

**Institutional Effectiveness Update**  
**From the Offices of IR (Lois Puffer) and Assessment/Outcomes (Deb Campbell)**  
**January 19, 2011**

**I. Program Reviews**

We scheduled individual sessions with all program coordinators during the month of January to review and write goals and outcomes in Sections I and II in Compliance Assist! (CA!) Academic Administrative Assistants have been working with program coordinators to input the 2009-10 program review data into CA!, as well as inputting the fall 2010 data.

**II. Faculty course assessments – fall 2010**

96% completion by Allied Health division  
88% completion by Heritage/Humanities division  
92% completion by Occupational Technology division  
86% completion by Science/Math division

Four division workshops were held in January and a total of 51 faculty attended along with the Division Chairs and Deans.

Fall 2008 - fall 2010 course assessments are available on the Point for faculty access.

Recommendation: Division chairs and faculty need to post all general education-related documentation (i.e. minutes, data, etc) on the Point in order to have an appropriate level of documentation for SACS.

**III. NOCTI**

IR updated the Occupational Technology Dean and Division Chair regarding the students who have NOCTI pre-tested in Fa09 = 194, Sp2010 = 88, Fa2010 = 134. For each group, a column was added as to whether the student was enrolled for Sp2011. It is significant to note that no Business Administration students pre-tested in Fa2010; the program coordinator sent them an email informing them of the need to pre-test, but none followed through because it was not “required.”

There are 122 students who pre-tested in Fa09 and are enrolled for Sp2011. If they are on track to complete the technical program credential, they should be post-tested in Sp2011. In Fa2010, we did post-test one student each in Electrical Tech, Human Services, MIT, and Welding who pre-tested in Fa09 and completed a credential in Fa2010.

Mining students complete the Mining certificate in one year. Mining students who pre-tested in Fa09 should have been post-tested in Sp2010, but there was a mix-up and no Mining students were post-tested. There is one Mining student who pre-tested in Sp2010, is enrolled for Sp2011, and who should be post-tested in Sp2011. There were 11 Mining students who pre-tested in Fa2010 who should complete the one-year Mining credential in Sp2011 and would need to be post-tested.

Program Coordinators should be informing any new Sp2011 program students to pre-test.

Recommendation: NOCTI testing needs to be required or eliminated; a decision needs to be made.

**IV. Status of HCTC Strategic plan Initiatives**

Faculty and staff in all units were reminded in December to review their current Assessment plans and complete data analysis as applicable. All 2010-11 plans are complete with the exception of the President's office, the Advancement and Government Relations office, and the financial aid office.

**V. Assessment and Outcomes committee**

The three fall meetings focused on providing education to the members as Assessment liaisons in the following content areas: CCSSE, Rubrics, CCFSSSE, Writing Outcomes, NCCBP, and Focus Groups. The January meeting will focus on the in-house and external surveys that are utilized in order to make recommendations to the senior leadership team.

**VI. SACS Update**

Deb Campbell, Lois Puffer, Donna Combs, Connie Watts, and Ella Strong attended the 2010 SACS Annual Meeting in Louisville, December 2010. Participants are planning to meet to summarize sessions and notes and will report later on items of significance.

**VII. Learning Services' Outcomes for 2010-11**

CCSSE/CCFSSE – Deb is waiting for the Deans and division chairs to schedule meetings to review the CCSSE reports in each division.

Distance Learning – one of the Academic Services' goals is to "expand quality offerings by 5% each term." How is this outcome being accomplished and documented?

Workforce – Deb met with Jennifer to discuss outcomes for her credit course offerings. Deb will meet with Larry Allen (POL), Lewis Gayheart and Derrick Hall (Fire safety) to complete course assessment forms. Jennifer will work with individual faculty to compile a list of indirect and direct assessments and this information will be posted in the Point. All courses will be assessed using the new course evaluation and faculty will directly assess student learning using certification and/or exit exams.

**VIII. Assessment of General Education**

Deb has worked with the Science/Math and Heritage/Humanities division faculty to develop more formal programmatic plans of general education assessment. The following courses have been identified in the Science and Math division: BIO 152/153, CHE 180/185, PHY 203/204, PSY 223 and STA 220. The following courses have been identified in the Heritage and Humanities division: ENG 101/102, HIS 108/109, COM 181/252, and SPA 101/102. Division Chairs are expected to meet with faculty, develop outcomes, tools, and assessments and this information will be added to the program reviews.