achieve their average applicant-to-enrolled conversion rate of around 50%. (Across the state, KCTCS overall is down in enrollment.)

IV. SACSCOC

The Quality Enhancement Plan (QEP) Development Team
The QEP Development Team conducted its first meeting for the 2014-2015 academic year on September 5. The QEP Development Team reviewed first year experience (FYE) course data from other KCTCS schools, as well as reviewed HCTC institutional data related to GEN 100, GEN 101, and GEN 102 courses, first-time students, online education courses, and the HCTC employee feedback on the Potential QEP Topic Ranking Survey that was administered in Spring 2014.

The QEP Development Team asked HCTC employees to priority rank (ex: 1, 2, 3) the potential QEP topics of advising, first-year experience program/orientation, and online education in order of importance and what they thought the next topic of the QEP should be. The Potential QEP Topic Ranking Survey was administered in Spring 2014 and 117 of 247 HCTC employees (48% response rate) priority ranked the three potential QEP topics. Of the employees that responded, 45% of respondents chose first-year experience/orientation as their first choice for the next QEP topic, 40% of respondents chose advising as their second choice for the QEP topic, and 57% of respondents ranked online education as their third choice for the QEP topic.

1. I am:

Response	Frequency	Percent
Faculty	54	46.2%
Staff	63	53.8%

2. Advising

Response	Frequency	Percent
1	41	35.0%
2	47	40.2%
3	29	24.8%

3. First-Year Experience Program / Orientation

Response	Frequency	Percent
1	53	45.3%
2	41	35.0%
3	23	19.7%

4. Online Education

Response	Frequency	Percent
1	26	22.2%
2	24	20.5%
3	67	57.3%

Moving forward, the QEP Development Team will review and thoughtfully consider the student, employee, and community constituent feedback that was gathered during the QEP focus groups, the HCTC employee results from the Potential QEP Topic Ranking Survey, institutional data on the potential QEP topics, and choose the QEP topic. Once the QEP topic has been determined, the QEP Development Team will conduct best practices research for the QEP topic, identify the QEP scope and parameters, and begin writing the HCTC quality enhancement plan beginning in Spring 2015.