

**Institutional Effectiveness, Planning, and Research (IEPR)**  
**Board of Directors Report**  
**November 15, 2012**

**I. SACSCOC Update**

The 5<sup>th</sup> Year Report was finalized and submitted on September 11, 2012. Unless a request for further information is received, HCTC will learn the results of the Report at the SACSCOC Annual Meeting in December 2012.

**II. Strategic Planning**

The first Senior Leadership Planning Day (actually a half-day event) was held on August 30, 2012. The meeting was facilitated by the IEPR team.

A key component of the Planning Day activities was the Annual Assessment Impact Report, consisting of a review and evaluation of all the units'/sub-units 2011-12 assessment plans. During the development of the Annual Assessment Impact Report, a SMART (i.e. specific, measurable, attainable, relevant, and time-bound) Intended Outcomes handout and an Assessment Plan Quality Assurance Checklist also were developed.

Finalized Senior Leadership Planning Day documents were sent to each Senior Leader on September 18. These documents included the Planning Day Meeting minutes, the 2011-12 and 2010-11 Annual Assessment Impact Reports, the SMART Intended Outcomes Guide, the Assessment Plan Quality Assurance Checklist, the 2010-16 Revised HCTC Strategic Goals, and a copy of a handout received at the 2011 Assessment Institute, "Creating and Working Within a Culture of Evidence." (If any members of the Board would like a copy, please contact Delcie Combs.)

During the Senior Leadership Planning Day, HCTC Goal 7B was revised. During the development of the 2010-16 HCTC Strategic Plan goals, a task team was formed and Goal 7 was created which included a different college initiative every two years of the strategic plan timeframe. The initiative for 2012-14, as written, was to "*Enhance/expand extended campuses to provide services and promote communities.*" After an extensive discussion, Senior Leaders revised Goal 7B to remove "expand" and "promote communities." Goal 7B will now be "*Enhance Knott County Branch and Leslie County Center offerings available to students.*" Performance measures include increase recruitment and marketing, enhance technology (bandwidth and ITV classrooms), number of course offerings, and student satisfaction. Revised Goal 7B will be presented to the Board for adoption at this meeting.

**III. 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 Admissions, survey development and administration, assistance with the academic program review process, selective admission applicant data file preparation, TEDS data, and data quality checks.

A new collaborative initiative for Institutional Research and Academic Services is the preparation of a Dynamic Skills Audit, a KCTCS initiative that is studying the use of real-time labor market data using Burning Glass Labor/Insight software. All 16 KCTCS institutions will be preparing a Dynamic Skills Audit for one of their academic programs. The IR Coordinator will be assisting the Business Administration program coordinator and the Workforce lead person in completing the Dynamic Skills Audit for the HCTC Business Administration program.

#### **IV. Assessment and Continuous Enhancement**

The Assessment and Continuous Enhancement Coordinator presented a professional development training on October 19, on operational plan and assessment plan training. This training provided a comprehensive overview of the planning process and included step-by-step procedures entering the information into Compliance Assist! ®, the software HCTC uses for strategic planning materials and accreditation documentation.

#### **IV. Grants**

Working in collaboration with the Kentucky School of Bluegrass and Traditional Music (KSBTM), the Grant Writer submitted an application in February 2012 to request 20 guitars for KSBTM to perform outreach and training. On September 28, 2012, Chris Mullins of the KSBTM received notice from Fender Foundation that our application was approved. The equipment was valued at \$4,000.

The submission date for the NSF, Science Technology Engineering and Mathematics Expansion Program has been extended to December 10, 2012. This is a joint application with Morehead State University to develop a pathway for HCTC students to earn a bachelor's degree in Integrated Studies with a Biomedical Science Emphasis. The grant application also includes support services for HCTC students taking the classes that will lead to the Integrated Studies degree.