

**Institutional Effectiveness, Planning, and Research (IEPR) Monthly Update  
For the Period of August 1 – August 31, 2015**

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

**Academic Leadership Team Retreat**

The Director of IEPR, Institutional Research Coordinator, and the Data Research Assistant attended the Academic Leadership Team Retreat on August 5 and provided relevant IEPR and IR updates and information to the Academic Leadership Team.

**Course Assessments**

The Director of IEPR conducted course assessment trainings with all academic division full-time faculty members at the HCTC Academic Division Retreats on August 7. The course assessment trainings were also attended by the Grant Writer/Assessment Coordinator and was utilized as a knowledge transfer and on-the-job training opportunity in preparation for the transition of the course assessment process from the Director of IEPR to the Grant Writer/Assessment Coordinator in Fall 2015.

The Director of IEPR and the Grant Writer/Assessment Coordinator conducted course assessment trainings with academic division adjunct faculty members at the Adjunct Faculty Orientation on August 10. The Director of IEPR and the Grant Writer/Assessment Coordinator also conducted course assessment assistance sessions in the computer labs on the Hazard and Lees College Campuses on August 13 and 14 to assist faculty members with the development of their Fall 2015 course assessments.

**KCTCS/HCTC Strategic Planning**

The Director of IEPR and Institutional Research (IR) Coordinator attended a KCTCS Strategic Planning meeting at the KCTCS System Office on August 12 to help develop draft performance measures for the KCTCS 2016-2022 Strategic Plan. The Director of IEPR shared relevant information with the HCTC President's Cabinet at the President's Cabinet Meeting on August 13.

**Assessment Coaching**

Assessment Coaches continued meeting with the unit and subunit leaders to review last year's Assessment Plan, IEPR feedback on it, and their Annual Assessment Plan Impact Report summary page. Assessment Coaches helped the unit and subunit leaders review their subunit mission and goals, as well as create their 2015-16 Assessment Plan after consulting their 2010-2016 Assessment Plan Strategic Roadmap. The deadline for completing the 2015-16 Assessment Plans was August 31; however, a few subunits had not completed the work. The Assessment Coaches will follow-up with those units to get those finished. IEPR staff will meet on September 17 to review the assessment items for all units/subunits. Any suggested improvements will be sent to the unit/subunit leaders.

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## II. GRANTS

### Grant Proposals Referred

Melissa followed up with Dr. Smoot, Dr. Mobelini and Dr. Currie regarding the NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) solicitation and was informed that the NSF grant would not be a good fit as their project was more health career related.

Melissa forwarded a publication to Donna Roark listing a variety of federal funding opportunities that might be used for Technology upgrades or purchases. Donna forwarded it to the system office for consideration in system wide technology upgrades.

### Grants Awarded

KY Coal County Student Services Grants

\$7,500

Due 7/30/15

HCTC was one of seven KCTCS colleges to receive a \$7,500 Kentucky Coal County Student Services Grant.

### Multistate Collaborative on Student Learning Outcomes

Melissa was contacted by Melissa Bell of the Council on Post-Secondary Education to schedule a meeting for September 18, 2015 in Frankfort. Melissa will be attending the meeting with Dr. Paul Currie.

### Campus Labs Administrator Training

Melissa participated in a two-hour Compliance Assist Administrator Training with Colleen Barrie of Campus Labs on August 21, 2015.

### Course Assessments

Melissa observed the Course Assessment training conducted by Alexis Malepeai on August 7<sup>th</sup> for non-general education and Associate of Arts and Associate of Science full time faculty.

Melissa conducted a Course Assessment training for non-general education adjunct faculty on August 10, 2015.

Melissa also held a Course Assessment training on the Lees College Campus on August 14, 2015.

Melissa began downloading the Spring 2015 Course Assessments which will be added to the Document Library for the SACSCOC Accreditation module in Compliance Assist and on the IEPR Sharepoint Site.

Melissa updated the faculty and adjunct faculty listing in Compliance Assist.

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Melissa corresponded with faculty regarding issues with their Spring 2015 Course Assessments.

Melissa notified and reminded faculty of the Fall 2015 Course Assessment due date.

Melissa prepared the Course Assessment Status spreadsheet for the Fall 2015 Course Assessment statuses.

**SACSCOC**

Melissa attended the SACSCOC meeting from 1:00 p.m.-5:00 p.m. on August 10<sup>th</sup> and August 17<sup>th</sup> and August 31<sup>st</sup>.

Donna Combs asked Melissa to train Shannon Estes on how to upload documents to the SACSCOC SharePoint site. Melissa met with Shannon Estes on August 14<sup>th</sup>.

Donna Combs asked Melissa to review and edit the formatting for a 54 page Substantive change document to add the construction program back to the technical campus. Melissa completed the edits and returned the document to Donna Combs for content editing.

**QEP**

Melissa, as part of the QEP writing team, met on August 20<sup>th</sup> and August 25<sup>th</sup>, to determine the QEP Student Learning Outcomes, the assessment measures, budget, and roles and responsibilities.

**Student and Staff Feedback Survey Poster**

Melissa notified student and staff survey holders to complete the survey feedback process template for the Sprig 2015 surveys. Melissa began compiling the results which will be converted into information for posters, website, and TV monitor communications.

**III. INSTITUTIONAL RESEARCH (IR)**

**Enrollment Update**

Enrollment for the Summer and Fall 2015 terms began on March 1, 2015. There were 535 students enrolled in 2,497 credit hours for Summer 2015 on August 15 Census Date compared to 454 students enrolled in 2,234 credit hours for Summer 2014 on the August 14 Census Date. There were 2,183 students enrolled in 23,075 credit hours for Fall 2015 on August 31 compared to 2,565 students enrolled in 27,745 credit hours for Fall 2014 on August 31. Student Services has set the Fall 2015 Census Date headcount target at 3,698. We are currently 1,515 students away from that target.

**Retention Effort**

The fifth Spring 2015 to Fall 2015 Retention Effort was prepared by IR on July 31 to identify the Spring 2015 credential-seeking students (n=1,907) who had still not yet registered for the Fall 2015 term (n=575) by July 31. Between July 1-31, an additional 105 Spring 2015 students enrolled for Fall 2015. Of the 575 who remained, 36% were listed in the Associate in Arts and Associate in Science academic plans and 23% of the 575 students are first-time students from

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Fall 2014 or Spring 2015. By July 31, HCTC's Spring 2015 to Fall 2015 persistence rate was 57.9%, the second-highest in the KCTCS system. In comparison, HCTC's Spring 2014 to Fall 2014 Census Date persistence rate was 59% (it has been in the 60 percent-range for last six spring to fall terms). By July 31, HCTC's Fall 2014 to Fall 2015 persistence rate was 43.8%, the fourth-highest in the KCTCS system. In comparison, HCTC's Fall 2013 to Fall 2014 Census Date persistence rate was 47.3% (the lowest it has been in six years). The Excel file was sent to cohort leaders, program coordinators, and faculty advisors for their follow-up with students, encouraging them to enroll for the Fall 2015 term.

The final Spring 2015 to Fall 2015 Retention Effort was prepared by IR on August 25 to identify the Spring 2015 credential-seeking students (n=1,907) who did not register for the Fall 2015 term (n=496) by August 21. Between August 1-21, an additional 79 Spring 2015 students enrolled for Fall 2015. Of the 575 who did not register, 30% were listed in the Associate in Arts and Associate in Science academic plans and 20% of the 575 students are first-time students from Fall 2014 or Spring 2015. By August 21, HCTC's Spring 2015 to Fall 2015 persistence rate was 56.8%, 11<sup>th</sup> in the KCTCS system. In comparison, HCTC's Spring 2014 to Fall 2014 Census Date persistence rate was 59% (it has been in the 60 percent-range for last six spring to fall terms). By August 21, HCTC's Fall 2014 to Fall 2015 persistence rate was 44.3%, 11<sup>th</sup> in the KCTCS system. In comparison, HCTC's Fall 2013 to Fall 2014 Census Date persistence rate was 47.3% (the lowest it has been in six years). The Excel file was sent to cohort leaders, program coordinators, and faculty advisors as final documentation of the students who did not enroll for Fall 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 36 *ad hoc* data requests in August 2015 compared to 30 requests for August 2014.

**Surveys**

The following surveys were completed and the Data Research Assistant is compiling the data into summary reports.

- Workforce Solutions CPR Course Evaluation Sp2015
- Workforce Solutions Credit Survey Sp2015
- Workforce Solutions Kids Programming Survey Sp2015
- Workforce Solutions Non-Credit Survey Sp2015
- Course Evaluations for Fa2014-Sp2015 ATC Courses
- Workforce Solutions CPR Course Evaluation Fa2014
- Workforce Solutions Credit Survey Fa2014
- Workforce Solutions Kids Programming Survey Fa2014

For the following surveys, the Data Research Assistant compiled the data into summary reports in August.

- Course Evaluations for Sp2015 SEEK Courses
- Workforce Solutions Non-Credit Survey Fa2014

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The following surveys are underway:

- Student Evaluation of Academic Advising Fa2015
- GED Testing Participant Satisfaction Survey-Hazard Fa2015
- GED Testing Participant Satisfaction Survey-Lees Fa2015
- IR Ad Hoc Data-Survey Requests Employee Satisfaction SurveyFa2015
- Program Satisfaction Survey for Graduates Fa2015
- Student Satisfaction with Orientation Fa2015
- Tech Solutions Employee Satisfaction with Technician Survey Fa2015
- Workforce Solutions CPR Course Evaluation Fa2015
- Workforce Solutions Non-Credit Survey Fa2015
- Workforce Solutions Credit Survey Fa2015
- Workforce Solutions Kids Programming Survey Fa2015

**Program Reviews**

Program coordinators had until August 15 to analyze the Spring 2015 data and enter the data/conduct the analysis for each of their program outcomes. The entire 2014-15 program review must be completed by program coordinators by September 15.

**TEDS**

With the 2014-15 academic year, KCTCS is assuming a much larger role in the entire TEDS process including preparing the files of students to be entered in TEDS. Colleges are ultimately responsible for data quality and accountability. In August, the Data Research Assistant finished entering credentials, finished completer termination statuses, and finished entering end of program assessment data in TEDS. IR staff entered around 700 termination statuses for inactive students in August, as well as addressed issues on KCTCS error reports. All issues were addressed before the September 1 data lock date. In September, the Perkins Performance Measures data will be reviewed to determine if HCTC came with 90% of meeting the state performance goals for the 2014-15 academic year.

In an effort to affect improvement for the Student Placement (4P1) Perkins Performance Measure, the IR Office worked with the Career Services Center to allow for the loading of the employer and job posting reports the Data Research Assistant provides program coordinators in November and April each year using the Burning Glass Labor Market software to the Career Services Job Placement webpage. The IR Coordinator provided an introduction to webpage construction training to the Data Research Assistant in August. The Data Research Assistant will be responsible for maintaining within the Career Services Job Placement webpage a new webpage where the Burning Glass reports will be organized by academic program. It is anticipated that the page will launched in September, not in August as was previously planned. Navigation to the page will be: Home>Student Life>Career Services>Job Placement: Finding Employment Opportunities: Burning Glass Employer and Job Posting Reports.

**Course Evaluations**

In March, the Spring 2015 Student Evaluation of Instruction for SEEK classes and the Fall 2014-Spring 2015 Student Evaluation of Instruction for ATC classes was sent to Academic Services. Those surveys were administered via paper-pencil in late April and May and the Academic

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Services administrative assistant continued entering the data into the survey links in June. In July, data for both surveys was downloaded. In August, the Data Research Assistant prepared summary reports for the SEEK classes, but still needs to complete the summary reports for the ATC classes.

**Data Quality**

In August, IR continued to work with Records on bio-demographical errors for Fall 2015 enrolled students. IR conducted coding reviews for enrolled Fall 2015 students on July 31, August 5, 10, 13, 16, 18, 20, and 24 and sent the files to Records to make the corrections. This resulted in the identification of numerous first-time students who were coded incorrectly in PeopleSoft. The IR Coordinator also analyzed the academic plan of all enrolled students against courses enrolled to determine if students were listed in the incorrect academic plan. Numerous email communications were sent to various technical program coordinators to contact students whose academic plan was questionable. Program Coordinators are still addressing these concerns.

**CCSSE Survey of Online Student Engagement (SOSE)**

This Spring 2015, HCTC is one of 14 colleges across the U.S. (and the only Kentucky institution) participating in a pilot administration of CCSSE's Survey of Online Student Engagement *SOSE* to measure different experiences of online students and to test out an online administration instrument. The survey was launched on February 23 to 896 HCTC students taking all of their Spring 2015 classes online. IR received the results of the SOSE on June 15. However, once the data was cleaned by CCSSE, HCTC only had 76 valid responses instead of the 155 responses we reported when the survey closed on May 13. This changed the response rate from 17% to only 8%. In July, the IR Coordinator combined the HCTC survey results with the results of all the participating college into one report. IR staff participated in a conference call with CCSSE regarding the SOSE on July 29—the survey will be shorted considerably. The Survey of Online Student Engagement will be administered with the paper-pencil CCSSE when HCTC participates again in Spring 2016. The IR Coordinator will identify time in September to prepare a summary report of the results so that IR can share the data with the Distance Learning Committee who will offer further reflection.

**Community College Survey of Student Engagement (CCSSE)**

In August, the IEPR Assessment Coaches worked with Student Services subunits to incorporate one of the Student Services-related CCSSE items in their 2015-16 assessment plans.

At the August 2015 Division Retreats, division faculty discussed the CCSSE items and developed strategies. Since the program coordinators will be finishing up their 2014-15 program reviews when they return in August, program coordinators will enter the strategies they have developed for their CCSSE item in their 2014-15 program review before September 15. Then in October through December 2015, program faculty will begin to implement the strategies they have developed and continue their implementation into Spring 2016. Finally, at the end of the Spring 2016 term, program faculty will report out to their Division Chairs on how effective the implementation of their strategies were so that this information can be recorded in the 2015-16 program reviews.

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**Advising**

Faculty were required to attend a mandatory advisor training on August 3-4 to orient them as to the types of information they should be sharing with their advisees so, in turn, the advisee could complete the new Student Evaluation of Academic Advising survey either on paper or electronically. Advisors will continue using the survey as they continue to advise students for the Spring 2016 term; the survey will remain open throughout the Fall 2015 term. The survey will be reset in January for the Spring 2016 term.

**National Benchmarking**

In August, the IR Coordinator addressed outliers in the data for both the 2015 National Community College Benchmark Project and the 2015 National Community College Cost & Productivity Project. Results were received in late August for the 2015 National Community College Benchmark Project, but the IR Coordinator has not begun to review the results, but will soon as time permits. Results are expected in September for the 2015 National Community College Cost & Productivity Project.

**First-Time Student Data Tracking**

By August 31, 392 first-time students were enrolled for Fall 2015. The Data Research Assistant will meet in September with the Developmental Education Coordinator and the Developmental Studies Committee to discuss which developmental education components still need to be tracked for first-time students and used for discussion by the Developmental Studies Committee in lieu of the fact that the Transitional Education Program Review will no longer be prepared beginning with the 2015-16 academic year.

**QEP**

In August, IR staff provided a new summary table regarding first-time student data for use in developing the assessment measures for HCTC's next QEP. IR staff participated in several sessions with the QEP Writing Team to develop both direct and indirect measures of student learning.

**IV. SACSCOC**

**President's Cabinet Meeting**

The Director of IEPR attended the President's Cabinet Meeting on August 13 and provided an update on key QEP information received at the SACSCOC Summer Institute that the SACSCOC Onsite QEP Committee expects to see some form of the QEP implemented at the time of their visit. As a result, the HCTC QEP Director and Coordinator positions will be advertised in Fall 2015 and will be in place to begin their work, along with the QEP Pre-Implementation Team, in Spring 2016. The President's Cabinet also discussed feedback that was provided from the Kentucky Chamber of Commerce in Spring 2015, as well as feedback recently received from KCTCS President Dr. Box, about the need to increase students' soft skills. Therefore, a soft skill emphasis will be incorporated with the first-year experience course for the QEP.

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**QEP Brainstorming Sessions**

On August 20 and 25, the QEP Writing Team and IEPR unit members participated in brainstorming sessions to develop draft QEP student learning outcomes and assessment plan content.

**HCTC SACSCOC Team**

The Director of IEPR continued developing and refining institutional effectiveness related sections of the HCTC SACSCOC Re-accreditation Compliance Report. The Director of IEPR also attended an HCTC SACSCOC Team Meetings on August 10 and 17 in which the draft HCTC SACSCOC compliance standards and core requirements were reviewed and feedback was provided.

**Quality Enhancement Plan (QEP) Development Team**

The QEP Development Team was on hiatus for Summer 2015 (since the majority of faculty are not on campus and working during the summer) and will resume its work in Fall 2015. The QEP Writing Team will develop the draft QEP document in Fall 2015 and submit it to the QEP Development Team for review. After the QEP Development Team reviews and provides feedback on the draft QEP document, it will be disseminated college-wide to HCTC employees for review and feedback.

**HCTC Fall Start-up Meeting**

The Director of IEPR, also the QEP Development Team Chair, gave a QEP update to HCTC employees at the Fall Start-up Meeting on August 28 regarding the refined scope and components of the QEP that took place over the summer as the draft QEP components were reviewed and vetted by HCTC leadership bodies.