Institutional Effectiveness, Planning, and Research Update
For the Period of January 1 – January 31, 2012

I.   Institutional Effectiveness, Planning, and Research (IEPR)

Based upon suggestions received during the HCTC SACSCOC Liaison Team meetings, Germaine worked with Student Services and Institutional Advancement on revisions of SACSCOC Fifth Year Report sections CR 2.10 and FR 4.5.

In response to the budget situation, IEPR and IR returned 2% of the remaining budgets, which included salaries and current expense funds, to the Business Office. This money came from the current expense lines. This may have an impact on travel by the end of the fiscal year.

The IEPR staff continues to meet on a regular basis to discuss issues and areas of concern.

II.   Institutional Research

Enrollment Update
The IR Coordinator prepared two Spring 2012 enrollment update reports for Senior Leadership: one report was prior to the first day of class (January 6) and the other report was after the last day to add a 16-week class (January 13). Additional update reports will be prepared after the last day to add a 12-week class (February 10) and after the KCTCS Census Date (March 30).

Retention Effort
The IR Coordinator has prepared four Fall 2011 to Spring 2012 Retention Effort reports (November 8, December 1, January 2, and January 13) to monitor whether the Fall 2011 credential-seeking students registered for the Spring 2012 term. Each date, the student file was sent to program coordinators and student program unit leaders asking them to follow up with their students to encourage their enrollment. Admissions and Records also assisted by calling or sending reminder registration postcards to these students. As of the last day to add a 16-week class (January 13), the Fall 2011 to Spring 2012 persistence rate was 76%, the highest in the KCTCS system.

Surveys
The following surveys closed at the end of the Fall 2011 term and the IR Coordinator has prepared a summary report and/or sent the results report to the unit leader this January. Reports are located on the IR Point team site.
- o Program Satisfaction for Graduates Survey
- o Student Satisfaction with Orientation Survey
- o Transitional Education Course Exit Student Satisfaction Survey
- o Student Support Services Participant Satisfaction Survey
- o Ready-to-Work Participant Satisfaction Survey
- o Library Services Student Learning and Assessment Survey
- o Career, College, and Life Planning Center Student Satisfaction Survey
- o LPN Graduate Exit Survey

- o Nursing Program Course Exit Survey
- o Nurse Aide Course Exit Survey
- o UCM Student Descriptive Survey
- o Performing Arts Series Arts Education Program Satisfaction Survey

The Spring 2012 New Nursing Student Seminar Satisfaction Survey was completed in January 2012 and the survey results were sent to the nursing program coordinator.

The following surveys are underway for Spring 2012:
- o Technology Solutions Employee Satisfaction with Technician Survey
- o Student Satisfaction with Student Services-Business Services Survey
- o Program Satisfaction Survey for Graduates
- o Student Satisfaction with Orientation Survey
- o Library Student Learning and Assessment Survey
- o Student Total Withdrawal Survey
- o Performing Arts Services Arts Education Programs Survey
- o IR Data-Survey Request Employee Satisfaction Survey

Other surveys also scheduled to be administered in Spring 2012:
- o TEDS Employer Survey for 2010-11 Graduates
- o Disability Services Participant Satisfaction Survey
- o Technology Solutions Employee Satisfaction Survey
- o Technology Solutions Student Satisfaction with Technology Survey
- o Library Employee Satisfaction Survey
- o Transitional Education Course Exit Student Satisfaction Survey
- o Student Support Services Participant Satisfaction Survey
- o Ready-to-Work Participant Satisfaction Survey
- o ARC Student Satisfaction Survey
- o Document Production Center Employee Satisfaction Survey
- o Leadership Institute Participant Satisfaction Survey
- o Employee Supervisor Training Satisfaction Survey
- o Nurse Aide Course Exit Survey
- o Nursing Program Course Exit Survey

Program Reviews

The IR Coordinator has prepared the Fall 2011 data set for the 2011-12 academic program reviews. Files are located on the IR Point team site and program coordinators have been informed that the data is ready for their use. The one exception is the Fall 2011 data for the Transitional Education program review. A few items are being finished by the QEP administrative assistant and the file will be sent by February 6 to that program coordinator. According to the 2011-12 program review timeline, academic administrative assistants are to have the Fall 2011 data entered into Compliance Assist by February 15 and program coordinators are to enter/analyze the Fall 2011 data and complete the program outcomes sections of the 2011-12 program review by March 1.

TEDS (Technical Education Data System) for Perkins Accountability

The IR Coordinator prepared the initial data file for the Fall 2011 technical students (n=965) and imported the data into TEDS by the January 31 KCTCS deadline. The IR Coordinator continues to work on another data file for other students who took technical courses in Fall 2011, but were not reported as specific program students for program review (n=596 exploratory) per KCTCS directive.

TEDS 2010-11 Student Follow-Up
Program Coordinators have been working to complete the TEDS Student Follow-Up of 2010-11 graduates (deadline is February 3). This data is a critical element of program review and Employer Survey forms will be generated for those graduates reporting employment. The employer survey will be conducted in March.

TEDS Spring 2012 Technical Students
The IR Coordinator has been working with Admissions/Records during the month of January to correct PeopleSoft student coding issues in order to compile an initial list of Spring 2012 technical program students. The IR Coordinator will be sending that file to program coordinators for their review in early February. Program coordinators may need to help clean up any additional coding errors by sending affected students to the Admissions/Records office.

Program Graduates for Spring 2012 and NOCTI Post-Testing
Program coordinators should be reviewing the academic record of any technical students who should be graduating in Spring 2012 in order to process the Application for Graduation (deadline is March 5). Program coordinators also will need to schedule NOCTI post-testing of those graduates before the end of the Spring 2012 term.

Student Evaluation of Instruction
The IR Coordinator used the Fall 2011 Student Evaluation of Instruction raw data to prepare a summary report by division/discipline for Academic Services. This report also contains the response rate per class and division/discipline. Technical programs which request that their program students be taken to a computer lab to complete the survey enjoy a much higher response rate than other program students who choose to complete the online survey on their own per the email sent to all students. Academic Services provides individual course survey reports to faculty.

CCSSE (Community College Survey of Student Engagement)
The IR Coordinator has worked with Academic Services to prepare the Spring 2012 course master data file (n=306 course sections) which has been submitted to CCSSE per their criteria. CCSSE will now use this file to create our random selection file of courses to be surveyed. Academics will approve that random list of courses and the file will be returned to CCSSE. CCSSE will prepare the survey packets and send them to IR Coordinator for final preparations. Using the approved course file, the IR Coordinator will be contacting the selected faculty to ask for their preferred survey date for the course according to the survey window. Then the IR Coordinator will prepare the survey administration schedule and send it to the Deans and Division Chairs to decide who will be the survey administrator for each. The IR Coordinator will deliver the survey packets to the designated survey

administrator. The President will send an email to students announcing the CCSSE administration, which is scheduled for those selected in-person classes from March 19-March 30.

CCFSSE (Community College Faculty Survey of Student Engagement)
Faculty (n=67 full-time faculty and 29 part-time faculty) whose courses fit the CCSSE course master data file criteria will receive an invitation to participate in the faculty companion survey CCFSSE on March 19. Those faculty will have until May 11 to complete the CCFSSE. The IR Coordinator will be sending reminders to any faculty who did not completed the survey so that we have a high participation rate. In the 2010 CCFSSE administration, 73 of the 110 faculty on the approved course list (or 66%) completed the CCFSSE.

III. **Assessment and Continuous Enhancement**

Student Survey Feedback Poster Campaign

The Assessment and Continuous Enhancement (ACE) Coordinator is developing a poster campaign to highlight the importance of participating in student surveys and providing feedback, demonstrate the college's responsiveness to students' feedback, and develop "close the loop" evidence for SACSCOC reviews. The ACE Coordinator is working with survey owners to gather student feedback and the resulting actions that were implemented for surveys administered for the Fall 2009 – Spring 2011 semesters. Survey feedback is due Wednesday, February 1. The data will be used to populate posters that will be displayed around the campus. In the future, the poster campaign will also include employee survey feedback and associated actions implemented.

Course Assessments

The initial Spring 2012 Faculty Course Assessments were due to the ACE Coordinator by Friday, January 13. Follow-up with the Division Chairs for outstanding course assessments has been conducted. The course assessment matrix for the Spring 2009, 2010, and 2011 semesters has been completed. The course assessment matrix depicts, by department, the faculty member, the course taught, and the KCTCS general education competency that was evaluated in the course assessment. The course assessment matrix for Spring 2012 will be completed at the end of the semester once the finalized course assessments are received.

IV. **Strategic Planning**

- Compliance Assist!

    o 2010-2011 – Germaine is reviewing the report format to make it more "user-friendly." At this time, the reports contain a substantial amount of information that probably is not necessary in every report.
    o 2011-2012 – Germaine has begun to review the 2011-2012 Compliance Assist operational and assessment plans, including linkages. She will contact units individually to help them complete this process.

- Strategic Planning Calendar – the Strategic Planning Calendar was presented to Senior Leadership, the HCTC Leadership Team, and the Assessment and Outcomes Committee for review and input. Germaine pointed out that a major change is inclusion of a Senior Leadership planning day, which would be scheduled for July. Lois subsequently included the survey list. Germaine will present the calendar for approval at a February Senior Leadership meeting. It will form the backbone of the revised Planning Guide.

V. SACSCOC

The HCTC SACSCOC Liaison Team met twice in all-day sessions in January to begin the initial review of the sections of the Fifth Year report in Compliance Assist. Some edits are completed during the review process. However, if something cannot be completed immediately, it will be sent back to the appropriate area for clarification, modification, and/or re-writing. Two additional all-day sessions are scheduled in early February. It is anticipated that units will complete their initial revisions sometime in March.

As stated previously, the additional report is due August 15, 2012, and the Fifth Year Report is due September 15, 2012. At this time, the Team feels the College is right on schedule to complete the process as mandated.

IV. Assessment and Outcomes Committee

The Assessment and Outcomes Committee met on January 20, 2012. We disposed of the remaining focus item from the 2010-2011 Committee (assisting HCTC search committee by developing and providing questions about Assessment and Outcomes to ask prospective candidates). After a presentation by Mindy Collins and a discussion, it was decided that Mindy would ensure an "example of improvement" question was included in the search committee's interview questions. We also looked at the Strategic Planning Calendar and heard Compliance Assist, SOCSCOC Fifth Year Report, and unit updates. The next meeting is scheduled for February 17 in the Commodore Room.