

**Institutional Effectiveness, Planning, and Research (IEPR) Monthly Update
For the Period of September 1 – September 30, 2015**

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

SACSCOC

Institutional Research (IR) had asked the SACSCOC Team to review the list of the “14 Components of a Culture of Evidence” and map them to the appropriate SACSCOC standard(s). In early September, the IR Coordinator then created a spreadsheet containing the 14 Components, SACSCOC Standard, the SACSCOC Standard description, and a comprehensive list of HCTC’s documentation. This spreadsheet summarizes HCTC’s assessment evidence for the HCTC’s Reaffirmation report.

Assessment Review Task Team

In September, Academic Services and Student Services put together a task team to make recommendations regarding the comprehensive assessment processes at HCTC: learning outcomes assessment/course assessment; operational plans and unit assessment plans; academic program review/CPE program review; student evaluation of instruction, student evaluation of academic advising, CCSSE, surveys, committee annual reports. The IR Coordinator prepared a spreadsheet for each of those assessment processes but also included the TEDS Student Follow-Up process and end of program assessment process. For these 10 processes, the IR Coordinator provided a brief assessment process description and identified the applicable SACSCOC Standard.

Assessment Coaching

The IEPR Assessment Coaches met on September 17th to review the 2015-16 unit and sub-unit assessment items (28 units and 83 assessment items). The Coaches suggested improvements for only 12 assessment items. The suggested improvements were sent to the unit/sub-unit leaders.

Course Assessments

The Director of IEPR followed-up with the Academic Provost, Deans, and Division Chairs on faculty members that had not yet completed their Spring 2015 course assessments and assisted faculty members that had questions regarding what needed to be done to complete their Spring 2015 course assessment.

Institutional Effectiveness Committee

The IEPR unit attended the Institutional Effectiveness Committee meeting on September 11th. The Director of IEPR, also the QEP Development Team Chair, provided a QEP update during the meeting.

HCTC Strategic Planning

The Director of IEPR facilitated a strategic planning and visioning session with the HCTC Leadership Team on September 9th. Utilizing information developed during a strategic

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brainstorming and visioning session at the President's Cabinet Strategic Planning Day meeting this summer, the HCTC Leadership Team categorized and aligned strategic initiatives under the 2016-2022 KCTCS Strategic Plan goals. Once the 2016-2022 KCTCS Strategic Plan performance measures are identified, the work conducted by the HCTC Leadership Team will be reviewed, updated, and utilized to develop action plans for the 2016-2022 HCTC Strategic Plan.

The Director of IEPR and IR Coordinator attended a Strategic Planning meeting at the KCTCS System Office in Versailles on September 29th.

KCTCS IR/IE Peer Team

The Director of IEPR and IR Coordinator attended a KCTCS IE/IR Peer Team meeting at the KCTCS System Office in Versailles on September 29th. Relevant information was shared with IEPR unit team members.

Program Coordinators Meeting

The Director of IEPR, IR Coordinator, and Data Research Assistant attended the annual Fall Program Coordinator's meeting on September 11th.

IEPR Monthly Team Meeting

The Director of IEPR facilitated the monthly IEPR Team Meeting on September 17. The following agenda items were covered during the meeting:

- Review last IEPR Monthly Team Meeting action items
- Unit and sub-unit status updates
- Begin discussing transition plans for Alexis' maternity leave
- Begin brainstorming September IEPR Pulse content
- Other???
- Assessment Plan & Operational Plan content review

II. Assessment/Grants

Grant Proposals Referred

Melissa forwarded the USDA Delta Health Care Services Grant solicitation to Dr. Smoot for possible healthcare training dollars. However, the solicitation did not include our service region.

Melissa forwarded the EPA Environmental Workforce Development and Job Training grant solicitation to Dr. Smoot for possible workforce development dollars. Dr. Smoot informed that Dr. Jennifer Lindon did not have a project idea for the possible grant.

Multistate Collaborative on Student Learning Outcomes

Melissa attended the MSC meeting at the Kentucky Council on Postsecondary Education offices in Frankfort, Kentucky on September 18, 2015 with Dr. Paul Currie to continuing discussions and review nationwide results on the assignment assessment system pilot. Melissa discussed with Dr. Currie to present findings to the Assessment Review Task Team during the next meeting on October 12, 2015.

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Course Assessments

Melissa performed a Quality Assurance check on all fall 2015 course assessments and provided feedback to individual faculty on incomplete or missing assessments. Melissa also communicated to Deans and Division Chairs on missing Assessments.

SACSCOC

Melissa attended the SACSCOC meeting from 1:00 p.m.-3:00 p.m. on September 14, 2015 and provided input on various units sections in the Accreditation Module of Compliance Assist.

Melissa met with Jackie Hall of the Business Services to provide training on how to upload documentation to the Documents Library Section of the Accreditation Module of Compliance Assist.

QEP

Melissa, as part of the QEP writing team, met on September 1, 3, 10, 14, 18, 22, 23, 25, 30 to write, review and edit the QEP plan. Melissa drafted the Budget section and worked with Alexis Malepeai to draft the Assessment section.

Student and Employee Feedback Survey Poster

Melissa incorporated the student and employee survey feedback into the appropriate templates and uploaded them to the Feedback Process folder on the IEPR SharePoint site. Melissa developed the posters and had them printed, referred them to Public Relations to be posted to social media, the TV monitors and the HCTC Website.

Unit or Committee Meetings

Melissa attending the IEPR meeting on September 17. The team performed a quality assurance check on 2015-2016 assessments as well as discussed progress and projects ongoing within the unit.

Melissa attended the Professional Development Committee on September 4, 2015.

Melissa attended the Student Engagement Committee Meeting on September 11, 2015 and was elected co-chair of the committee.

Melissa attended the IE Committee Meeting on September 11, 2015.

III. INSTITUTIONAL RESEARCH (IR)

Enrollment Update

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Enrollment for the Fall 2015 terms began on March 1, 2015. There were 2,348 students enrolled in 23,176 credit hours for Fall 2015 on September 30 compared to 2,826 students enrolled in 26,904 credit hours for Fall 2014 on September 30. Student Services has set the Fall 2015 Census Date headcount target at 3,698. We are currently 1,350 students away from that target.

Retention Effort

The Fall 2015 to Spring 2016 Retention Effort will begin on November 1, 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 11 *ad hoc* data requests in September 2015 compared to 18 requests for September 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

The following survey was completed and a summary report needs to be prepared.

- Student Satisfaction with Orientation Fa2015

The following surveys are underway:

- Disability Services Participant Satisfaction Survey Fa2015
- HCTC Regional KYACAC College Fair (Admissions) Fa2015
- 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 Survey Fa2015
- Library Student Learning and Assessment Survey Fa2015
- Program Satisfaction Survey for Graduates Fa2015
- Ready To Work Participant Satisfaction Survey 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

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The IR Coordinator constructed the Fall 2015 Survey Administration Schedule and prepared each of the fall surveys for the department owners to launch.

Program Reviews

According to the Program Review Timeline, the program coordinators were to complete their 2014-15 program review by September 15 for their Division Chair review through September 30. From October 1-15, the Academic Deans will make the final review. Between October 16-31, the IEPR Assessment Coach will review all 28 program reviews and make final suggestions for improvement. IEPR will then download, appropriately format, save as PDF files, and return the PDF to each program coordinator. The program coordinators are scheduled for their Oral Program Review presentations on November 9, 11, 16, and 18, 2015.

TEDS

At the annual Program Coordinators' meeting on September 11, IR staff discussed several program review/TEDS items including: Technical Student Processes for TEDS Reporting & Program Review, update on Perkins Performance Measures, Burning Glass Employer and Job Posting Reports, how the change in No Show process affects TEDS, and a summary report for the 2014-15 Technical Student End of Program Assessments—which the Data Research Assistant has expanded the report to include the 2012-13 and 2013-14 data (this summary may be useful to document evidence of student learning for SACSCOC). Program Coordinators and their assigned Academic Administrative Assistants then moved to a computer lab for a refresher training provided by IR staff on managing the end of program assessment process...from testing the students to entering the results in PeopleSoft to reporting the summary data to IR. The Data Research Assistant refined the end of program assessment documentation procedures by clarifying specific information about each of the program assessment.

In late September, the IR Coordinator began working on the import file of High school SEEK students and other high school students taking technical courses. The file will be imported in early October in order to produce the TEDS Home School report that local superintendents must sign. The report is due to the Kentucky Office of Career and Technical Education in Frankfort by October 25.

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 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. In September, the Data Research Assistant worked on the summary reports for the ATC classes.

The Fall 2015 Student Evaluation of Instruction will be conducted October 26 through November 20. Academics has set an expected response rate of 30% for each course section. IR will provide a link to the survey response rate for each course which instructors can monitor. IR will also provide the faculty with a file showing the response rate for each course section on October 30, November 6, 13, and 20, 2015.

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Data Quality

On September 23, the IR Coordinator prepared a file of Fall 2015 CPE Audit Errors for the Records Office to correct. Additional reports showing remaining errors will be prepared on October 9 and 23. The Fa2015 KCTCS Census date enrollment snapshot will be taken on November 2 for data entered in PeopleSoft as of October 31, 2015.

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 must identify time in early October 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.

Advising

By September 30, 94 responses have been received for the Fall 2015 Student Evaluation of Academic Advising survey. Advisors will continue using the survey as they 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 September, the IR Coordinator was informed by the National Community College Benchmark Project that all participating schools were asked to review data submitted for Form 2 regarding the Number who Completed Degree/Certificate and Number who Completed Degree/Certificate AND Transferred because of a large number of colleges showing increases in graduation rates of over 10 percentage points...which was most likely due to the change in the data collection for this Form. The IR Coordinator reviewed the data and submitted the corrections. A revised Results report will be available in October.

Results have not been received yet for the 2015 National Community College Cost & Productivity Project.

First-Time Student Data Tracking

By September 30, 391 first-time students were enrolled for Fall 2015. However, 11 of those 391 first-time students were identified as a No Show in all classes enrolled, their financial aid backed out, and will be cancelled for non-payment. That will reduce the number of Fall 2015 first-time students from 391 to 380 students.

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On September 18, IR staff met with the Developmental Studies Committee to discuss which developmental education components still need to be tracked for first-time students. The discussion was continued until the next meeting of October 2. Additionally, the Developmental Studies Committee requested that IR present a summary report at the October 2 meeting regarding how successful developmental education students were when they were enrolled in a paired developmental course and college-level English or Math course (Fall 2014 and Spring 2015).

2015-16 Committees

In September, the IR Coordinator updated the various Committee Resource documents for the 2015-16 academic year and sent the information to the Committee Chairs/CoChairs. The files were also added to the Institutional Effectiveness Sharepoint team site under the Committees folder. Institutional effectiveness is assessed through the HCTC committee structure. Each committee was asked to determine their focus for this year based on institutional priorities.

IV. SACSCOC

Quality Enhancement Plan (QEP) Writing Team

HCTC's QEP has been named Transition Investment Pathways for Students (TIPS). The Director of IEPR facilitated meetings with IEPR unit and QEP Writing Team members on September 1st, 3rd, 14th, 18th, 22nd, 23rd, 25th, and 30th. During the meetings, the TIPS program and student learning outcomes were identified, Assessment Plan content was developed, and TIPS QEP sections were assigned to QEP Writing Team members. The draft QEP review and editing timeline was also defined. The draft TIPS QEP will be disseminated to employees college-wide for review and feedback the month of October and beginning part of November 2015.

The Director of IEPR began developing draft QEP sections content. Additionally, the Director of IEPR reviewed draft QEP sections, provided feedback to QEP Writing Team members, and updated assigned QEP sections based on QEP Writing Team member feedback.

The Director of IEPR also continued developing and refining institutional effectiveness sections of the SACSCOC Reaccreditation Compliance Report based on review feedback received.