

## **Institutional Effectiveness, Planning, and Research Update For the Period of November 18 – December 16, 2011**

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

Germaine Shaffer and Lois Puffer attended the KCTCS IR/IE Peer Team Meeting in Louisville on November 22. The agenda included presentations by College Survey Services, Inc., and Burning Glass (a labor market information software program), updates about DSS, use of trend data in program reviews at Jefferson CTC as related to SACSCOC issues, and Gainful Employment reporting. Dr. Jay Box and Dr. Nicole McDonald also provided System-level updates about the Transformation Initiatives and Foundations of Excellence, respectively.

As a follow-up to the meeting, the IR/IE Peer Team members were asked to review the action steps for each Transformation Initiative Transformation Topic and respond to indicated questions from the IR/IE Peer Team perspective. Germaine, Lois, and Alexis prepared HCTC's response. We shall be glad to provide a copy of the response to any interested person. If you would like a copy, just contact Germaine.

Lois, Alexis, and Germaine also participated in the Appreciative Inquiry Transformation Action Step Review of the Transformation Initiative conducted by Senior Leadership. This information will be aggregated and submitted to KCTCS.

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

### **II. Institutional Research**

- Surveys – Several department surveys were closed out at the end of the Fall 2011 term. The IR Coordinator pulled the results and will be in the process of preparing summary reports for each sometime in January. The surveys are:
  - Program Satisfaction for Graduates
  - Student Satisfaction with Orientation
  - Transitional Education Course Exit Student Satisfaction Survey
  - Student Support Services participant Satisfaction Survey
  - Ready-to-Work Participant Satisfaction Survey
  - Library Services Student learning and Assessment Survey
  - Career, College, and Life Planning Center Student Satisfaction Survey
  - LPN Graduate Exit Survey
  - Performing Arts Series Arts Education Program Satisfaction Survey
- NOCTI – The program coordinators provided a list of technical program students who were graduating and who needed to NOCTI post-test before the end of the Fall 2011 term. Forty-five (45) technical students' names were sent to the HCTC Testing Center. Of those 37 technical students (82%) completed the post-test. Program coordinators will compare their students' post-test results against state and national results and include that analysis in their Assessment program outcome in their 2011-2012 program reviews.

- Foundations of Excellence – The IR Coordinator is a member of the Foundations of Excellence (FoE) Steering Team and has been involved in the completion of the FoE Current Practices Inventory (CPI). IR was specifically responsible for Parts A-E but also was asked to complete Part I. IR also listed the policies provided by KCTCS for Part H but additional information is needed from KCTCS before that section is complete. The IR Coordinator prepared a data summary report for Parts A-E. The IR Coordinator led a FoE Steering Team meeting on December 16 in which the CPI was discussed and three recommendations were made. The IR Coordinator posted institutional reports and appropriate data in the FoE Evidence Library for use by all Dimension Teams. The IR Coordinator also was the Co-Chair of the FoE Improvement Dimension Team and worked with the seven other team members to complete the Performance Indicator section in FoEtec (FoE software), as well as complete a draft of the Improvement Dimension's final report.

The CPI Parts are:

Part A: Student Cohorts

Part B: Inventory of Demographic Information about Transfer-Bound Students

Part C: Retention Rates for Transfer-Bound Students

Part D: Academic Programs Enrolling Transfer-Bound Students

Part E: Receiving Institutions

Part F: Special Programs/Initiatives for Transfer-Bound Students

Part G: Inventory of offices, Positions, committees, and Councils

Part H: Current Policies Related to Transfer-Bound Students and/or the Transfer Process

Part I: Existing Data and Assessments on Transfer-Bound Students

- Program Reviews – By December 16, academic program coordinators were to determine whether to review their 2010-2011 program goals and enter them in Compliance Assist for the 2011-2012 program review. Program Coordinators were to review the Weaknesses and recommendations listed on their completed 2010-2011 Program Review summary form and determine strategies to address these items in the 2011-2012 review. Administrative Assistants were to enter the previous year's Support Data into the Addendum sections. Academic Deans and Division Chairs will take an accounting of whether all programs completed these tasks by the deadline.

### **III. Assessment and Continuous Enhancement**

The completed Fall 2011 Faculty Course Assessments were due on Monday, December 12. Alexis Malepeai facilitated assessment open hours in the computer lab on Tuesday, December 13 from 9 am to 12 pm for faculty that wanted assistance completing their Fall Course Assessments. The initial Spring 2012 Faculty Course Assessments outlining the evaluation criteria for the spring semester are due to Alexis by Friday, January 13. Course assessments are uploaded to the Institutional Research site on the Point.

A new Faculty Course Assessment Form is being developed and will begin to be utilized in Fall 2012. The new form will include instructions and the new KCTCS general education competencies. Input from faculty also has been solicited for additional changes to the form.

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, by department, the faculty member, the course taught, and the KCTCS general education competency that was evaluated in the course assessment for each semester from Fall 2009 through Spring 2012. To date, information for the Fall semesters has been compiled.

#### **IV. Strategic Planning**

- Compliance Assist!
  - 2010-2011 – Germaine is doing a final review of the information in Compliance Assist to ensure everything is entered correctly and the linkages are in place. It is anticipated that IEPR will run a comprehensive 2010-2011 report early in January.
  - 2011-2012 – The 2010-2011 operational plans have been rolled over into the 2011-2012 year. Many units have begun reviewing and revising those plans, based on the results of the 2010-2011 assessments and other unit priorities. Some units also have entered their assessment plans. Germaine will begin to review the 2011-2012 Compliance Assist plans in January.
- Strategic Planning Calendar – a draft of the revised Strategic Planning Calendar has been sent to Senior Leadership, Leadership Team, and Assessment and Outcomes Committee for review and comment. It is anticipated that the revised calendar will be adopted at the January Senior Leadership meeting. A list of surveys also was provided and leaders were asked to determine an administration month.

#### **V. SACSCOC**

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

Overall, HCTC is progressing well on the completion of the Fifth Year Review. The first draft is due on January 9, 2012, and the SACSCOC Liaison Team has scheduled regular meeting dates to review and revise the report throughout the Spring semester.

#### **IV. Assessment and Outcomes Committee**

The Assessment and Outcomes Committee did not meet in December. Regular meeting dates will be established in January for the Spring semester. They did receive an email copy of the revised Strategic Planning Calendar for review and input.