

Institutional Effectiveness, Planning, and Research (IEPR)
Board of Directors Report
February 16, 2012

Institutional Effectiveness, Planning, and Research (IEPR) focuses on four main areas, providing support and assistance college-wide. The four main areas of IEPR are:

- Strategic Planning
- Institutional Research
- Assessment and Continuous Enhancement
- SACSCOC collaboration, in conjunction with the HCTC Accreditation Liaison (Donna Combs)

Germaine Shaffer, Dean, and Lois Puffer, Institutional Research, attended the KCTCS IR/IE Peer Team Meeting in Louisville on November 22. The agenda included presentations relevant to institutional effectiveness and institutional research. Dr. Jay Box and Dr. Nicole McDonald also provided System-level updates about the Transformation Initiatives and Foundations of Excellence, respectively.

I. Strategic Planning

IEPR is revising the current strategic planning calendar, to make it a comprehensive document. The revised Strategic Planning Calendar was presented to Senior Leadership, the HCTC Leadership Team, and the Assessment and Outcomes Committee for review and input. A major change is inclusion of a Senior Leadership planning day, which would be scheduled for July. It will form the backbone of the revised Planning Guide. (The President's Office will email the current draft to board members for their review and input.)

Additionally, 2011-2012 operational and assessment plans are being reviewed for completeness. Assistance is provided on an individual basis to any unit that requests it.

II. Institutional Research

Institutional Research continues to provide a high level of support across the college. Data and support are provided for the Foundations of Excellence® transfer initiative, enrollment and retention efforts, administration of numerous surveys each month, academic program reviews, TEDS (Technical Education Data System) for Perkins Accountability and student follow-up, student evaluation of instruction, preparation for administration of CCSSE (Community College Survey of Student Engagement) and CCFSSSE (Community College Faculty Survey of Student Engagement).

Institutional Research also continues to provide specialized, targeted data in response to individual requests.

III. Assessment and Continuous Enhancement

The Assessment and Continuous Enhancement Coordinator, Alexis Malepeai, is developing a new Faculty Course Assessment Form, which will begin to be utilized in Fall 2012. The new form will include instructions and the new KCTCS general education

competencies. Faculty input also has been solicited for additional changes to the form. Course assessments are included in SACSCOC documentation.

Alexis presented an IEPR workshop, Introduction to Institutional Effectiveness, Planning, and Research Presentation, on the November 11 PD day. She will present additional workshops at subsequent PD days. (If any board member would like a copy, please contact the President's Office.)

IV. SACSCOC Update

Germaine and Lois, along with Dr. Greiner, Donna Combs, Dr. Smoot, Shirley Engle, Lisa Maggard, Connie Watts, and Ella Strong, attended the 2011 SACSCOC Annual Meeting in Orlando, Florida, on December 3-6.

In preparation for the SACSCOC Fifth Year Review, over the course of the Fall semester, Alexis has been developing a course assessment matrix. The course assessment matrix depicts the KCTCS general education competency that was evaluated in the course assessment for each semester from Fall 2009 through Spring 2012. Information is arranged by department, faculty member, and course taught. To date, information for the Fall semesters has been compiled. Work will begin on the Spring semester's matrix next.

HCTC has received official notification that the "Additional Report" (Part IV of the Fifth Year Interim Report) is due August 15, 2012, while the remainder of the Fifth Year Report (Parts I, II, III, and V) is due September 15, 2012. This was a clarification of the due date for the "Additional Report." Previously, it was our understanding all parts were due on September 15.

Overall, HCTC is progressing well on the completion of the Fifth Year Review. The HCTC SACSCOC Liaison Team met twice in all-day sessions in January and again in February to begin the initial review of the sections of the Fifth Year report in Compliance Assist, the software HCTC is using to manage the submission of information. All units should complete their initial revisions sometime in March. Updated information will be added to the report as it becomes available throughout the Spring semester. The review/revision cycle will continue until submission of the Fifth Year Report.