Institutional Effectiveness, Planning, and Research (IEPR)
Board of Directors Report
May 9, 2013

I.   SACSCOC Update

HCTC submitted the required Referral Report, related to the Fifth-Year Interim Report, on April 9, 2013. We are awaiting a response from SACSCOC.

A QEP Development Committee has been formed to begin the process of preparing the Quality Enhancement Plan (QEP) that will be submitted as part of the 2017 reaffirmation process. The Committee consists of representatives from each of the major college units and from each academic division. They will begin gathering input from all college constituents in the Fall.

II. Institutional Research

The IR Coordinator provided a Spring 2013 enrollment update and Fall 2012 to Spring 2013 retention reports which included SAP and R2T4 information. By February 15 (last day add 12weeks), 77% of our Fall 2012 first-time students registered for Spring 2013. This 77% is the same as the Fall 2011 first-time student cohort who registered for Spring 2012 by the KCTCS Census Date. A final retention effort file will be prepared soon.

The IR Coordinator assisted the Business Administration program coordinator and the Workforce lead person with the Dynamic Skills Audit (DSA) process for the Business Administration program using a real-time labor market tool, Burning Glass Labor/Insight software application. All sixteen KCTCS institutions participated in this initiative. The IR Coordinator and the Workforce lead person attended a regional workshop to discuss the audit data and held an industry partner meeting (Business Administration program advisory committee) to discuss the findings. On February 22, the Business Administration program coordinator, Workforce Lead, and the IR Coordinator presented a professional development session on the Burning Glass labor insight software and the Dynamic Skills Audit they completed. Thirteen people attended that session, including some program coordinators. The Business Administration program coordinator made a separate a presentation to her Business Administration Program Advisory Committee. Program coordinators felt like this labor market tool would help improve job placement, especially if a job listing report can be generated in a timely manner to graduating program students. The Eastern Kentucky Concentrated Employment Program (EKCEP) also has this software and is working with HCTC to aid in this effort.

III. Assessment and Continuous Enhancement

The ACE Coordinator completed the Assessment and Outcome Tutorial, which provides a broad overview for faculty and staff of strategic alignment and its importance, as well covers the assessment and outcomes processes conducted at HCTC at a high level. The tutorial also details supporting documentation and guides available to faculty and staff that help facilitate the various assessment and outcomes processes and their location on the Point. Last, the tutorial provides the overarching "ideal" state HCTC strives to attain as it relates to assessment and outcomes. The

tutorial has been posted online and all faculty and staff have been asked to take the Assessment and Outcomes Tutorial this Spring.

> HCTC 101 Assessment and Outcomes Tutorial - Faculty
> http://legacy.hazard.kctcs.edu/DL/Assessment/HCTC101/index.html

> HCTC 102 Assessment and Outcomes Tutorial - Staff
> http://legacy.hazard.kctcs.edu/DL/Assessment/HCTC102/index.html

IV. Grants

Working in collaboration with the Occupational Technology Program, the grant writer submitted an application on December 11, 2012, to the Appalachian Regional Commission for a Green Technology Model House to be used by various technology programs on the Technical Campus. In April 2013, HCTC received notice that it would receive $200,000 in funding for this project.

Unfortunately, the NSF STEP grant, submitted in collaboration with Morehead State University, was not funded. The reviews overall were good, with one panelist scoring it "excellent." The summary indicated that the project is competitive, but the realities of the federal budget and sequestration cuts to federal grant-making agencies raise the bar for funding. The grant writer is in discussion with the Science faculty concerning possible revision and re-submission of the grant.

From January through March 2013, the grant writer applied for an additional $164,000 in the form of seven grants from various agencies including Walmart Foundation, Fender Foundation, Steele-Reese Foundation, KySTE and RGK Foundation. These grant applications, if funded, will benefit the Challenger Learning Center of Kentucky, KSBTM, Math and Science Division and Performing Arts.

V. Institutional Effectiveness

A CCSSE Task Team has been formed to develop an action plan as to which college group will work with specific pieces of the Community College Survey of Student Engagement (CCSSE) data to improve student learning.   The CCSSE, administered every two years at HCTC, provides data in five benchmark areas; active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners. The task team was developed to improve the data usage and to develop possible strategies based on the data analysis. Action plans have been developed and discussed with faculty and staff. Program coordinators will identify which CCSSE benchmark area gap they will focus on, develop strategies, and report those strategies in their 2012-13 program review. In their 2013-14 program reviews, program coordinators will implement the strategies and report on them. Student Services also will develop and implement strategies to impact support for learners. The next CCSSE/CCFSSE administration will occur in March 2014.