

Institutional Effectiveness, Planning, and Research Update
November 17, 2011

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

Institutional Effectiveness is now Institutional Effectiveness, Planning, and Research. It is comprised of two subunits: Assessment and Continuous Enhancement, coordinated by Alexis Malepeai; and Institutional Research, coordinated by Lois Puffer. This revised name and structure conveys the comprehensive focus of the unit. The name change was approved by Senior Leadership on October 25.

Assessment and Continuous Enhancement Coordinator Alexis Malepeai presented an IEPR workshop, entitled Introduction to Institutional Effectiveness, Planning, and Research Presentation on the November 11 PD day. She will present additional workshops at subsequent PD days. A copy of the PowerPoint was shared with the Assessment and Outcomes Committee.

The Dean (Germaine Shaffer) attended the 2011 Assessment Institute, a national conference, on October 29-November 2 in Indianapolis. It was very informative and Germaine was happy to discover that HCTC is very well positioned in the assessment area. In a workshop conducted by a nationally recognized expert in assessment, Jeffrey Seybert, fourteen major components of an institutional effectiveness plan/model were listed. HCTC does all the major components! Of course, there is always room for enhancement. A copy of the presentation PowerPoint was shared with the Assessment and Outcomes Committee.

II. Compliance Assist!

A few college units are still in the process of completing their 2010-11 assessment plans, but should have them completed shortly. Once all have been completed, an institution-wide report for all 2010-11 assessment activities will be generated and used in the SACS Fifth-Year Interim Report due in September 2012.

Lois has rolled over the operational plans in Compliance Assist! for 2011-12. Units have been notified to review their mission statements and operational plans, making any necessary adjustments. Assessment plans need to be developed and entered into Compliance Assist! This process must begin earlier next year.

III. Program Reviews 2011-2012

A Program Coordinator Workshop was held on November 11 and was conducted by Academic Dean Anna Napier and Institutional Research Coordinator Lois Puffer. Most of program coordinators attended. Each program coordinator received a packet of information which included:

- 2010-11 Program Review and Program Review Summary form;

- an overview of 2010-11 program goals/outcomes and a handout indicating which goals were met;
- 2011-12 annual program review timeline (final 2011-12 program reviews are due to Academic Services by August 15, 2012, so that the 2011-12 program review documents can be included in the SACS 5th Year Interim Report submission);
- general information including a listing of assigned administrative assistant support, a program review checklist, review of TEDS process, retention effort, NOCTI, surveys, and use of CCSSE data.

The IR Coordinator provided a tremendous amount of individual support to program coordinators to help them complete their 2010-11 program reviews. However, for the 2011-12 program reviews, program coordinators will work directly with their division chair and dean on their program reviews. The IR Coordinator will continue to provide all program data as per the timeline. According to the timeline, by December 16, 2011, program coordinators should have their 2011-12 goals and program outcomes entered in Compliance Assist!, review the weakness and recommendations from the 2010-11 Program Review Summary form and determine strategies to address those items, and work with their assigned administration assistant to enter the 2010-11 Support Data into the Addendum section of the program review.

IV. Assessment of General Education

All full-time faculty have been notified to submit their completed Fall 2011 course assessments forms to Alexis Malepeai and their program coordinator/division chair by December 12. Alexis will review the forms and post to the IR Point team site under the Assessment and Outcomes folder/division subfolders. Course assessment forms for Spring 2012 are due by January 13.

Alexis also will update the Excel spreadsheet that maps the general education competencies to individual faculty and classes. This will be shared with Academic Services.

V. Surveys

The IR Coordinator conducts student and employee surveys on behalf of college units/departments throughout the academic year.

- The results of the Fall 2011 Student Orientation Survey are being tabulated. The survey will be reset for Spring 2012 Orientation.
- The Program Satisfaction Survey for Graduates (December 2011) has been conducted and results are being tabulated. This survey has been reset to accept responses for May 2012 graduates.
- The following surveys have been running from the beginning of the Fall 2011 term and will close out in December: Career, College, and Life Planning Student Satisfaction Survey, Library Student Learning Assessment, Student Total Withdrawal Survey, UCM Student Descriptive Survey, and the IR Employee Satisfaction Survey.

- The following surveys are launched the last six weeks of each term and will close out in December: Ready to Work Participant Satisfaction Survey, Student Support Services Participant Satisfaction Survey, Transitional Course Exit Survey, and Academic Resource Center Student Satisfaction Survey.
- The Technology Solutions Employee Satisfaction Survey will be conducted prior to the end of the Fall 2011 term.
- The Title III Internal Monitoring Team Feedback Survey is administered each month of the academic year and results are provided back to the Title III grant team.
- The UCM Program Interest Survey 2011-12 will continue through the end of the academic year.
- The Performing Arts Series Arts Education Program Survey 2011-12 runs the entire academic year because art events occur throughout the year.
- For the Foundations of Excellence project, the IR Coordinator administered/prepared results for the Faculty-Staff Survey and launched the Student Survey for November 1-20.
- The TEDS Student Follow-Up Survey of 2010-11 graduates has been prepared and is being conducted through academic program coordinators through February 3, 2012.
- Academic Services is conducting the Student Course Evaluation Survey from November 7-25, 2011.
- The Distance Learning Dean will be conducting a Distance Learning: Training and Support Survey for Faculty prior to the end of the Fall 2011 term.

VI. NOCTI Assessment

Program coordinators have identified around 40 students for Fall 2011 NOCTI post-testing. Students will be tested before December 2.

VII. Assessment and Outcomes Committee

The Assessment & Outcomes Committee held its second meeting on October 20. Committee member/SACS Liaison Donna Combs is serving on a task team charged to review the HCTC Mission/Vision/Values Statements. Committee members provided input on the revisions that were presented to Senior Leadership on October 25. The change in IEPR name and structure also were discussed and a short SACSCOC update was provided. The Assessment and Outcomes Committee briefly discussed the need for a comprehensive planning calendar. The committee will discuss this in more detail at the next meeting, scheduled for November 17.

VIII. SACSCOC Update

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, 2011. The units continue their work on the Fifth Year Report.