

**Institutional Effectiveness, Planning, and Research (IEPR)**  
**Board of Directors Report**  
**February 14, 2013**

**I. SACSCOC Update**

Dr. Greiner, Donna Combs, HCTC SACSCOC Liaison, Ella Strong, Academic Dean, and Germaine Shaffer, IEPR and Student Services Dean, attended the SACSCOC Annual Meeting in December 2012. Subsequent to the meeting, HCTC received the results of their Follow-up and Fifth-Year Reports. As stated in the letter dated January 15, 2013, “[t]he Commission on Colleges reviewed the institution’s Fifth-Year Follow-Up Report requested in June 2008 and submitted as part of the institution’s Fifth-Year Interim Report. No additional report was requested.”

By separate letter also dated January 15, 2013, HCTC was informed it was required to submit a Referral Report, due April 15, 2013, related to the Fifth-Year Interim Report, addressing the following standards:

- CS 3.4.11 (Academic Program Coordination)

The institution did not justify the academic qualifications of the lead instructors for the program coordination in Health Information Systems and Medical Information Systems. The institution should document that it assigns responsibility for program coordination to individuals academically qualified in the field for the Health information Systems and medical Information Systems programs.

- FR 4.1 (Student Achievement)

The institution identified the criteria by which it measures student achievement. However, the institution did not address the expected threshold of achievement for each criterion. The institution should document that it evaluates success with respect to student achievement, including the expected threshold of achievement for each criterion used, and discuss the rationale for each criterion threshold.

- CS 3.13.1 (Accrediting Decisions of Other Agencies)

The institution did not provide copies of statements used to describe itself for each of the accrediting bodies; rather, the institution provided the statement it uses to describe its affiliation with the accrediting bodies. The institution should provide copies of statements used to describe itself (with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies) for each of the accrediting bodies with which it has an institutional or programmatic accrediting relationship.

Additionally, SACSCOC reviewed HCTC’s Quality Enhancement Plan (QEP) Impact Report. The Report was accepted with the following comments:

While the data for each of the stated objectives remained unchanged from baseline percentages, there were numerous positive environmental outcomes of the project including the centralization of services and testing for new students; the revitalization of student orientations and the Foundations

of learning course; the addition of full-time staff to support student advising and teachers of developmental education; and the establishment of an infrastructure to support ongoing faculty development.

The HCTC SACSCOC Team is working on the April 15 Referral Report response.

Additionally HCTC has begun the process to develop the next QEP, to be submitted as part of the 2017 reaffirmation process.

## **II. Institutional Research**

Institutional Research continued to support units across the college with regular enrollment updates, retention effort files, *ad hoc* data requests from various departments such as survey development and administration, Admissions, assistance with the academic program review process, selective admission applicant data file preparation, TEDS data, and data quality checks.

## **III. Assessment and Continuous Enhancement**

The Assessment and Continuous Enhancement Coordinator and the Computer and Online Technologies Division are piloting a new, automated course assessment process using Compliance Assist, the software HCTC currently uses for planning and accreditation purposes. The current course assessment process involves the manual submission and manipulation of course assessment forms. It is anticipated that the new process will be fully implemented in the Fall 2013 semester.

## **IV. Grants**

Unfortunately, the NSF Scholarships in Science Technology Engineering and Mathematics Expansion Program grant application, submitted in October 2012 was not funded. This was a joint application with Morehead State University to develop a pathway for HCTC technical program students to earn a bachelor's degree in technology management. The grant application also included support services for HCTC students taking the classes that led to the technology management degree. Reviewers recommended that HCTC reapply and internal discussions are currently ongoing. The resubmission is due in May 2013.

The first National Endowment for Humanities was received in December 2012. Although small at only \$1,500, HCTC now has a presence with the NEH and is positioned well to apply for other NEH opportunities. The grant will expand programming at the Leslie County Center through a program called From Bluegrass to Broadway, emphasizing the KSTBM.

A Fender Grant has been submitted in the approximate amount of \$6,000 for acoustic instruments in support of the Kentucky School of Bluegrass and Traditional Music. Additionally, grant applications currently being developed include two to the Steele-Reese Foundation, one in support of the Challenger Center and one in support of the Greater Hazard Area Performing Arts Series, and one to the National Endowment for the Arts.