

**Institutional Effectiveness, Planning, and Research (IEPR)**  
**Board of Directors Report**  
**September 6, 2012**

Institutional Effectiveness, Planning, and Research (IEPR) has expanded for the 2012-2013 academic year to include the Grants Office and an half-time data assistant Institutional Research. We are very happy to welcome Melissa Vermillion and Brenda Young to our unit. Brenda previously assisted with data collection for the Quality Enhancement Plan (QEP) approved during the last SACSCOC visit. The QEP has concluded and a final report is included in the SACSCOC 5<sup>th</sup> Year Report.

### **I. SACSCOC Update**

The Follow-Up Report, as required by SACSCOC as part of the previous reaffirmation cycle, was submitted on August 9, 2012. This report focused on the institutional effectiveness of the college and included sections addressing student learning and educational programs, and administrative, academic, and student services.

The 5<sup>th</sup> Year Report will be submitted prior to the September 15 deadline. This report includes responses in 21 different areas, in addition to a specific distance learning addendum of 13 sections, and the QEP Impact Report.

### **II. Strategic Planning**

The 2011-2012 assessment cycle has been completed and information for each unit/sub-unit, including evidence of improvements, has been incorporated in the SACSCOC Follow-up Report. Units currently are reviewing and updating operational plans for 2012-2013 and developing assessment plans. The IEPR Dean will continue to meet with individual unit/sub-unit leaders until all plans are completed and entered into the Compliance Assist! software.

In response to areas that became apparent during the Aspen Prize application submission, the IEPR Dean, Institutional Research Coordinator, the Grants Writer, and the Assessment and Continuous Enhancement Coordinator developed an Institutional Enhancement (Close the Loop) document that outlined initiatives, programmatic components, recommendations regarding entities to own or champion the initiative, identified additional key entities that will be critical to the initiative's success, why the initiative is important, and related transformation initiatives. This was presented to Senior Leadership at the August 16 meeting for discussion and possible implementation of different areas.

### **III. Institutional Research**

Institutional Research continued to support units across the college during the summer 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 import, and data quality checks.

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

The Assessment and Continuous Enhancement Coordinator facilitated the submission of faculty course assessments at the beginning of the semester. These course assessments focus on student learning in the classroom; each faculty member must submit three items of assessment each semester. The course assessment forms are reviewed at the end of the semester. Information from this process also is included in SACSCOC reports.

#### **IV. Grants**

Funded grants include two that benefit the Greater Hazard Area Performing Arts Series; one from **Walmart Foundation** in the amount of \$250 and one from the Steele Reese Foundation in the amount of \$20,000. Additionally, HCTC received 55 gallon recycle bins in response to a **Keep American Beautiful** grant application. Five to six bins will be placed on each campus.

HCTC has submitted four grant applications and is awaiting notification. HCTC has collaborated with Forward in the Fifth in the submission of a **Promise Neighborhood Grant Partnership (\$114,000)**. The **Aspen Prize** application (**\$1,000,000**) was submitted at the end of May, 2012. As part of the process this year, the Aspen Prize process included telephone conferences with selected colleges. HCTC participated in such a telephone conference in June. Colleges selected for site visits will be notified soon and a final announcement is anticipated in early January 2013. Two **Upward Bound Math and Science** grant applications (**\$2.5 million total**) were submitted to the U.S. Department of Education in July. Finally, a **National Science Foundation STEM Scholarship Program** grant (**\$612,000**) has been submitted. This grant will provide scholarship money to students interested in drafting/engineering.