

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Academic Education and  
                 Planning

(Division-Social Sciences)

Outcome 6

## Goal:

Social Science courses were blocked for reading levels in a consistent manner beginning in the fall of 2006. For example, 1000 level courses were blocked for Reading Level I, 2000 level courses were blocked for reading level II. The goal was to increase course completers in all Social Science Division courses.

## Desired Outcome:

Increase the course completion rate for students taking Social Science Division courses by 5% a year for the next three years. This is a carryover from FY06 because the outcome was not reached.

## Implementation Strategy:

Justification was provided to the Curriculum Committee in the spring 2006 meeting. The Committee accepted the recommendation for consistent reading-level blocking. Beginning with the fall 2006 semester and continuing until the outcome is met, Social Science faculty will report mid-term grades to the Division Chair for all students whose grades are below a C. The Division Chair or designated faculty will meet with the students to assess their class competency. When appropriate, students falling below the C level will be referred to tutoring and/or counselors for appropriate remedial action.

## Assessment Method:

Mid-term grade report rosters will be provided by division faculty to Division Chair. The rosters will be kept by the Division Chair and final semester grades will be recorded. Completers will be compared with the base year of FY06 before course blocking requirements were changed.

## Criteria:

Because of increased reading competency and the intervention of Social Science Division faculty, D's, F's and W's will decrease 5% for FY 08 from the FY07 rate.

## Relationship to Strategic Planning Goal:

Strategic Goal #3 Success. Identify and support the success of TVCC students through retention and graduation. It is believed that reading level blocking and faculty intervention will engender more success by students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Academic Education and  
                 Planning

(Division-Social Sciences)

Outcome 7

## Goal:

Additional online courses will be developed until all Social Science Division courses have an equivalent online course. This is a carryover from FY07 because of the SAC's 50% rule. Because of this rule, no additional courses were brought online for FY07. Anticipating a favorable ruling in June 2007 for the College's Application for a Substantive Change to offer more than 50% of classes online, this outcome carries over to FY08.

## Desired Outcome:

The number of Social Science Division courses will increase by 1-3 per year until all Social Science Division courses have an equivalent online course.

## Implementation Strategy:

A matrix will be developed that lists all academic year course offerings and their equivalent online course. Where there is not an online equivalent, a strategy will be developed to offer full and part-time faculty the opportunity to attend workshops and training to develop their face-to-face course into an online offering.

## Assessment Method:

The number of online courses will be counted and reported.

## Criteria:

The number of Social Science Division courses will increase by 1-3 per year until all Social Science Division courses have an equivalent online course.

## Relationship to Strategic Planning Goal:

Strategic Goal # 2 - Outreach. Increase the outreach of TVCC through a variety of affordable services and programs, while ensuring that resources are available to meet the needs of the students and faculty.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 President's Office

(Administrative Computing)

Outcome 1

## Goal:

Develop system for assurance that invoices in accounts payable office are not paid multiple times.

## Desired Outcome:

At present, the Business Office spends a great deal of time doing manual checks to assure that invoices are not paid more than once. This system would decrease the amount of time required by the Business Office to perform this task. The reduction in workload will be so significant that a former position need not be filled with another person. This reduction in work will make the Business Office more efficient, resulting in better service to vendors and staff, as well as the fiscal savings for the college.

## Implementation Strategy:

Steps involved in the process will include: (1) analysis of needs, (2) design of system, (3) modification of database files, (4) creation/modification of programs to achieve desired results.

## Assessment Method:

Discussion with the Dean of Fiscal Services and accounts payable clerk after system is in place will determine if the system has met their needs. The ability of the accounts payable clerk to perform necessary work, without adding personnel, will be a defining criteria.

## Criteria:

By end of fall 2007, analysis and design phases should be complete. File and program modification/creation processes should be complete by May 2008.

## Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal 1.3 because it will improve the process of paying vendors and students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Administrative Computing)

Outcome 2

## Goal:

Implement new version of WebCT, using XML files rather than TXT files.

## Desired Outcome:

Creation of files required by new version of WebCT will result in the ability in the Office of Distance Education to quickly upload student information to WebCT, thereby allowing students to take Internet courses and access WebCT more quickly and easily. This new process should reduce the time required over the current process by about 10%. Though this reduction over the current time required is not large, it is a requirement for the students to continue to use WebCT.

## Implementation Strategy:

Steps involved in the process will include: (1) analysis of needed, (2) design of system, (3) creation of database and XML files, (4) creation/modification of programs to accomplish desired results.

## Assessment Method:

Discussions with the Office of Distance Education after the process is in place will determine if the time savings are approximately those estimated, as well as if the new system meets the requirements of the new version of WebCT.

## Criteria:

By the end of October 2007, analysis and design phases should be completed. File and program creation/modification processes should be done by December 2007.

## Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal 1.3 by improving and maintaining the ability of students to have easy access to instruction through the Internet.

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Administrative Computing)

Outcome 3

## Goal:

Improve the online transcript system to include many added features.

## Desired Outcome:

At present, transcripts are available online, but there are a number of needed features that are not available. Implementing these features will greatly improve the efficiency in the Registrar's Office, thereby easing workload on the Registrar while providing additional service for students.

## Implementation Strategy:

Steps involved in the process will include (1) analysis of needed, (2) design of system, (3) creation/maintenance of database files, (4) creation/maintenance of programs to achieve desired result.

## Assessment Method:

Discussions with the Registrar after the system has been in place will determine if system has improved services for both the college and the student.

## Criteria:

By the end of December 2007, analysis and design phases should be completed. File and program creation/modification should be completed by end of summer 2008.

## Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal 1.3 by providing better student services, as well as increased academic support and advisement capabilities.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Athletics)

Outcome 1

## Goal:

Each sports program in the athletic department will participate and/or sponsor a community service project in order to increase student-athlete awareness and responsibility to the TVCC community.

## Desired Outcome:

Participating in a community service project will enable our student-athletes to gain a better understanding of our community and the people in it. They will gain a better perspective of the needs of our community and an appreciation for the opportunities that have available to them.

## Implementation Strategy:

The head coach of each sport in the athletic department will meet with his staff and identify a need in the community for a service project. Members of the coaching staff and student-athletes in the program will volunteer time and resources to either initiate the project or participate in an on-going project during the 2007-08 academic year.

## Assessment Method:

The athletic director will consult with each head coach about the chosen project and gather information regarding the dates, time involved, the cause being served and the time frame for the project to be completed. After the project is completed the head coach will provide a written summary to the athletic director reporting all pertinent information including the number of student-athletes that participated.

## Criteria:

The student-athletes will be responsible for completing the service project, as well as possibly being involved in choosing the project. At the conclusion of the project, the student-athletes will have a better appreciation of the needs of our surrounding communities.

## Relationship to Strategic Planning Goal:

Participating in a community service project will enable our student-athletes to become more involved with members of the TVCC service area. It will introduce them to a new group of people and foster a new sense of community involvement and duty.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Athletics)

Outcome 2

## Goal:

The athletic department will keep attendance records at all home contests involving TVCC sports programs.

## Desired Outcome:

Attendance figures will be calculated and recorded for each home game for both football and men and women's basketball games during the 2007-08 academic year. This will include both the number of tickets sold for each contest, as well as the actual number in attendance.

## Implementation Strategy:

The athletic department will determine attendance figures for each home football game by calculating all spectators that have entered the stadium prior to halftime of each game. Attendance for men and women's basketball games will be calculated at halftime of each game as well. Persons will be assigned to each admission gate to chart the number of entrants into the stadium or gymnasium.

## Assessment Method:

The athletic department will be responsible for maintaining all attendance records on file, as well as sharing the information with the head coach of each sport. Attendance will be monitored for all games throughout the season, with individual breakdowns for each game, all non-conference games and conference games.

## Criteria:

We currently have no attendance records for our home contests. Collecting this information will allow the athletic department to establish a baseline for future athletic seasons. We hope this will allow us to identify areas for improvement and allow us to set numerical goals for increasing attendance in future years.

## Relationship to Strategic Planning Goal:

The athletic department would like to increase community involvement in our sports programs. One area would be in attendance at our contests. However, we currently have no data to compare or evaluate to determine if we are making progress in this area. Keeping attendance records will allow us to establish a starting point for future planning.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Athletics)

Outcome 3

## Goal:

Each sports program in the athletic department will host a coaching clinic that will be open to the general public and high school, junior high and youth league coaches in the surrounding areas.

## Desired Outcome:

The athletic department will expand the knowledge and increase opportunities for different coaching methods and strategies for local and area coaches of basketball and football.

## Implementation Strategy:

The men and women's basketball head coaches will offer a coaching clinic to be hosted on the TVCC campus in October of 2007. The head football coach will host a clinic on the TVCC campus in April of 2008.

## Assessment Method:

The head coach of each sport will be responsible for implementing and organizing their respective clinics. The clinics will be open to any interested individuals. A summary of the clinic, as well as names and addresses of those present, will be presented to the athletic director after the conclusion of the clinic.

## Criteria:

The coaching clinics will provide an opportunity for the TVCC coaching staff to offer information, training methods and coaching strategies to high school, junior high and youth league coaches in our area.

## Relationship to Strategic Planning Goal:

The clinics will provide an opportunity for our coaches to share information and ideas with others. This will enable us to build relationships in the community and with area high schools.

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Dean of Information  
Technology)

Outcome 3

## Goal:

Increase the available communications bandwidth between Athens and Kaufman .

## Desired Outcome:

Over the last few years TVCC Health Science center has seen an increase in the amount of network traffic due to additional videoconference needs. To prevent loss of data that would impede the learning process IT Services will add an additional T1 that will double the bandwidth between Athens and Kaufman.

## Implementation Strategy:

IT Services will add an additional T1 that will double the bandwidth between Athens and Kaufman.

## Assessment Method:

A quantitative measurement of the progress will be made to determine when the goal is reached.

## Criteria:

## Relationship to Strategic Planning Goal:

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Dean of Information  
Technology)

Outcome 4

## Goal:

Increase the available communications bandwidth between Athens and Terrell.

## Desired Outcome:

Over the last few years TVCC Terrell campus has seen an increase in the amount of network traffic due to additional data traffic and videoconference needs. To prevent loss of data that would impede the learning process IT Services will add an additional T1 line bringing the total bandwidth to 4.5 mbps. This will effectively increase the total usable bandwidth by 33%.

## Implementation Strategy:

IT Services will add an additional T1 line bringing the total bandwidth to 4.5 mbps.

## Assessment Method:

A quantitative measurement of the progress will be made to determine when the goal is reached.

## Criteria:

## Relationship to Strategic Planning Goal:

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Dean of Physical Facilities)

Outcome 1

Goal:

Enhance and update the Physical Facility of certain buildings and grounds on the Athens campus.

Desired Outcome:

Evaluate the following buildings.

Liberal Arts, Math Journalism, Technology, South Hall, West Hall, and Fine Arts

Implementation Strategy:

We will be using engineer's to evaluate the buildings

Assessment Method:

The results of the building evaluations of the engineer's

Criteria:

Whether to build new buildings or completely renovating the existing six buildings.

Relationship to Strategic Planning Goal:

Provide instructors, academic support and student services that enhance student learning inside and outside the classroom.

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Data and Analysis:

Changes Made as a Result of Plan:

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FY08

President's Office

(Dean of Physical Facilities)

Outcome 2

Goal:

Enhance and update the Physical Facility of certain buildings and grounds on the Athens campus.

Desired Outcome:

Change all metal Facia, Trim, and down spots and gutters to the Cardinal Gym.

Implementation Strategy:

Send out for bids and contractors to do the installation.

Assessment Method:

Contracting with the lowest bidder

Criteria:

Completion of the restoration of all trim and etc's....  
to the Cardinal Gym.

Relationship to Strategic Planning Goal:

Provide instruction, academic support and student services that enhance student learning inside and outside the classroom.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Dean of Physical Facilities)

Outcome 3

Goal:

Enhance and update the Physical Facility of certain buildings and grounds on the Athens campus.

Desired Outcome:

Evaluate the metal roof on welding and auto mechanic's buildings

Implementation Strategy:

We will use metal roofing company to do evaluations.

Assessment Method:

Through evaluations of metal roofing companies.

Criteria:

Whether to replace or repair existing roofs.

Relationship to Strategic Planning Goal:

Provide instruction, academic support, and student services that enhance student learning inside and outside the classroom.

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Data and Analysis:

Changes Made as a Result of Plan:

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FY08

President's Office

(Development and Alumni  
Relations)

Outcome 1

## Goal:

To increase visibility and the opportunity for former students to use the Alumni Association and the Alumni Relations Office as a way of connecting and communicating with other former students in an effort to re-establish relationships that will build a stronger Association that can assist the institution.

## Desired Outcome:

1. To gather a strong team of alumni to engage in a program of evaluation of current goals and programming aimed at future development of the Association.
2. Continue to find former students and re-establish relationships between the institution and the Association.
3. Seek other avenues of marketing.
4. Develop alumni class reunions.
5. Continue to invest time in marketing research regarding alumni scholarship fund solicitation.

## Implementation Strategy:

The Alumni Relations Office will seek out interested former students from each graduating class of the institution to serve as a team. This team will assist with surveys, marketing strategies, interests and gather information regarding how former students can benefit from becoming a part of the Association.

## Assessment Method:

Measurement of growth, programming and opportunities for former students will be determined at the end of FY 08 by evaluating growth in these areas and the increase in participation at events, volunteer assistance from former students and monetary gifts made to the Alumni Scholarship fund.

## Criteria:

To increase the Alumni Association membership, related functions and activities by 20% in FY 08.

## Relationship to Strategic Planning Goal:

LEARNING-1.2 Because of the relationship between former students and the institution, former students can assist the college by providing volunteer support in student service related areas of the college. (example: Mentoring Program)

OUTREACH-2.2 Available alumni scholarships are available to service area students to attend the institution. By the continued solicitation of these funds through the Alumni Association, additional scholarships would become available and service area population would be increased.

SUCCESS-3.1.1 Through association with current students in the students service areas of the college, former students will have the opportunity to encourage current students to continue their education at the next level. This could be accomplished through alumni career seminars and a formal encouragement program through the Association.

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FY08

President's Office

(Development and Alumni  
Relations)

Outcome 2

## Goal:

To strive to reach the monetary goal of the capital campaign of the TVCC Foundation. Through the achievement of this goal, the maximum scholarship awards will be provided for future students of Trinity Valley Community College.

## Desired Outcome:

To double the total student scholarship awardees from the previous award year. This would be achieved through increased contributions received and added to the corpus of the endowment, thus allowing for increased endowed earnings and increased awards for additional students.

## Implementation Strategy:

New to the Foundation's income for FY 08 will include proceeds raised by "The Valley Golf & Gala". The continuation of the Annual Campaign that is conducted each fall will not only generate new funds and enhance awareness, but also new pledge support from new and repeat donors.

## Assessment Method:

An increase by 20% of total contributions and pledges over FY 07, that will lead toward the overall campaign goal.

## Criteria:

Increase total contributions by 20% to \$2,160,000 in FY 08.

## Relationship to Strategic Planning Goal:

LEARNING-1.2-To increase student engagement in collegiate life by offering scholarship awards to deserving students, who otherwise might not attend TVCC.

OUTREACH-2.2-Because the scholarship awards are designed to reach students from the TVCC service area, an increase in the number of awards will increase the 5.7% desired outcome.

DIVERSITY-4.1-Because of the desired increase in awards to potential students from the service area of TVCC, the racial and ethnic diversity will increase.

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Institutional Research)

Outcome 1

## Goal:

Increase access to data by end-users of institutional research processes.

## Desired Outcome:

Increase the availability of data in the institutional data-warehouse for the use in institutional research functions.

## Implementation Strategy:

Identify the data that are most relevant to the primary needs of institutional research users, so that the efforts are targeted effectively.

Work with the Registrar's Office, the Administrative Computing Center, and IT Services to capture and migrate data from the AS400 to the data warehouse.

Design, implement, populate, and maintain an institutional Data Warehouse using SQL Server 2000/2005.

Develop standard queries of this data that will begin to answer commonly asked questions.

## Assessment Method:

Evaluate the amount of data that is available for consistent analysis within the data warehouse by calculating the number of records for each of the files outlined in the criterion below. As a baseline, primary files for student demographics, student course enrollments, degrees awarded, and faculty information will be warehoused from the local student system (at least three years of data). Additionally, Texas Higher Education Coordinating Board reports for this data will be normalized for 10 years (CBM001, CBM004, CBM008, and CBM009).

## Criteria:

100% completion of the data normalization and warehousing will be complete for the primary files identified above. Reports will be provided regarding the conversion percentage for each of the eight files. An aggregate report of percent completed will also be provided.

## Relationship to Strategic Planning Goal:

Using data for assessment of learning-centering instruction and student services.

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Institutional Research)

Outcome 2

## Goal:

The primary mission of Institutional Research is to provide leadership for institutional research and accreditation processes in order to aid data-driven decision-making in support of the College's overall mission.

## Desired Outcome:

Design, implement and report discipline specific reading tests and developmental pre tasg reports for the Learning Initiative office for use in the quality enhancement project for SACS.

## Implementation Strategy:

The IR office will work with the assessment coordinator of the LI Council to get Discipline specific reading tests and developmental reading tests (pre tasg reports) set up online using WebCT.

## Assessment Method:

The IR will prepare a process using MS Reporting Services to improve the turn around time for reports to be given to the instructors and students.

## Criteria:

Reports will be given one week after the close time of the tests.

## Relationship to Strategic Planning Goal:

The data that is gained from the pre and post tests will enable to learning initiative and the institutional research offices to provide additional services for the students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Institutional Research)

Outcome 3

## Goal:

Advance the effectiveness of the College's Strategic Plan to position the Trinity Valley Community College for the future.

## Desired Outcome:

Gain buy-in on institution-level strategies for accomplishing the goals of the strategic plan that are approved by the Board of Trustees.

## Implementation Strategy:

Work with the Strategic Planning Committee to identify the themes of tactics that emerged from the Administrative Outcomes processes for FY08 so that we can allow for strategies to emerge from planning units.

Work with the Strategic Planning Committee to identify additional tactics and strategies (not identified in Administrative Outcomes) that would advance the accomplishment of the Strategic Planning Goals.

Gain consensus on the strategies by December 15, 2007.

Gain Board approval on these strategies by February 15, 2008.

## Assessment Method:

Evaluate whether each four goals of the strategic plan (Learning, Outreach, Success, and Diversity) has associated strategies that are approved by the board.

## Criteria:

All strategic planning goals will have at least three strategies that are approved by the Board.

## Relationship to Strategic Planning Goal:

This relates directly to Strategic Planning Goal #1, Learning. Specifically, this relates to Critical Success Factors 1.1 (becoming a learning-centered institution).

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Media Services)

Outcome 2

## Goal:

Design, develop and implement multimedia technology in the classrooms on the Palestine campus that will enhance student learning by allowing faculty to engage students through the use of audio and visual technology.

## Desired Outcome:

The installation of multimedia technology in the classroom will allow the instructor to use multimedia "smartroom" technology for instruction of their subject rather than consume their time working on the technology.

## Implementation Strategy:

Install 2 additional multimedia presentation rooms on the Palestine Campus. These rooms will have multimedia capabilities for instructor presentations. They will include at a minimum a ceiling mounted LCD projector, projection screen, DVD/VHS combo playback unit, document camera, networked computer and sound amplification system. Each room will be equipped with a control system that will allow the instructor to easily switch between the different multimedia tools.

## Assessment Method:

A quantitative measurement of the progress will be made to determine when the goal is reached.

## Criteria:

IT Services will install 6 additional multimedia presentation rooms in the Gibbs Academic building and the Baugh Technical Center on the Athens Campus.

## Relationship to Strategic Planning Goal:

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

President's Office

(Media Services)

Outcome 3

## Goal:

Design, develop and implement multimedia technology in the classrooms on the Terrell campus that will enhance student learning by allowing faculty to engage students through the use of audio and visual technology.

## Desired Outcome:

The installation of multimedia technology in the classroom will allow the instructor to use multimedia "smartroom" technology for instruction of their subject rather than consume their time working on the technology.

## Implementation Strategy:

Install 2 additional multimedia presentation rooms on the Terrell Campus. These rooms will have multimedia capabilities for instructor presentations. They will include at a minimum a ceiling mounted LCD projector, projection screen, DVD/VHS combo playback unit, document camera, networked computer and sound amplification system. Each room will be equipped with a control system that will allow the instructor to easily switch between the different multimedia tools.

## Assessment Method:

A quantitative measurement of the progress will be made to determine when the goal is reached.

## Criteria:

IT Services will install 6 additional multimedia presentation rooms in the Gibbs Academic building and the Baugh Technical Center on the Athens Campus.

## Relationship to Strategic Planning Goal:

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Public Information)

Outcome 1

## Goal:

Develop an integrated marketing strategy.

## Desired Outcome:

1. TVCC employees will present a uniform message to the public in college-produced brochures, releases and advertisements.
2. TVCC's slogan, "Start at the Valley, Reach the Heights" and the approved variations of the slogan will be displayed on various campus media, including web site pages, brochures and advertisements.

## Implementation Strategy:

1. The public information office will survey various campus media and determine what messages are being sent to the public.
2. Public information office will develop an integrated advertising and marketing plan for TVCC.
3. Public information officer will work with campus administrators to insure a uniform message is presented to the public in the form of campus publications and advertisements.

## Assessment Method:

A general survey of campus publications, web sites and brochures will be conducted in the fall 2007 semester and a list of the various messages will be compiled. In the fall 2008 semester, the same survey will be conducted to determine success factors in unifying TVCC's message to the community.

## Criteria:

All TVCC publications will contain some variation of the approved slogan. Campus publications will increasingly bear variations of the theme "Start at The Valley."

## Relationship to Strategic Planning Goal:

LEARNING - 1.5 - By creating an integrated strategy, the effectiveness of TVCC's messages to the public can be measured more effectively.

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## Data and Analysis:

## Changes Made as a Result of Plan:

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FY08

President's Office

(Public Information)

Outcome 3

## Goal:

Increase the amount of information available to the public concerning services offered on all campuses.

## Desired Outcome:

1. Current students and potential future students will be more informed about educational services and programs offered at the Kaufman, Terrell and Palestine campuses as well as at the Athens campus.
2. The communities in which campuses are located will become more informed about the activities and services on those campuses.

## Implementation Strategy:

1. Public Information Officer will travel regularly to campuses in Kaufman, Terrell and Palestine, meet with campus personnel, collect pertinent data about campus events and services and disseminate that information to the appropriate media in order to increase awareness of those campuses.
3. Public Information Office will develop strategies to make better use of website in order to promote activities at various campuses.

## Assessment Method:

### Assessment Method

1. Student and faculty surveys will measure the awareness of the student body concerning services all campuses have to offer and the awareness of faculty members of events on other campuses.
2. Public Information Office will keep a log of news items published, identified by campus.

## Criteria:

### Criterion (Expected Outcome)

1. Students will report increased awareness of educational services offered at all campuses.
2. Faculty members at all campuses will report increased awareness of activities at other campuses and express satisfaction with the communication services offered by public information.
3. News log will reflect a balanced coverage of all satellite campuses. Number of published items will serve as a benchmark for future planning.

## Relationship to Strategic Planning Goal:

1.5--Increasingly engage in data-based decision making at the student, course, department, and institutional level.

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## Data and Analysis:

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FY08	Vice President of Instruction	(Assistant Vice President of Academic Education and Planning)	Outcome 1
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Goal:

To continue to enhance the teaching-learning process through the supervision of student learning outcomes development, evaluation, and revision.

Desired Outcome:

To establish increased communication with division chairpersons concerning the development, evaluation, and revision of student learning outcomes in their program areas.

Implementation Strategy:

The 2006-2007 Learning Outcomes Report compiled from the LEAPs data for the previous academic year will be distributed to division chairs, and the results from that report will be discussed by program coordinators and faculty members. In the fall, a meeting will be held with each division chair to discuss the status of program changes made as a result of the LEAPs assessment. In the spring, the meetings will focus on the status of LEAPs established for the current academic year. A collective meeting of the Assistance Vice President of Instruction for Academic Education and Institutional Planning, all academic division chairs, and the Director of Institutional Research will also be held in the spring to discuss the LEAP process and to recommend any revisions to the process.

Assessment Method:

Each academic program will be tracked to determine that the LEAP cycle for the 2006-2007 academic year has been completed for all programs. The final part of the cycle will be each LEAP completed with a narrative of the results observed from the assessment process and a description of the changes made as a result of what was learned from the assessment. Each academic program will submit a minimum of 3 LEAPs for the 2007-2008 academic year which outlines new or continuing student learning outcomes, the strategies for implementing the outcome, the method and criteria used to assess the outcome, and the relation of the outcome to the TVCC general education goals.

Criteria:

All academic programs will complete the LEAP cycle by submitting LEAP assessment results for the 2006-2007 academic year, which will be compiled in the 2006-2007 Learning Outcomes Report by October 15, 2007. All academic programs will submit new LEAPs for the 2007-2008 academic year by August 31, 2007. A minimum of one meeting will be held with each division chairperson in the fall and spring semesters focused on the LEAP data presented in the Learning Outcomes Report and on improving and refining the LEAP process.

Relationship to Strategic Planning Goal:

## Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

This goal relates to TVCC strategic goal # 1 of Learning. It relates more specifically to sub-goal 1.1 which discusses TVCC becoming a more learning-centered institution, sub-goal 1.5 to increasingly engage in data-based decision making, and sub-goal 1.7 to increase faculty and staff involvement in learning-centered initiatives. A major objective for the development of student learning outcomes is to improve the teaching-learning process.

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[Data and Analysis:](#)

[Changes Made as a Result of Plan:](#)

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Instruction

(Assistant Vice President of  
Academic Education and  
Planning)

Outcome 2

## Goal:

To enhance academic support services for students by expanding student and faculty participation in the use of the Open Learning Lab.

## Desired Outcome:

To assist in the continued development of an open learning lab which provides professional and web-based tutoring services to enhance student learning and engagement.

## Implementation Strategy:

Expanded hours of operation will be in effect in the Open Learning Lab beginning in fall 2007. The lab will be open 37.5 hours per week and staffed with a full-time professional lab coordinator. Fifteen internet connected computers as well as a variety of print materials will be available for student use. Faculty members will be asked to volunteer an hour per week to provide additional tutoring for students using the lab. Posters will be placed throughout the campus informing students about the open learning lab. Faculty will also be encouraged to keep students informed about the availability of the open learning lab. This will include embedding these expectations into course tests, quizzes, daily grades, and several discipline-specific reading tests (if the student scores poorly).

## Assessment Method:

Student usage of the open learning lab will be closely monitored through the use of a check in and check out procedure. Computer programs and print materials will be available for student use, and the usage of these materials will be monitored. The number of instructors providing tutoring in the lab as well as the total number of tutoring hours provided by instructors throughout the semester will be tracked. Additionally, the number of students receiving tutoring will be tracked. All will be compared to participation information from FY07.

## Criteria:

The number of tutoring hours and number of students who receive tutoring will increase by 100% when compared to the same semester last year (fall and spring). The number of faculty providing tutoring will increase by 25% when compared to the same semester last year.

## Relationship to Strategic Planning Goal:

This goal relates to the TVCC strategic goal # 1 of Learning. The goal relates specifically to strategic sub-goals 1.1, 1.2, and 1.7. The objective of the open learning lab is to provide students with supplemental instructional assistance designed to help them be more effective and engaged learners. Student needs will be assessed and instructional materials and strategies will be developed to assist students in meeting those needs.

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## Data and Analysis:

Trinity Valley Community College  
Administrative Outcomes Report  
by Division, Strategic Planning Goal, and Fiscal Year

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08	Vice President of Instruction	(Assistant Vice President of Academic Education and Planning)	Outcome 3
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Goal:

To more effectively communicate the requirements and expectations for academic courses.

Desired Outcome:

Academic syllabi will contain learning outcomes expectations and will be published online utilizing a common course syllabus template.

Implementation Strategy:

A common course syllabus template will be disseminated for use by faculty. The template will be organized with a master course component that will be completed by division chairs, program coordinators, and/or selected faculty members and will contain elements that are common to all offerings of the same course. Explicit learning outcomes will be present.

Assessment Method:

Evaluation will be based upon the (a)percentage of syllabi published on the web, (b) percentage of syllabi that utilize the common syllabus template, and (c) percentage that contain appropriate learning outcomes.

Criteria:

All academic courses will have a common course syllabus developed and available on the web by the end of the spring 2008 semester. 100% of Academic Education Syllabi will (a) be published on the web, (b) utilize the common syllabus template, and (c) contain appropriate learning outcomes.

Relationship to Strategic Planning Goal:

This goal relates to the TVCC Strategic Goal # 1 of Learning. It relates more specifically to sub-goal 1.1 which deals with TVCC becoming a more learning-centered institution and sub-goal 1.7 which deals with increasing faculty and staff involvement in learning-centered initiatives. The common syllabus will foster consistency and quality in college courses by clearly outlining student learning outcomes, core competencies, and course content. The electronic syllabi will be a useful resource for faculty, students, and others interested in more detailed information on colleges courses.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Instruction

(Assistant Vice President of  
Workforce Education)

Outcome 1

## Goal:

Provide additional workforce training for business and industry in the TVCC service area

## Desired Outcome:

The TVCC/SBDC Office and Community Services division will collaborate to provide additional training for local workforce training in the TVCC service area.

## Implementation Strategy:

The TVCC/SBDC and Community Services Division will collaborate with local business and industry to determine their employee training needs, develop a training plan, and implement workshops, seminars, and training for local business and industry

## Assessment Method:

The implementation of workshops, seminars, and training developed and implemented by the TVCC/SBDC and Community Services division.

## Criteria:

A minimum of 4 workshops, seminars, and/or training developed and implemented for local business and industry by the SBDC and Community Services division

## Relationship to Strategic Planning Goal:

The implementation of seminars, workshops, and training in the community will provide an opportunity for TVCC to provide leadership in economic and community development for business and industry in the TVCC service area.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Instruction

(Assistant Vice President of  
Workforce Education)

Outcome 2

## Goal:

Increase student engagement in workforce education courses

## Desired Outcome:

Workforce education courses will provide additional learning/study resources for students enrolled in on-campus classroom courses

## Implementation Strategy:

Faculty teaching on-campus classroom courses will develop additional learning and study resources available on the TVCC Blackboard platform available for students in the spring semester

## Assessment Method:

Workforce education on-campus classroom courses will provide student accessibility for additional study and learning resources in the spring semester

## Criteria:

A minimum of 5 workforce education on-campus classroom courses will provide greater student accessibility for additional study and learning resources in the spring semester

## Relationship to Strategic Planning Goal:

The additional learning and study opportunities for on-campus students in Blackboard platform will enhance student engagement and learning.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Instruction

(Assistant Vice President of  
Workforce Education)

Outcome 3

## Goal:

Improve instruction delivery by faculty and enhance the opportunity for student learning

## Desired Outcome:

Faculty will be provided a greater variety of instructional deliveries and enhance the opportunity for student learning

## Implementation Strategy:

Purchase and install smart-room instructional technology in a classroom in the Baugh Technology Center

## Assessment Method:

The installation of additional smart-room technology in the Baugh Technology Center

## Criteria:

The installation and utilization by faculty of at least one additional classroom in the Baugh Technology Center with smart-room technology.

## Relationship to Strategic Planning Goal:

An additional smart-class room will enhance student learning inside the classroom and create a more learning-centered institution.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Dean of Community Services)

Outcome 1

Goal:

Improve community awareness and outreach in workforce skills training

Desired Outcome:

Collaborate with business and industry to train qualified local workforce

Implementation Strategy:

1. Discover workforce development needs by:
  - A. Interacting with the East Texas and the North Central Texas Workforce Boards and Workforce Development Centers
  - B. Interacting with local business and industry leaders and groups
  - C. Interacting with the TVCC Small Business Development Center
  - D. Interacting with the TVCC Workforce Education (for credit training) division
2. Develop Industry specific departmental advisory connections and groups to provide focus on strategies to meet local needs
3. Develop and deliver training
  - A. Contract training as needed
  - B. Entry level training for potential workers
  - C. Professional development for incumbent workers
4. Pursue funding sources to assist workers with training costs
  - A. Support the Asst. V. P. of Workforce Education in assisting local business and industry in assessing training funds through the Texas Workforce Commission Skills Development project funding application process.
  - B. Develop non-credit, Texas Higher Education Coordinating Board approved, 600 contact hour workforce education certificates which meet the U. S. Dept of Education student financial aid (Pell funding) criteria.
  - C. Continue to seek grants and outside funding sources that provide student financial aid
  - D. Continue to pursue avenues to increase TPEG funding for non-credit, workforce education students.

Assessment Method:

## Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

1. Reported contact hour participation of students receiving non-credit workforce education.
2. Documentation of workforce development needs as evidenced by minutes of a minimum of two advisory groups.
3. The completion of two THECB non-credit certificates to be submitted to approval

### Criteria:

Non-credit, workforce education funded contact hours will show an increase over the 06 FY.

### Relationship to Strategic Planning Goal:

#### Outreach 2.1

The training identified for this goal will be "high need" as evidenced by the advisory process and work with the Texas Workforce Commission, The East Texas and North Central Texas Local Workforce Boards.

#### Outreach 2.2

This training will reach segments of the service delivery area population that will not be reached by credit training. This will aid in the college reaching the 5.7% community population involvement in college provided training.

#### Outreach 2.3

A primary focus of this goal is to seek out and provide student financial aid for non-credit students which is currently limited to approximately \$5,000 per year of TPEG funds.

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### Data and Analysis:

### Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Dean of Community Services)

Outcome 2

## Goal:

Improve community awareness and outreach in all community services training functions.

## Desired Outcome:

Develop a public awareness and marketing plan (second year of this goal.)

## Implementation Strategy:

1. Develop a new departmental web site that is user friendly and comprehensive
2. Evaluate departmental schedule distribution
  - A. Work with the TVCC public information office to determine: is distribution methods used in 06-07 and prior as effective as possible
  - B. Compare at least two methods of distribution for cost efficiency
  - C. Pilot a new distribution system in fall 07 (if a new system is identified as a possible improvement.)

## Assessment Method:

1. Was there an increased number of students (yes or no) following the pilot of a new schedule distribution system and the new web page. (These will likely occur simultaneously which may make it difficult to determine which was or was not a change agent. But, the web page must be rebuilt anyway to provide a more professional tool for the citizens seeking information.)

## Criteria:

Student contact hours will increase over 06-07.

## Relationship to Strategic Planning Goal:

Outreach 2.2

This goal provides marketing of college training programs to assure that TVCC reaches 5.7% of the service area population.

Diversity 4.1

This goal provides outreach to all ethnic and cultural populations within the service delivery area. And, a major part of the department is the delivery of English Language - Civics grant to individuals from diverse populations free of charge. This goal supports informing the public that this program is available at TVCC.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Dean of Community Services)

Outcome 3

## Goal:

To provide training using strategies that foster cultural diversity.

## Desired Outcome:

Provide ESL and activity(ies) to encourage transition of adults into the college non-credit and mainstream.

## Implementation Strategy:

1. Provide information and pathways to ESL students to learn about TVCC training programs (in addition to ESL)
  - A. Provide departmental transitional advisement of ESL students for transition into other types of non-credit skills training and credit training.
  - B. Provide resources and delivery methods for ESL students to transition to other types of training (in addition to ESL).
    1. Invite collaboration between community services and college professional counseling
    2. Search for financial aid resources for low income students
2. Provide information to parents to ESL students for them to understand educational opportunities and pathways for their children.
  - A. Through the advisory process, identify possible methods of recruiting college children of ESL parents to become students (non-credit or credit) at TVCC.
  - B. Provide professional development for ESL instructors so they will know about the opportunities and pathways to share with their students.
  - C. Invite TVCC professional counselors and staff to interact with the ESL student population to foster ESL families becoming involved in the college experience.

## Assessment Method:

1. Was departmental advisement made available to ESL students? (yes or no and at what intensity)
2. Was an invitation for collaboration between the community services department and other departments of the college made? (yes or no and to whom? And, what was the response?)
3. Can any anecdotal instances of transition be identified by the community services department and/or other college departments?

## Criteria:

The enrollment of non-traditional (culturally diverse) students will increase in non-credit and credit training.

## Relationship to Strategic Planning Goal:

## Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

### Diversity 4.1

The goal is directly related to the recruitment of individuals from diverse populations within the service delivery area.

### Diversity 4.3

This goal is to increase the culturally diverse activities of the community services department and to invite other college departments to become involved with the students currently participating in the community services ESL training. This is to help leaders (1) become aware of and comfortable with diverse cultural customs, ideas and situations. (2) to provide a pathway for the assessment of the educational needs within the communities of non-traditional adults in our service delivery area, and (3) have access to adults within the non-traditional communities for TVCC program advisement.

### Diversity 4.4

This goal should foster the increase of opportunity for a "cultural diversity climate change" within TVCC.

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[Data and Analysis:](#)

[Changes Made as a Result of Plan:](#)

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Distance Education and Instructional Technology)

Outcome 1

## Goal:

Increase student ratings on "...participated actively and contributed thoughtfully to ...discussions" and "...interaction with other students contributed to my learning." . This goal originated in the Administrative Outcomes for FY06. The student survey used in FY06 was replaced by the IDEA survey in FY07. The two items from FY06 on collaborative learning changed to three items in the FY07 IDEA survey.

The new goal is to "increase student ratings on collaborative learning."

## Desired Outcome:

The FY07 outcome description was "Because of increased emphasis placed on these tools during FY07, student ratings will increase 10% per year from a FY06 rating of "... participated in threaded discussions (56%)" and "...interaction with other students contributed to my learning (55%)."

Maintaining continuity in FY08, the new outcome will be "student ratings on collaborative learning activities will increase 10% per year from the FY07 percentages.

## Implementation Strategy:

During the FY08, the use of chat and threaded discussions will be presented to the distance learning faculty via e-mails, workshops or attendance at conferences where the use of these tools is presented.

## Assessment Method:

Student ratings on the three collaborative learning items in the IDEA survey will be used to measure results.

## Criteria:

Student ratings on collaborative learning activities will increase 10% per year from the FY07 percentages.

## Relationship to Strategic Planning Goal:

Collaborative learning activities increase student engagement and responsibility for learning. it is hoped that by increasing emphasis on these activities, student learning and success will increase.

Goal #1 - Learning. Trinity valley Community will place student learning as the primary design principle in every College policy, procedure, plan and action.

Goal #3 - Success. Identify and support the success of TVCC students through retention and graduation.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Distance Education and Instructional Technology)

Outcome 2

## Goal:

Increase the number of faculty trained in the use of distance learning pedagogy.

## Desired Outcome:

The number of faculty trained in the use of distance learning pedagogy will increase 5% per year from the baseline year of FY07.

## Implementation Strategy:

During the FY08, faculty will be trained in distance learning pedagogy through the use e-mails, workshops or attendance at conferences where distance learning training is presented.

## Assessment Method:

In FY 07, there were 35 faculty who had previously received training in distance learning pedagogy. this will be the baseline used for counting additional faculty trained in delivering distance classes.

## Criteria:

The number of faculty trained in the use of distance learning pedagogy will increase 5% per year from the baseline year of FY07 until 75% of all face-to-face classes have a DL twin.

## Relationship to Strategic Planning Goal:

By increasing the number of trained faculty able to deliver distance learning classes, educational opportunities will be enhanced for area students who, because of job or family responsibilities, are unable to attend traditional face-to-face classes.

Goal #1 - OUTREACH. Increase the outreach of TVCC through a variety of affordable services and programs, while ensuring that resources are available to meet the needs of students and faculty.

Goal #3 - Success. Identify and support the success of TVCC students through retention and graduation.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Fine Arts)

Outcome 3

## Goal:

To enhance the learning process in the Fine Arts Division through the continued supervision of the development, evaluation, and revision of student learning outcomes.

## Desired Outcome:

To enhance the communication with Fine Arts Division coordinators concerning the development, assessment, and revision of student learning outcomes in their program areas.

## Implementation Strategy:

The results of the 2006-2007 Learning Outcomes Report compiled from LEAPs data will be discussed with Fine Arts Division program coordinators. In the fall of 2007, discussion with each program coordinator will occur regarding program changes made as a result of LEAP assessment, as well as changes made to the LEAPs themselves. There will be ongoing discussion of the purpose of learning outcomes and their role in the overall TVCC goal of becoming a learning-centered college.

## Assessment Method:

Each Fine Arts program will be tracked to determine that the LEAP cycle for the 2006-2007 academic year was completed. Each Fine Arts Division program will submit LEAPs for the 2007-2008 academic year which outline new or continuing student learning outcomes, the strategies for implementing the outcomes, the methods and criteria used to assess the outcomes, and the relation of the outcomes to the TVCC general education goals.

## Criteria:

All Fine Arts programs will submit LEAPs assessment results for the 2006-2007 academic year by June 1, 2007. This data will be summarized and analyzed in the 2006-2007 Learning Outcomes Report. All Fine Arts Division program coordinators will submit new LEAPs for the 2007-2008 academic year by August 31, 2007. A minimum of one meeting will be held with each Fine Art Division coordinator in the fall 2007 semester and the spring 2008 semester to discuss the data presented in the 2006-2007 Learning Outcomes Report and to discuss ways to improve and refine the LEAP process.

## Relationship to Strategic Planning Goal:

By monitoring, evaluating, and refining the LEAPs process, coordinators and instructors in the Fine Arts Division can focus on their roles in helping TVCC to become a more learning-centered institution and increasing student engagement in the classroom, as these goals are at the heart of many of the Fine Arts Division program LEAPs. Likewise, evaluating LEAPs using data-based outcomes will encourage division coordinators to make informed decisions that reflect actual, not perceived or hopeful, results.

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## Data and Analysis:

Trinity Valley Community College  
Administrative Outcomes Report  
by Division, Strategic Planning Goal, and Fiscal Year

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Fine Arts)

Outcome 5

## Goal:

To improve the quality of the TVCC News-Journal so that it reflects a higher level of workmanship and expertise in the field of journalism.

## Desired Outcome:

To decrease the number of grammatical, mechanical, and punctuation errors in the TVCC News-Journal, a student-produced journalism project.

## Implementation Strategy:

Independent readers (not TVCC News-Journal staff) will read and edit each publication of the TVCC News-Journal in order to determine an average number of grammatical, mechanical, and punctuation errors found and to determine if the number of errors decreases through the course of the academic school year.

## Assessment Method:

The independent readers will edit and count the number of grammatical, mechanical, and punctuation errors in each TVCC News-Journal publication to determine the average number of errors in each issue so that it can be determined if the number of errors decreases over the course of the academic school year.

## Criteria:

Success will be reached if the average number of grammatical, mechanical, and punctuation errors for each publication is decreased by 50% by the end of the academic school year. The level of quality established at the end of the academic school year should remain in place as the starting point in the next academic school year.

## Relationship to Strategic Planning Goal:

Implementing higher standards for student projects, along with adequate instruction on how to achieve these standards, is the key to success. Students should be held accountable for the product they create, and engaging them to work toward an excellence goal will sharpen their focus, improve their learning, and enable them to publish a newspaper that they can present to a university program director or potential employer as an example of their knowledge and quality workmanship. Additionally, using quantitative data regarding errors will help to determine whether this publication is viable.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Kinesiology)

Outcome 1

## Goal:

To make improvements to the weight room in the Cardinal Gym.

## Desired Outcome:

The equipment in the weight room in the Cardinal Gym will be refurbished and/or replaced to enhance the effectiveness of the room and to improve safety. We currently have some equipment that is not functional and/or not safe.

## Implementation Strategy:

The weight benches and lifting stations will be refurbished with new padding and new vinyl coverings. Pulley wires will be replaced. Defective equipment will be replaced.

## Assessment Method:

The current equipment in the weight room will be cataloged and evaluated to determine its condition. Items will be prioritized according to need and condition. The equipment that is determined to be most necessary and most in need of repair will be addressed first.

## Criteria:

By the end of the 2007-08 academic year, the weight room in the Cardinal Gym will be updated in terms of equipment, safety and appearance.

## Relationship to Strategic Planning Goal:

Providing a safe and conducive environment for our students is a necessary part of the learning process. Improvements in the weight room are needed for us to better serve our students enrolled in these classes. Given the current condition of the equipment in the weight room, it is important that we improve the environment to encourage more participation from our students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Kinesiology)

Outcome 2

## Goal:

Adding Golf as an activity course in the curriculum for the 2008-09 academic year

## Desired Outcome:

Offer Golf as an activity class as part of the Fall 2008 academic schedule. The course would be offered at least once each academic year, and possibly each semester if enrollment numbers for the class allow.

## Implementation Strategy:

The division chairperson will complete the necessary paperwork and work in conjunction with the Vice-President for academic affairs to have Golf added to the course listings for the 2008-09 academic year. After gaining approval from the Coordinating Board, a location will be secured that will accommodate the needs for properly teaching the class.

## Assessment Method:

The KINE division chairperson will be responsible for getting the necessary paperwork completed to add Golf to the course offerings for the Fall 2008 semester. The class will be offered once in the Fall 2008 semester and again in the Spring 2009 semester. Enrollment numbers will be evaluated to determine if the course should be offered each semester or only once during an academic year.

## Criteria:

A Golf activity course will be on the Fall 2008 academic schedule for student enrollment. The class will count as a 1 hour activity course that can be used towards the elective requirements for graduation from TVCC or for transfer credit to a university.

## Relationship to Strategic Planning Goal:

Adding Golf as an activity course will provide another option for students needing an activity credit for transfer to a university.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Kinesiology)

Outcome 3

## Goal:

To complete a feasibility study on implementing an athletic training program as part of the kinesiology department

## Desired Outcome:

The athletic training program would consist of 6-20 students interested in becoming licensed athletic trainers. The program would prepare students to transfer to a university to complete their degree and licensure. The feasibility study will determine if there is a need and an interest from the student population, as well as the cost and value to the college for starting such a program.

## Implementation Strategy:

The KINE chair will conduct the study with help and direction from the athletic trainer that is contracted out through ETMC and the Dean of Instruction. Programs currently being offered at other junior colleges will be evaluated for curriculum content, costs and enrollment numbers.

## Assessment Method:

Information will be gathered from other junior colleges currently offering an athletic training program. The department chair will also work with the Dean of Instruction to determine what classes would need to be added to the college's master file and course catalog.

## Criteria:

The feasibility study will be completed by the end of the 2007-08 academic year and the results and a recommendation will be sent to the Dean of Instruction at that time. The department chair and the Dean of Instruction will decide if the program is viable and if plans to implement the program should begin.

## Relationship to Strategic Planning Goal:

We currently have a small number of students on campus that volunteer as student trainers with our athletic programs. Implementing an athletic training program would increase their opportunities for classroom learning, transfer credits and hands-on learning experiences.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Language Arts)

Outcome 2

## Goal:

Division web pages will be revised to reflect current faculty, new syllabi and tutorial links for the division courses.

## Desired Outcome:

By the end of spring 2008, all faculty of the Language Arts and Developmental Studies Division will have created new web pages to reflect tutorial sites, the new syllabus template for the courses that they teach and other information that could impact student learning.

## Implementation Strategy:

The division will start this process at our fall meeting. This information will be passed on to the appropriate web manager, Brian Spurling, as soon as they are completed. A deadline of March 1 2008 will be imposed.

## Assessment Method:

By the end of the spring term, all division faculty in Athens will have revised pages, and the Language Arts and Developmental Studies site will be revised.

## Criteria:

Students will have at direct web reference to tutorials, course information and teacher contact in each course offered by our division. It is expected that a count of hits for the web pages could be recorded by our system. At least 20% of the students enrolled in division courses will use the division pages per semester.

## Relationship to Strategic Planning Goal:

This is a 24 hour, seven day a week venue for our institution to become more learning-centered.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Language Arts)

Outcome 3

Goal:

The division will sponsor a literary event for the community that is served by Trinity Valley Community College.

Desired Outcome:

This event will be attended by 50 to 100 community members.

Implementation Strategy:

This event's plan will be launched by the division in the spring. The event will be chaired by a group of volunteers from the division. All division members will have opportunity for participation in planning this event.

Assessment Method:

A sign-in roster will be kept along with a place for comments and feedback to be assessed by the division.

Criteria:

80% of the comments will be favorable.

Relationship to Strategic Planning Goal:

Students will have a forum from outside of the classroom to learn and grow. Learning Goal 1.3

Students and employees will increasingly report that TVCC has a climate that encourages cultural awareness. Diversity 4.4

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Science & Math)

Outcome 1

## Goal:

The Division will improve communication with students and community members served by TVCC by requiring all division faculty to post and maintain current websites linked to the TVCC website and to help other faculty members learn to open and maintain their websites.

## Desired Outcome:

By November 2007, all full-time faculty in the Division of Mathematics & Science will have posted a website with contact information, current schedules, office hours, and current course handouts. Each website should be linked to the TVCC website directly or through a campus website should their Provost ask them to link through a campus website.

## Implementation Strategy:

Each faculty member who now maintains a current website is asked to help others on their campus create and maintain a current website. All faculty will need to work with TVCC Network Services to create and maintain appropriate websites.

## Assessment Method:

Websites should be online by November 2007. Since the IDEA evaluation system does not directly question students about access to faculty websites, but rather questions faculty encouragement of out of class contacts, we will use the student's response to this question to evaluate student perceptions.

## Criteria:

80% of faculty should score 4.5 or higher on "Encouraged faculty-student interaction outside of class."

## Relationship to Strategic Planning Goal:

SUCCESS - 3.1.1: Loss of contact with their instructor and a reluctance to re-initiate contact is a common cause of students' dropping out.

LEARNING - 1.2: Asking students to seek out information about their courses and instructors and providing the vehicle whereby they can actively seek this information gives the student more control and promotes a proactive student learning environment.

LEARNING - 1.3: Academic support is very important to students. Knowing a faculty member's schedule and contact information alone will improve their ability to learn. Being able to access the course handout and assignments will help facilitate a student's success.

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## Data and Analysis:

## Changes Made as a Result of Plan:

Trinity Valley Community College  
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# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Science & Math)

Outcome 2

## Goal:

The Mathematics Department will study and evaluate the addition of a Pre-Calculus course to its curriculum or the substitution of Pre-Calculus for Trigonometry.

## Desired Outcome:

Pre-Calculus courses at other community colleges will be studied and Pre-Calculus textbooks will be evaluated. Feedback from students will be sought from Calculus students and from high school counselors. Since many Pre-Calculus courses are 5 semester hour courses, an evaluation of the impact of a 5 semester hour course on our course schedule will be needed.

## Implementation Strategy:

A committee of TVCC mathematics faculty, representative of all 3 TVCC campuses which might offer the course, should be appointed. This committee should report it's opinions on the course, the textbook, student perceptions, and the courses impact on our course schedules far enough in advance of the next TVCC Curriculum Committee Meeting to allow the mathematics faculty to decide whether to request the new course. Since the course is in the Coordinating Board Curriculum Course Guide Manual, it could be added to the curriculum if approved by the TVCC Curriculum Committee.

## Assessment Method:

All TVCC mathematics full-time faculty will be asked to vote whether to add Pre-Calculus, replace Trigonometry with Pre-Calculus, delay the choice, or decide not to add Pre-Calculus.

## Criteria:

At least 80% of the entire TVCC Mathematics Department faculty will agree on a course of action - choosing to add Pre-Calculus, delaying the choice, or deciding not to add the course.

The proposal for the TVCC Curriculum Committee should be approved and ready before the next Curriculum Committee Meeting if the choice is to add Pre-Calculus.

## Relationship to Strategic Planning Goal:

LEARNING - 1.7: Mathematics faculty need to actively become involved in deciding whether to add courses.

OUTREACH - 2.1: Mathematics and science programs are high-need in the U.S. and providing the best entry level course for these programs is very important.

SUCCESS - 3.3: A strong Pre-Calculus course could better prepare students for Calculus and improve there success rate.

Trinity Valley Community College  
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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Science & Math)

Outcome 3

## Goal:

The TVCC Chemistry department will offer a pilot General Chemistry class by internet in Fall 2007. Palestine campus chemistry instructor Travis Dungan has designed the internet distance education course to be offered only to TVCC students. No VCT course will be offered and no concurrent high school students will be allowed to enroll in this first trial offering. While a majority of the chemistry faculty have approved the trial offering, there are also a majority of the chemistry faculty who have serious concerns about the viability of the laboratory portion of the course. The course will be closely monitored by all chemistry faculty and evaluated for content, cost, student success, and similarity to face to face TVCC chemistry courses.

## Desired Outcome:

The chemistry faculty will all receive complete details of the course syllabus, handout, curriculum, laboratory experiments, testing details, grading criteria, and student responses - both by actions (dropping or completing and succeeding) and by completing evaluations designed by the chemistry faculty. The chemistry faculty will evaluate whether this course should be offered again and/or whether the second half of this course should be designed and offered. A vote of the chemistry faculty will be taken and their response will be considered before any subsequent offering of the internet chemistry course or its follow up course is made.

## Implementation Strategy:

The course is designed and scheduled to be offered in Fall 2007. Complete course materials should be studied by each chemistry faculty member during Fall 2007. Prior to scheduling any future internet chemistry course the results of this pilot course should be completely examined and evaluated by chemistry faculty. Therefore, no Spring 2008 internet chemistry course should be scheduled unless all chemistry faculty agree to this offering because their concerns about the format and the laboratory experience offered our students have been resolved.

## Assessment Method:

A vote of all TVCC chemistry faculty should be taken after they have all evaluated the complete course and its laboratory.

## Criteria:

A 2/3 majority vote of the TVCC chemistry faculty should be achieved for either approval or denial of a request to schedule future internet chemistry courses.

## Relationship to Strategic Planning Goal:

## Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

LEARNING - 1.3: TVCC would provide a really important contribution to all internet students' ability to work toward an Associate Degree if we could offer a solid internet chemistry course with the support of the chemistry faculty.

LEARNING - 1.7: We will improve faculty involvement by asking them to evaluate the internet chemistry course. Sometimes faculty don't involve themselves because they don't feel that they have any power. This initiative puts the ball squarely in their court.

OUTREACH - 2.1: TVCC would make science (which is a high-need program) more accessible to internet students if our chemistry department could support offering this course. If the chemistry department cannot support offering this course, then we have done the right thing for our students not to offer it.

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[Data and Analysis:](#)

[Changes Made as a Result of Plan:](#)

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Division-Vocational & Technical)

Outcome 1

## Goal:

The criminal justice and drafting technology programs will develop additional study resources for students in on-campus classes thru the WebCT platform

## Desired Outcome:

The retention rate and grade distribution will improve for students in the on-campus classes where the WebCT study resources are available

## Implementation Strategy:

Study guides, test times, practice test and e-mail will be available in the spring semester for on-campus students in selected drafting technology and criminal justice classes on the WebCT platform.

## Assessment Method:

The student retention and grade distribution will increase in the classes with the expanded WebCT study format than from the previous time the class was taught.

## Criteria:

Student retention and grade distribution will increase

## Relationship to Strategic Planning Goal:

The administrative goal improves faculty involvement and interaction with students, provides greater opportunity for student engagement, and enhances the learning opportunity both inside and outside the classroom for students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Division-Vocational & Technical)

Outcome 2

Goal:

Agriculture/Ranch management will increase student recruitment efforts

Desired Outcome:

Increase enrollment in Agriculture/Ranch Management programs

Implementation Strategy:

The Agriculture/Ranch Management department will purchase a recruiting display to utilize in increasing awareness of the program to potential students at recruiting events

Assessment Method:

An increase in enrollment from the previous year in the Agriculture/ Ranch Management department

Criteria:

Additional students in the Ranch/Management department

Relationship to Strategic Planning Goal:

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Honors)

Outcome 1

## Goal:

Improve communication among honors faculty and the honors director.

## Desired Outcome:

Promote curriculum design for honors courses through idea exchanges among the honors faculty.

## Implementation Strategy:

Develop a structured schedule for honors faculty meetings.

## Assessment Method:

A minimum of one honors faculty meeting per semester should be included on the TVCC calendar. Attendance at these meetings should be a minimum of 80% of the identified faculty members.

## Criteria:

Have each honors faculty member submit updated syllabi or a written review of their current syllabi if changes are not recommended.

## Relationship to Strategic Planning Goal:

This administrative outcome supports goals mainly in area 1. Communication will be a key factor in providing the best possible honors curriculum for our students, and drive home the importance of what the faculty is accomplishing with this highly motivated group of students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Honors)

Outcome 2

## Goal:

Increase the number and variety of honors offerings on all three campuses.

## Desired Outcome:

Increasing the number of honors offerings will help to bring the experience to more students, as well as help honors students deal with their unique scheduling difficulties. I believe that more faculty involvement will also create a better learning environment for all of our students.

## Implementation Strategy:

The honors director will attend meetings at the NCHC conference designed for this purpose, and disseminate this information to interested faculty from all three campus locations. I will also acquire and make available sample syllabi from other college honors programs, with the hope of inspiring those faculty members who are somewhat apprehensive about creating their own syllabi.

## Assessment Method:

The number of course offerings on the three campuses should increase in the next semester, with particular emphasis on the availability of core curriculum courses.

## Criteria:

During the next school year, the number of students in honors courses should increase by at least 10 percent.

## Relationship to Strategic Planning Goal:

This administrative outcome will support goals in areas 1 and 3. By increasing the numbers of honors courses available, and awareness of honors offerings by the faculty, we will simultaneously focus on becoming a more learning centered institution. We will have increased students engagement by offering more ways to experience the curriculum, embracing varied learning styles and student abilities. In increasing the number of honors offerings, we would make more scholarship and transfer opportunities available to our students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Honors)

Outcome 3

## Goal:

Improve availability of information and forms to potential and current honors students.

## Desired Outcome:

Make all necessary forms and information available to students via the TVCC web site.

## Implementation Strategy:

Develop the honors web site to more accurately reflect the form and structure of the TVCC web site, and include schedule information and downloadable forms for students and faculty.

## Assessment Method:

We will attach a counter to the site, monitoring the number of visitors, and also track the number of web generated application and re-application forms.

## Criteria:

I expect this to increase the number of qualified students submitting applications, and that those applications and the supporting data will be provided in a more timely manner. This will decrease the amount of time needed to approve a student's acceptance in the program, and therefore allow the student to begin the honors work earlier in the semester.

## Relationship to Strategic Planning Goal:

I believe that these improvements will help to make the honors program more available to students and faculty, and increase the amount of participation and awareness.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Learning Initiative)

Outcome 1

## Goal:

Students to have increased engagement levels.

## Desired Outcome:

Students will have increased local engagement levels for the '07-'08 school year as compared to the '06-'07 year.

## Implementation Strategy:

A local engagement instrument (pre and post) based on the Community College Student Survey of Engagement (CCSSE) questions has been put through its' final revision and will continue to be administered along with all reading tests (Developmental as well as Discipline Specific Reading Tests) and made available to any additional faculty that wishes to test their students.

## Assessment Method:

Local engagement tests consisting of 16 questions will be given to Developmental Reading students along with all students that take the Discipline Specific Reading Tests along with any other department faculty that requests the tests. The pre test addresses the engagement practices of students when beginning a class and then the post test addresses the same practices at the ending of a class.

## Criteria:

Students engagement levels will increase by 5% from the '06-'07 year to the '07-'08 year because of the increased awareness of engagement activities for faculty and staff in a learning-centered environment.

## Relationship to Strategic Planning Goal:

The primary focus of this Administrative Outcome is aimed at increased student engagement in the classroom. By having data from the local engagement instrument, we can make better decisions to increase engagement activities in and out of the classroom. As faculty see the impact of increased engagement in the classroom and as they are challenged to continue training and networking, their learning-center initiatives will increase.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Learning Initiative)

Outcome 2

## Goal:

All Discipline Specific Reading Tests to be available on Web-CT reflecting student reading gains over past year.

## Desired Outcome:

Students will be able to access the Discipline Specific Reading Tests through Web-CT, save valuable classtime, test under less stressful circumstances, get feedback, get intervention ideas and thus improve reading comprehension.

## Implementation Strategy:

The Assessment Team Chairperson is working with the Distance Education Dean to prepare all current Discipline Specific Reading Tests for seven courses through Web-CT. The Learning Initiative has worked with both individuals to prepare a "prescriptive" guideline to give to students after they test to direct them on ways to improve their reading comprehension.

## Assessment Method:

A trial run will be done in fall '07 and then every new Discipline Specific Reading Test will be added to the Web-CT format for all future testing. Reading scores will be compared with the previous years' scores to determine if there has been a more significant gain.

## Criteria:

Student and faculty engagement will be increased through the technology advancements and classtime will be spared thus causing greater support for this particular Learning Initiative project. The ultimate outcome is to improve textbook reading comprehension by at least 2% through evaluating the pre and post reading tests and recommending reading intervention based on the tests scores.

## Relationship to Strategic Planning Goal:

Student engagement will increase because of the demand of a technology approach used in face-to-face classes and not just distance education courses. The ultimate goal here is to assess textbook reading comprehension and direct students to supplemental instruction that will enhance their comprehension. As the faculty and staff use these new methods and see the assess results, they will then have more reason to become involved in learning-centered initiatives.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Learning Initiative)

Outcome 3

## Goal:

Faculty involvement in Learning Initiative Projects will continue to increase reflecting the cultural shift to a more learning-centered college.

## Desired Outcome:

Faculty/staff will have increased involvement in the Learning Initiative Projects in the '07-'08 school year as compared to the '06-'07 year.

## Implementation Strategy:

Faculty/staff will be challenged at the start of each semester beginning at In-Services and reminded throughout the semester to be active in the LI Projects. A commitment sheet will be supplied at In-Services and collected to emphasize the importance of this work.

## Assessment Method:

An LI Activity Log will be supplied for each faculty/staff member at the beginning of each semester. Periodic announcements will be sent to remind them to not only do the project work but to also record the time spent doing that work. Those activity logs will be turned into the LI Office during finals at the end of the semesters and tabulated.

## Criteria:

The Activity Logs will be collected, tabulated, and analyzed semester by semester so that a comparison can be done to determine if there has been a consistent increase of faculty/staff numbers participating particularly in the Learning Lab. The goal is to have 20 distinct faculty to provide tutoring in the Learning Lab for FY08. The goal of eight to twelve faculty/staff participating in the Learning Academy will also be tracked. A goal of five faculty participating in PODS and Great Explanations will be tabulated. We will hope for a 2% over all increase in faculty/staff participation in all LI Projects.

## Relationship to Strategic Planning Goal:

The administration's support of allowing one office hour a week to be used for LI projects and provision of space for the Learning Lab has been a strong and obvious push toward the cultural change from teaching-centered to learning-centered. The Learning Lab is the focal point of the LI projects to provide supplemental instruction outside of the classroom. With continual emphasis on the faculty/staff providing Activity Logs which will prove faculty/staff involvement, we will be working in direct connection to these three goals.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Learning Resources Center  
(Library))

Outcome 2

## Goal:

Expanded use of library facilities by student networking groups.

## Desired Outcome:

Student networking groups will use study rooms and LRC facilities designed for group work to prepare for class projects and for discussion groups.

## Implementation Strategy:

Create spaces in campus LRC's where networking groups can meet.  
Accommodate group needs by providing computer access, white boards, markers, etc.

## Assessment Method:

Statistics will be kept on the number of student groups that use facilities.  
Circulation of study rooms from FY07 and FY08 will be compared.

## Criteria:

Student groups using LRC facilities, including study rooms, will increase by 10% from FY07 to FY08.

## Relationship to Strategic Planning Goal:

This goal relates to Strategic Planning Goals 1.1, 1.2, and 1.3 by accommodating the needs of students in an extension of their work in the classroom. Small groups need spaces set up to enhance their discussion and preparation outside the classroom. This helps TVCC become more learning-centered by focusing on the needs of the learners.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Learning Resources Center  
(Library))      **Outcome 3**

Goal:

Engage students in using the library materials and facilities available to them to enhance their learning experience.

Desired Outcome:

Increased circulation of materials and in-library use of databases, reference books, and other materials by students.

Implementation Strategy:

Discuss ideas from the monograph, "The Role of the Library in the First College Year" to promote use of materials and facilities.

Continue to provide group and individual instruction in the use of library materials.

Update and improve LRC handouts, tutorials, and instructional materials available to students.

Assessment Method:

Statistics on circulation and use will be kept for FY08 and compared with FY07.

Student surveys will include questions about the use and quality of LRC instructional materials.

Criteria:

Circulation and in-library use of materials will increase by 10% from FY07 to FY08.

At least 30% of students who take the LRC survey will indicate that instructional materials were useful to them.

Relationship to Strategic Planning Goal:

This goal relates to Strategic Planning Goal 1.2 of increasing student engagement in collegiate life as students actively use the resources available to them. It is tied to Strategic Planning Goal 1.3 in that academic support outside the classroom is available through materials in the LRC.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations  
-Kaufman Campus)

Outcome 1

Goal:

To improve the success of Vocational Nursing students.

Desired Outcome:

The vocational nursing graduates will have sufficient knowledge and skills for employment and passing the licensure exam.

Implementation Strategy:

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last ERI comprehensive diagnostic test.

Assessment Method:

ERI diagnostic test reports taken in last semester of program.

Criteria:

The VN graduate classes as a whole will score at or above the national norm on the ERI comprehensive diagnostic test.

Relationship to Strategic Planning Goal:

In order to meet this outcome, instruction, academic support and student services must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

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Data and Analysis:

Changes Made as a Result of Plan:



# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 3**

Goal:

To improve the success of Vocational Nursing students.

Desired Outcome:

Have sufficient number of graduate vocational nurses who are employed in nursing or continuing their education.

Implementation Strategy:

Implement current curriculum and continue having prospective employers come recruit in the last semester.

Assessment Method:

THECB Annual Data Profile

Criteria:

Ninety percent of VN graduates will be employed in the field or pursuing further education within six months of graduation.

Relationship to Strategic Planning Goal:

Having 90% of the graduates employed or pursuing further education will help to increase the proportion of Associate of Applied Sciences graduates and Certificate completers who obtain employment in their chosen field of student within one year of program completion.

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Data and Analysis:

Changes Made as a Result of Plan:



# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 5**

Goal:

To improve the success of Vocational Nursing students.

Desired Outcome:

Have sufficient number of graduate vocational nurses to be able to take the licensing test.

Implementation Strategy:

Continue to implement the new admission criteria and selections processes and evaluate their effectiveness and modify as needed.

Assessment Method:

Calculate the number of students graduating one year after beginning the VN program divided by the number of students admitted to the program one year ago times 100. This is the graduation rate.

Criteria:

Seventy-five percent of the students admitted to the VN program will graduate and receive a vocational nursing certificate within one year.

Relationship to Strategic Planning Goal:

Increase the retention rate in the VN program will help increase completion rates in high-need academic transfer and workforce programs as the health care programs are high need.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 6**

Goal:

To improve the success of Surgical Technology students.

Desired Outcome:

Have sufficient number of SGT graduates who are employed in SGT or continuing their education.

Implementation Strategy:

Continue current curriculum and share with students any job openings that the instructor is aware of.

Assessment Method:

THECB Annual Data Profile

Criteria:

Ninety percent of SGT graduates will be employed in the field or pursuing further education.

Relationship to Strategic Planning Goal:

Having a high success rate of graduates employed in the field or pursuing further education helps meet the goal of increasing the proportion of Associate of Applied Sciences graduates and Certificate completers who obtain employment in their chosen field of student within one year of program completion.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Provost, Health Occupations  
-Kaufman Campus)

Outcome 7

Goal:

To improve the success of Surgical Technology students.

Desired Outcome:

Surgical technology graduates will have sufficient knowledge and skills for employment as SGTs.

Implementation Strategy:

Continue to implement the current curriculum incorporating changes made after last evaluation.

Assessment Method:

Results of Program Assessment Exam (PAE).

Criteria:

The SGT class as a whole will have an average score on the PAE assessment test that is above passing.

Relationship to Strategic Planning Goal:

In order to meet this outcome, instruction, academic support, and student support services that enhance student learning inside and outside the classroom must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

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Data and Analysis:

Changes Made as a Result of Plan:





# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 10**

Goal:

To improve the success of Patient Care Technology students.

Desired Outcome:

Have sufficient number of patient care technologists.

Implementation Strategy:

Continue current curriculum and utilize the counselor as needed.

Assessment Method:

Calculate the number of students graduating within one semester divided by the number of students who started the program times 100 for the graduation rate.

Criteria:

Ninety percent of the students admitted to the PCT program will graduate and receive a certificate within one semester.

Relationship to Strategic Planning Goal:

Increasing the retention in the PCT program helps increase the completion rates in high-need academic transfer and workforce programs as the health care programs are high need.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 11**

Goal:

To improve the success of Patient Care Technology students.

Desired Outcome:

Have sufficient number of PCT graduates who are employed in healthcare or continuing their education.

Implementation Strategy:

Continue current curriculum and share with students any job openings that the instructor is aware of.

Assessment Method:

THECB Annual Data Profile

Criteria:

Ninety percent of PCT graduates will be employed in the field or pursuing further education.

Relationship to Strategic Planning Goal:

Increasing the number of PCT graduates who have successful outcomes (employed or pursuing further education) helps to increase proportion of Associate of Applied Sciences graduates and Certificate completers who obtain employment in their chosen field of student within one year of program completion.

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Data and Analysis:

Changes Made as a Result of Plan:



# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations  
-Kaufman Campus)      **Outcome 13**

Goal:

To improve the daily operations of the HSC.

Desired Outcome:

The daily operations of the HSC office and library will be conducted effectively and efficiently, in a friendly, cooperative manner.

Implementation Strategy:

Implement current daily operations focusing on areas of improvement identified by staff and the results of the last survey.

Assessment Method:

Survey will be scored and results reviewed.

Criteria:

The HSC will score an average of 4 on a 5 point Likert scale from a survey administered to a sample of faculty and students on items related to effectiveness and efficiency of daily office/library operations.

Relationship to Strategic Planning Goal:

The HSC office and library provide support services that enhance learning and support this goal.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations  
-Kaufman Campus)      **Outcome 14**

Goal:

To improve the success rate of Emergency Medical Services students.

Desired Outcome:

Have sufficient number of EMS course completers/graduates who are employed in emergency care or continuing their education.

Implementation Strategy:

Implement current curriculum and pass along to students any available job openings.

Assessment Method:

THECB Annual Data Profile

Criteria:

One hundred percent of EMS graduates will be employed in the field or pursuing further education within six months of graduation.

Relationship to Strategic Planning Goal:

Increasing the percentage of EMT graduates who are employed or pursuing further education will help increase the proportion of Associate of Applied Sciences graduates and Certificate completers who obtain employment in their chosen field of student within one year of program completion.

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Data and Analysis:

Changes Made as a Result of Plan:



# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 16**

Goal:

To improve the success rate of Associate Degree Nursing students.

Desired Outcome:

The graduates as a whole will score at an acceptable level in all areas of the licensing exam.

Implementation Strategy:

Implement the current curriculum with increased emphasis on pediatrics and growth and development which were areas of weakness shown on the last NCLEX-RN Program report.

Assessment Method:

Evaluate NCLEX-RN program reports

Criteria:

The ADN graduates will score above the 30th percentile on all areas of the NCLEX-RN as reported in the NCLEX-RN Program Reports.

Relationship to Strategic Planning Goal:

In order to meet this outcome, instruction, academic support and student services must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations  
-Kaufman Campus)      **Outcome 17**

Goal:

To improve the success rate of Associate Degree Nursing students.

Desired Outcome:

The graduates will show readiness for the registered nurse licensing exam.

Implementation Strategy:

Implement the current curriculum with increased use of the HESI case studies throughout the program.

Assessment Method:

Results of the HESI diagnostic exam given in the spring.

Criteria:

The ADN students as a whole will score at or above the ADN norm on the HESI diagnostic test at the end of the program.

Relationship to Strategic Planning Goal:

In order to meet this outcome, instruction, academic support and student services must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

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Data and Analysis:

Changes Made as a Result of Plan:

## Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 18**

### Goal:

To improve the success rate of Associate Degree Nursing students.

### Desired Outcome:

Have sufficient number of graduate nurses to be able to take the licensing test.

### Implementation Strategy:

Continue to implement the current curriculum incorporating previous grant projects that focused on retention such as "First Steps to Success" and "Target: Two Years".

### Assessment Method:

For each level, calculate the number of students successfully completing each semester divided by the number who started that level and multiply by 100.

### Criteria:

The ADN students will successfully complete each level of the ADN program by at least the following retention rates: Level I – 85%; Level II – 85%; Transition Level – 85%; Level III – 90%; Level IV – 93%.

### Relationship to Strategic Planning Goal:

By increasing the ADN retention rate, this helps increase the completion rates in high-need academic transfer and workforce programs as the health care programs are high need.

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### Data and Analysis:

### Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 19**

Goal:

To improve the success rate of Associate Degree Nursing students.

Desired Outcome:

Have sufficient number of graduate nurses to be able to take the licensing test.

Implementation Strategy:

Continue to implement the new admission criteria and selections processes and evaluate their effectiveness and modify as needed.

Assessment Method:

Calculate the number of students graduating two years (one for transition) after beginning the ADN program divided by the number of students admitted to the program two years ago (one for transition) times 100. This is the graduation rate.

Criteria:

Sixty percent of the students admitted to the ADN generic and transition programs will graduate and receive an AAS degree within two years (one for transition).

Relationship to Strategic Planning Goal:

By increasing the overall retention rate in the ADN program, this helps to increase the completion rates in high-need academic transfer and workforce programs as the health care programs are high need.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 20**

Goal:

To improve the success rate of Associate Degree Nursing students.

Desired Outcome:

Have sufficient number of graduate nurses who are employed in nursing or continuing their education.

Implementation Strategy:

Implement current curriculum and continue having prospective employers come recruit on class days in the last semester, the Annual Appreciation/Recruitment Luncheon and the April Job Fair.

Assessment Method:

THECB Annual Data Profile and ADN Graduate Survey

Criteria:

Ninety-five percent of ADN graduates will be employed in the field or pursuing further education within six months of graduation.

Relationship to Strategic Planning Goal:

By increasing the percentage of ADN graduates who have successful outcomes (employed or pursuing further education), this helps to increase the proportion of Associate of Applied Sciences graduates and Certificate completers who obtain employment in their chosen field of study within one year of program completion.

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Data and Analysis:

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FY08      Vice President of Instruction      (Provost, Health Occupations -Kaufman Campus)      **Outcome 21**

Goal:

To improve the success rate of Associate Degree Nursing students.

Desired Outcome:

Have sufficient number of graduate nurses who pass the National Council Licensing Examination for Registered Nurses (NCLEX-RN) on the first attempt.

Implementation Strategy:

Implement the current curriculum with modifications decided on during the May ADN Faculty curriculum meeting.

Assessment Method:

Report on results of NCLEX-RN by Texas Board of Nursing.

Criteria:

Ninety-five percent of ADN graduates will pass the National Council Licensing Examination for Registered Nurses on the first attempt.

Relationship to Strategic Planning Goal:

In order to meet this outcome, instruction, academic support and student services must be provided so that learning can occur. The licensure exam evaluates whether learning has occurred.

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Data and Analysis:

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FY08 Vice President of Instruction (Provost, Palestine Campus)

Outcome 1

## Goal:

Improve student scores in developmental mathematics thru use of a study skills facility

## Desired Outcome:

Student show improvement in passing developmental mathematic after using this facility for a semester.

## Implementation Strategy:

Create a skills facility equipped with computers and software to assist students in gaining skills in mathematics and related study skills. Provide faculty and tutor assistance when needed

## Assessment Method:

Students enrolled in developmental mathematics will be registered as users of the facility and their progress will be monitored for one semester. A pre/post test will be used to evaluate the students progress in this specific subject.

## Criteria:

Students using this facility will improve in math skills and in general study skills as measured in the pre/post test/ They will have a higher passing rate on the pre/post test than similar students not using this study skills facility.

## Relationship to Strategic Planning Goal:

This is related to the TVCC goal #1 and #3. It is an attempt to provide a positive influence on student learning and cause them to achieve at a higher rate than in past years

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Provost, Palestine Campus)

Outcome 2

## Goal:

Improve student success by using a faculty supported study skills/student lounge facility

## Desired Outcome:

Students will improve in their success rate by having direct contact with professors who will be available to them for assistance. It will also allow faculty and students to interact in a less formal setting adding to the social aspect of a college environment.

## Implementation Strategy:

Faculty will offer time from their office hours schedule to be in the facility to assist students with subject matter issues and to just talk to students who want to drop in. Faculty will be able to help in areas not just related to class, but in making college a more real place for students, developing better interpersonal relationships, and adding to the college experience of the student

## Assessment Method:

There may be no way to totally evaluate this activity, but a student survey can be used at the end of the semester to gather student and faculty input as to the effectiveness of the program. A survey can be conducted to evaluate the student and faculty interaction component. Data can also be obtained on the success rate of those using the program.

## Criteria:

The expected outcome of this project will be an increase in student grade points averages by 0.5 points. This will be measured on those full time students using the facility. There should be satisfaction with the facility by 75% of those full time students using the facility. Data to be collected by use of student survey.

## Relationship to Strategic Planning Goal:

This is related to TVCC goal #1 and #3. The project will make students more aware of the skills they need to succeed in a college program, and at the same time create a better understand of student needs by faculty. The fact that it takes place on the campus, but outside the classroom or faculty office will give each better insight into the needs of the other.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Provost, Palestine Campus)

Outcome 3

Goal:

Put in place two smart rooms for instructional academic and workforce professors.

Desired Outcome:

Provide computer access and projection equipment for increased media use by professors

Implementation Strategy:

Using an outside contractor and local support personnell these rooms are to be created using latest available equipment. Custom teaching desk, projection device, media level computer, and network access will be installed. These rooms will mirror the three created in 2006-07.

Assessment Method:

Faculty and student reaction to these installiations will be surveyed. Evaluation made as to the additonal value of the "Smart Room" to the presentations by professors. Studetns will also be surveyed as to the effect on their classroom attention and learning enviornment.

Criteria:

A better reaction to professors presentations due to use of visual and current materials, that will imporve the learning by the students.

Relationship to Strategic Planning Goal:

This is realted to the goals of #1 and #2. by providing the highest standard of teaching instruments, students and professor should both preform at a higher level than in past situations.

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Data and Analysis:

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# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Provost, Terrell Campus)

Outcome 1

## Goal:

In an effort to aid students with the financial resources needed to be a successful student, we will enhance student services in the financial aid department at our location.

## Desired Outcome:

Students should receive answers to their questions and be directed through the processes in a more timely and efficient manner.

## Implementation Strategy:

There has been a request and approval of a full time financial aid secretary for our location. This person will be housed in a very accessible location and will be available to expedite the dissemination of information and give students the direction they need to properly complete their financial aid requests. The additional personnel should help us help more students with increased speed and efficiency.

## Assessment Method:

This goal will be partially met with the actual employment of the financial aid secretary. The success of the added help should be evident by reduced waiting lines, smoother registration, and more students registering with efficient, completed financial aid packages.

## Criteria:

Wait lines at the financial aid table during registration should be reduced by 40%. We should see an increase in the number of students who receive financial aid, able to enjoy early registration.

## Relationship to Strategic Planning Goal:

Financial aid appears to be essential to so many of our students' ability to continue their education. It is important that we, as an institution, do all we can to help our students navigate the financial aid process.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Provost, Terrell Campus)

Outcome 2

## Goal:

To assist students with their academic scheduling, the Terrell Campus will strive to increase course offerings in the Internet and hybrid venues.

## Desired Outcome:

Students will have more choices for Internet and/or hybrid courses with Terrell as a home base for the course. The faculty will be Terrell campus employees and will be more accessible to students from our local service areas.

## Implementation Strategy:

Terrell based faculty, both full and part time, will have opportunities to learn about the Blackboard delivery system and will have input in building the Spring 08 and Summer 08 schedule of classes.

## Assessment Method:

Internet and hybrid courses offerings with Terrell section numbers will increase by the Spring 08 semester.

## Criteria:

Such course offerings should increase by 50% by the Spring 08 semester.

## Relationship to Strategic Planning Goal:

Increasing Internet and hybrid course offerings with Terrell as the home base, will give more students the opportunity to successfully and conveniently, facilitate this delivery method. Academic support in this sometimes new educational setting, will be readily available and students will have a convenient avenue for additional help and therefore, more effective learning should take place.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Instruction (Provost, Terrell Campus)

Outcome 3

Goal:

In an effort to meet the scheduling needs of our growing student population, we will convert a classroom into an additional science lab.

Desired Outcome:

We will have more sections of lab science lab components available to our student population.

Implementation Strategy:

Implementation of this outcome will require the building of lab units and the purchasing of additional equipment for the lab curriculum.

Assessment Method:

Section offerings for the lab classes will increase as a result of more spaces being created. It should create more scheduling flexibility for our students as they work to design their semester's schedule.

Criteria:

Biology student "wait lists" created by full classes, should be reduced or eliminated.

Relationship to Strategic Planning Goal:

The Terrell Campus lab sciences serve as a major feeder for our Health Science Programs. Add spaces will help these students complete their pre-requisites in a more timely manner and complete their program of study with TVCC.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Small Business  
Development Center)

Outcome 1

## Goal:

To work with individuals to assist them in starting their own business and to help existing businesses to grow.

## Desired Outcome:

Work with individuals and start-ups in order to provide new businesses and increase economic impact within TVCC's five-county region. We have worked with a large number of clients resulting in startups, new hires, job retention and capital formation.

## Implementation Strategy:

Provide business counseling and information to clients who want to start their own business, which includes financial assistance, marketing research to companies, business plan assistance, business and employee training, export assistance, environmental and government contract assistance. Try to form relationships with Terrell, Kaufman and other organizations.

## Assessment Method:

Visit with clients that have started a business to determine how they are doing and provide other assistance when needed.

## Criteria:

New start-up businesses will provide new jobs and additional tax base for TVCC's five-county region.

## Relationship to Strategic Planning Goal:

This goal related to TVCC's Critical Success Factor 3.6 - To be a leader and innovator in economic and community development. Bringing good companies into a community is a plus for the entire community.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Small Business  
Development Center)

Outcome 2

Goal:

Better coordination with and outreach to economic development organizations in our 5 county service area. Provide counseling to existing businesses seeking general business consulting.

Desired Outcome:

We expect to help identify a variety of financing sources which may be of help to our clients.

Implementation Strategy:

To provide the research and documentation necessary to obtain financing or achieve the more general help the business will need.

Assessment Method:

The SBA case management systems tracks all types of progress on individual clients.

Criteria:

We have target goals for financing, business startups, types of clients and other benchmarks. For our 2007 our goal is \$6,2000,000 in financing obtained.

Relationship to Strategic Planning Goal:

This goal related to TVCC's Critical Success Factor 3.6 - To be a leader and innovator in economic and community development. Bringing good companies into a community is a plus for the entire community.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Small Business  
Development Center)

Outcome 3

Goal:

Work cooperatively with the economic development offices and chambers in our service area to maximize business formation and job creation.

Desired Outcome:

Possible outcomes are: joint ventures to fund or host a business counselor in remote cities like the Palestine experiment, client referrals from these organizations, jointly sponsored seminars that benefit their community and other cooperative performance.

Implementation Strategy:

This will require personal sales calls to the Economic Development offices and Chambers of Commerce.

Assessment Method:

Utilize the SBA MIS to measure job growth and retention by our clients.

Criteria:

Changes in jobs, business formations etc.

Relationship to Strategic Planning Goal:

This goal related to TVCC's Critical Success Factor 3.6 - To be a leader and innovator in economic and community development. Working with Economic Development offices and Chamber offices in the area will maximize business formations which will create jobs.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (TDCJ-Instructional Programs)

Outcome 1

Goal:

Improved efficiency in the screening of TDCJ students for all TVCC programs within the Correctional Education Division.

Desired Outcome:

Increase the accessibility to computer data information and increase efficiency of screening and processing of TDCJ student registration and tracking.

Implementation Strategy:

Continue pursuing access to the TDCJ Data Service mainframe computer in cooperation with the Continuing Education Division-Windham School District.

Assessment Method:

Expanded capacity of electronic services to mainframe connections. Specifically, student record accessibility will be realized as a valued resource for the Correctional Education Division.

Criteria:

Electronic services and student record access will be significantly enhanced and work-time expedited.

Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal #9, enhancing the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision-making.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (TDCJ-Instructional Programs)

Outcome 2

Goal:

Improved efficiency in bookkeeping and billing for TDCJ vocational cycles through e-billing technology.

Desired Outcome:

Reduce billing periods and increase efficiency of accounting and billing procedures by utilizing electronic and internet technology.

Implementation Strategy:

Continued development of computer software and internet procedures for TVCC and the TDCJ to do vocational cycle billing and data transfer. Utilize current clerical staff and business office personnel.

Assessment Method:

Objective comparison of time lines for FY07 and FY08 billing procedures.

Criteria:

Billing period time line will decrease for FY07 from 3 weeks to 1 week for FY08.

Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal #4, enhancing educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

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Data and Analysis:

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# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (TDCJ-Instructional Programs)

Outcome 3

Goal:

Improved efficiency and consolidation of TDCJ Administrative Offices from two locations to one. Resulting availability of classroom/building space on the Palestine Campus.

Desired Outcome:

Improve communication, accessibility and administrative performance by the consolidation of all TDCJ Administrative Offices by acquiring a facility to accommodate all clerical, communicative, and instructional needs.

Implementation Strategy:

Initiate a facility search in the Tennessee Colony, TX area and develop a plan of action to identify a building to be remodeled into appropriate facilities which may serve as a communication, meeting, and central base of activities. A potential facility could be leased or acquired and possibly remodeled using TVCC building trades resources.

Assessment Method:

Improved efficiency, location, and consolidation of administrative facilities for the TDCJ Instructional Division.

Criteria:

Administrative function and coordination will improve for the TDCJ Instructional Division.

Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal #9, enhancing the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision-making.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Instruction

(Vice President of  
Instruction)

Outcome 1

## Goal:

Enhance orientation and professional development opportunities for adjunct faculty.

## Desired Outcome:

A model will be developed to serve as a blueprint for establishing an orientation program and professional growth activities for adjunct faculty. The program will convey important information on college procedures and policies relevant to teaching at TVCC. Also, included in the proposed plan will be a proposal for the improvement of professional growth opportunities to assist adjunct faculty in developing and providing quality instruction for TVCC students. A variety of delivery methods, on-line modules, meetings, forums, video conferencing, organized discussions, library materials, and other means of communication will be considered. In addition, adjunct instructors will be advised and encouraged to attend the professional development activities for full-time faculty.

## Implementation Strategy:

Adjunct faculty will be surveyed to determine their interests, need, and willingness to participate, in orientation programs and professional growth activities. Components of the plan will be designed to meet the expectation of adjunct faculty based on research, interviews, and responses from the survey.

## Assessment Method:

The survey will be sent to all adjunct faculty during the fall 2007 semester. Research, interviews, and survey responses will be used to develop the plan during the spring 2008 semester.

## Criteria:

The completed plan will provide guidelines for designing a meaningful professional development program and orientation sessions that will benefit both adjunct faculty and, ultimately, TVCC students.

## Relationship to Strategic Planning Goal:

Learning 1.1 Adjunct faculty will gain knowledge and information from professional growth activities that will enhance and improve their instructional methods and techniques in their classes.

Learning 1.7 Adjunct faculty will have the opportunity to become more involved in learning centered initiatives.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Instruction      (Vice President of Instruction)

Outcome 2

## Goal:

Promote and support the efforts of the Instructional Division in the development and advancement of a learning centered environment.

## Desired Outcome:

Promote and support faculty involvement in achieving a learning centered environment.

## Implementation Strategy:

Encourage the efforts of the faculty and the Learning Initiative Council in their pursuit of achieving a learning centered environment. Promote, support, and communicate the work and progress of the Learning Initiative Council to the college community. Provide guidance, when necessary, assist in providing information, data, or records, and other assistance as required to achieve the institution's goal of creating a learning centered environment.

## Assessment Method:

Reports validating involvement of faculty in the Learning Initiative process. Progress reports from the Assistant Vice president of Instruction for Academic Education and Institutional Planning, the Assistant Vice President for Instruction for Workforce Education and Business Relations, and the Director of the Learning Initiative.

## Criteria:

Number of participants in each of the Learning Initiative projects will be evaluated with a goal of increasing participation in each project by a minimum of 5%.

## Relationship to Strategic Planning Goal:

LEARNING – 1.1—Become a more learning-centered institution. Encouraging faculty involvement in the efforts of the Learning Initiative Council, maintaining the visibility of the learning-centered initiatives, and providing support for faculty to embrace the concepts of achieving a learning-centered institution will result in advancement toward this goal.

LEARNING-1.7—Increase faculty and staff involvement in learning-centered initiatives. Through the above described efforts, the percentage of faculty involved in Learning Initiative activities will increase by 5%.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student Affairs      (Campus Police)

Outcome 2

Goal:

Secure valuable items in the dorm.

Desired Outcome:

Reduce the amount of thefts in the dorm.

Implementation Strategy:

Make inventory of students valuables and engrave them.

Assessment Method:

Analyze the end of the year crime reports (thefts) of certain items taken from students in the dorm

Criteria:

The end of the year reported thefts will be less than on the end of the year crime reports for FY06 when compared to FY05.

Relationship to Strategic Planning Goal:

To give student self assurance that we are interested in his/her well being while on campus. Attempt to protect what belongs to them by getting information on their valuable items if they should happen to come up stolen.

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Data and Analysis:

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# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (Cardettes)  
                 Affairs

Outcome 1

## Goal:

Maintain the Cardette Web site throughout the year.

## Desired Outcome:

Add event information two months in advance. Add a separate spring production link, escort link, and "Cardette's only" link. Revamp the text on the site to be easier to read and comprehend.

## Implementation Strategy:

Create a schedule of when events need to be posted to site. Get with web creator in creating the various links before school starts in the fall.

## Assessment Method:

People(net surfers) will be informed in advance of events and can get materials on line instead of by mail.

## Criteria:

More participation at events from those other than TVCC students. Cardettes will be better informed of up coming events and schedules.

## Relationship to Strategic Planning Goal:

This relates to TVCC goals 1 and 3. Providing information to the community which they can participate in as well as teaching and providing a medium for current and potential students comprehension skills.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Student Affairs (Cardettes)

Outcome 2

## Goal:

Enhance the education process for the team.

## Desired Outcome:

Each team member will end each semester being scholarship eligible and after their 2 years at TVCC, obtaining a certificate or associate degree.

## Implementation Strategy:

Provide team and specialized tutoring during scheduled study hall hours. Maintain grade sheets from faculty twice a semester. Maintain end of the semester interviews (meetings) with the students to discuss their grades and progress.

## Assessment Method:

Team members GPA's being a 2.0 or higher and staying on course with required classes needed.

## Criteria:

Each team member will be scholarship eligible at the end of each semester and will graduate.

## Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal LEARNING 1.3 in that it will aid the student in observing time management skills as well as recognizing when help is needed in courses before it is too late.

This outcome relates to TVCC Goal SUCCESS 3.2.2 in that several students come into this institution do not see the need to graduate from TVCC and with this process they should realize that it is better to graduate than to just try to transfer hours to a university.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (Cardettes)  
                 Affairs

Outcome 3

Goal:

To increase the enrollment of dancers on the team.

Desired Outcome:

Increase recruiting efforts other than by printed publicity, attending college fairs, and hosting various Cardette functions open to high school aged dancers.

Implementation Strategy:

Gain one additional faculty position to assist with outside recruitment. Provide performance opportunities at prestigious events and dance competitions. Provide events on TVCC campus for recruits other than Dance Day(spring) and Drill Team Day(fall).

Assessment Method:

Increased number of dancers on the team.

Criteria:

Team size to 45 members with one full time faculty and 60 members with two faculty members.

Relationship to Strategic Planning Goal:

This outcome relates to TVCC Goal OUTREACH 2.1 in that it will try to increase full time student enrollment on campus as well as the team.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Student  
Affairs

(Dean of Enrollment  
Management)

Outcome 2

## Goal:

To have image now up and running so that records are easier to maintain.

## Desired Outcome:

Student records (transcripts, applications, etc) will be more accessible for counselors, financial aid and the registrar's office.

## Implementation Strategy:

Design a workflow for old records to be archived. Design a workflow for new records received.

## Assessment Method:

Amount of filing will decrease in the registrar's office. Financial aid will be able to access records rather than coming to make copies of hard copy.

## Criteria:

Records will be in student file within the first two weeks of the semester.

## Relationship to Strategic Planning Goal:

Enhance the educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Student  
Affairs

(Dean of Enrollment  
Management)

Outcome 3

## Goal:

To increase graduation from Trinity Valley Community College.

## Desired Outcome:

More students will graduate from Trinity Valley Community College.

## Implementation Strategy:

1. Have articulated credit or credit by exam show on a students degree plan as completed.
2. Have transfer course work show completed on degree plan.
3. Send letters to students who are within 15 hours of graduation to apply for graduation.

## Assessment Method:

50 more students will graduate in 2007-2008 than the year before.

## Criteria:

More students will graduate.

## Relationship to Strategic Planning Goal:

Enhance the educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (Financial Aid)  
                 Affairs

Outcome 1

## Goal:

Improved efficiency and accuracy of financial aid processing.

## Desired Outcome:

Decrease processing time of a financial aid file by 1 week during peak times (July 1 through Sept 15).

## Implementation Strategy:

Hire additional Financial Aid Assistant to more evenly distribute the workload of all financial aid programs. Host financial aid application workshops from February 15 through June 15 to encourage early application for the upcoming award year. Research and evaluate information and cost of vendor-supplied Financial Aid Management (FAM) systems currently on the market.

## Assessment Method:

Reports that track the amount of time from the date the student submits all required documents to the date the financial aid file is packaged.

## Criteria:

Processing time for financial aid files will decrease from the 06-07 benchmark of 4 weeks to 3 weeks for 07-08 peak times.

## Relationship to Strategic Planning Goal:

This outcome relates to TVCC Strategic Planning Goal # 1.3 by decreasing processing time thereby allowing staff additional time to provide supplemental aid to students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (Financial Aid)  
                 Affairs

Outcome 2

Goal:

Increase student awareness and understanding of financial aid processes.

Desired Outcome:

Clarify eligibility requirements and application process by updating the Financial Aid website.

Implementation Strategy:

Work with web designer to requote information to be more concise and clear, and to revise format to be more user-friendly and understandable per survey results from 05-06.

Assessment Method:

A survey of students, faculty and staff regarding usability and functionality of the website will be the assessment tool for this outcome. Of those participating in the survey, 25% will respond positively overall to the improvements in the web site. Participants will be eligible for a bookstore "certificate" drawing to encourage participation.

Criteria:

25% of the survey participants will indicate that the website more effectively disseminates information on financial aid and the steps to follow to apply.

Relationship to Strategic Planning Goal:

This outcome relates to TVCC Strategic Plan Goal # 1.3 by increasing student awareness of processes thereby making financial aid available to more students.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (Financial Aid)  
                 Affairs

Outcome 3

## Goal:

Improved efficiency and accuracy in managing scholarship awards, both external donor and internal departmental funds, through the financial aid office.

## Desired Outcome:

Decrease error and confusion associated with scholarship award and balances carried forward from previous semesters. Eliminate the need for students with continuing scholarships to report to the financial aid office at registration.

## Implementation Strategy:

Implement an accounting program to automate the entry of balances on deposit that are carried forward. Also implement an accounting program to automate the entry of donor scholarships awarded but not used. Coordinate with business office and computer center the required information needing to be programmed to accomplish this outcome.

## Assessment Method:

Total number of scholarship students from the daily sign-in log from 06-07 peak periods will be compared with the daily sign-in log from 07-08 peak periods to determine the decrease in volume of scholarship students requiring assistance.

## Criteria:

Total volume of scholarship students requiring assistance during peak periods will decrease by 25%.

## Relationship to Strategic Planning Goal:

This outcome relates to TVCC Strategic Plan Goal # 1.3 by providing smoother processing of scholarship awards and financial aid registration processes for students receiving scholarships.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (Financial Aid)  
                 Affairs

Outcome 4

Goal:

Improved efficiency in the financial aid office operation and transition for new personnel.

Desired Outcome:

Ensure continuity of office operation as veteran personnel begin to retire.

Implementation Strategy:

Each employee will compile a procedure manual for their position in the financial aid office.

Assessment Method:

The Director of Student Financial Aid will evaluate each manual for completeness.

Criteria:

Ensure a smooth transition as veteran personnel retire.

Relationship to Strategic Planning Goal:

This outcome relates to TVCC Strategic Plan Goal # 1.3 by providing a continuity of financial aid processing to diminish the effect on processing time from the necessity of training new personnel.

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Data and Analysis:

Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Student Affairs (School Relations)

Outcome 1

## Goal:

Improved quality of the Student Ambassador Program.

## Desired Outcome:

Redefine the eligibility criteria and responsibilities for participants in the program.

## Implementation Strategy:

- \* Raise the requisite cumulative GPA from 2.50 to 2.75;
- \* Increase the number of office work hours from 1 to 2 hours per week;
- \* Selection of at least one nontraditional student (i.e., over the age of 25) to serve in one of the four positions per semester.

## Assessment Method:

- \* Periodically, Student Ambassadors will be monitored by a School Relations staffperson while conducting campus tours and/or making presentations;
- \* Campus visitors will be asked to complete a written evaluation of their impression of the campus as conveyed by the Student Ambassadors.
- \* Monthly written evaluations of Student Ambassadors will be completed by the School Relations Director.

## Criteria:

- \* After initial visit, 75% of prospective students, parents and/or other campus visitors will provide a positive review of their experience with Student Ambassadors.
- \* 1 out of 5 prospective students who tour the campus with the assistance of Student Ambassadors and are eligible to enroll the following semester or year, will enroll at the institution.

## Relationship to Strategic Planning Goal:

- \* This outcome relates to TVCC Goal#1 in that it engages the Student Ambassador in learning more about the institution.
- \* This outcome relates to TVCC Goal#2 in that it contributes to the recruitment efforts of the institution.
- \* This outcome relates to Goal #4 in that institutional diversity will be reflected in the varying characteristics of the Student Ambassadors selected to participate in the program.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08      Vice President of Student      (School Relations)  
                 Affairs

Outcome 2

## Goal:

Improved quality of an annual high school recruitment program.

## Desired Outcome:

Incorporate new sessions and activities into Career Day for high school juniors.

## Implementation Strategy:

- \*Service area high school counselors will be contacted prior to planning the event in order to solicit suggestions for program content.
- \*TVCC Career Day committee members will meet prior to initial planning of the program in order to garner their input.
- \*Contact will be made with individuals outside of the campus community to recruit potential session speakers.
- \*In addition to providing sessions on specific professions, there will be the inclusion of sessions that relate to career preparation (e.g., interviewing skills, resume writing, etiquette, dressing for success, etc.).

## Assessment Method:

- \*Counselors and a select number of high school participants(20%) will be asked to complete written evaluation forms at the end of the program.

## Criteria:

- \*Increased satisfaction of service area counselor and student participants.
- \*Greater involvement by service area counselors and TVCC faculty and staff in program planning.
- \*Utilization of additional resources in meeting the needs of service area students.

## Relationship to Strategic Planning Goal:

- \*This outcome relates to TVCC Goal#1 in that it provides academic support to service area high school students.
- \*This outcome relates to TVCC Goal#2 in that it provides exposure and access to postsecondary education at TVCC.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Student  
Affairs

(School Relations)

Outcome 3

## Goal:

Improved quality of the Diversity Day program for ESL (English as a Second Language) students from service area high schools.

## Desired Outcome:

Increase the participation of the number of schools from 6 to 10 of the 27 in TVCC's service area.

## Implementation Strategy:

- \*Service area counselors and ESL coordinators from TVCC service area schools will be contacted earlier (i.e., fall semester) regarding date.
- \*Involve a select group of TVCC faculty staff and international students in the planning process.
- \*Design a program that promotes cultural awareness as well as postsecondary education.

## Assessment Method:

- \*The School Relations office will compare the number of schools that participate to previous years figures.
- \*ESL students and high school staff will be asked to complete a written evaluation.

## Criteria:

Increased participation of service area high schools by 15%.

## Relationship to Strategic Planning Goal:

- \*This outcome relates to TVCC Goal#1 in that it promotes learning.
- \*This outcome relates to TVCC Goal#2 in that it enhances recruitment efforts in our service area high schools.
- \*This outcome relates to TVCC Goal#4 in that it promotes cultural awareness for the students as well as TVCC faculty and staff.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08 Vice President of Student Affairs (Testing Services)

Outcome 1

## Goal:

Increase completion of GED certificates percentages by candidates testing with Trinity Valley Community College testing center.

## Desired Outcome:

Improve retention by 20 percent of those candidates who are unsuccessful on their initial attempt of the GED by revising Trinity Valley Community College GED retesting protocol.

## Implementation Strategy:

Mail a letter to all GED candidates who did not earn their GED on the initial attempt reminding them of TEA's policy for retesting and TVCC's available retesting options. These letters will be mailed automatically by testing personnel when GED scores are received in our office.

## Assessment Method:

GED completion data is currently maintained in the form of a spreadsheet by TVCC testing personnel. These reports will compare FY06 and FY07 to determine the effects of the retesting notice.

## Criteria:

The number of candidates who actually retest with the GED will increase by 20% as a result of the Trinity Valley Community College testing center's follow-up notification regarding GED retesting opportunities. Consequently, GED completion rates will increase by 10% as a result of the TVCC testing center's friendly reminders to have individuals retested when possible.

## Relationship to Strategic Planning Goal:

With an increase in the number of GED candidates retesting, actual GED completion rates will likely improve, allowing for more potential applicants to Trinity Valley Community College. Very possibly, these GED completers are from the TVCC service area population and will potentially increase enrollment in a variety of our programs.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Student  
Affairs

(Testing Services)

Outcome 2

## Goal:

Recruit service area high school students through an onsite testing program.

## Desired Outcome:

Provide convenient Quick-THEA (paper/pencil) and/or Accuplacer (computer) testing to service area high school students and reduce the need for the high school students to miss school for TSI testing. Additionally, TVCC will provide small group advising regarding college enrollment requirements.

## Implementation Strategy:

TVCC will provide two test examiner/counselors to administer the test and test materials and present information regarding admissions, concurrent/dual credit enrollment, financial aid, etc. The service area high schools will guarantee a minimum of 25 examinees and a suitable environment for uninterrupted testing. The cost of the exam will be reduced to \$39 per student for schools taking advantage of this opportunity.

## Assessment Method:

A record of schools taking advantage of this opportunity will be kept to track the participation by area high schools.

## Criteria:

TVCC testing center hopes to serve 5 area high schools during the 2007-2008 school year. Because this is the first year for this service, we will establish a benchmark for comparison in future years.

## Relationship to Strategic Planning Goal:

Students who might not otherwise be prepared to enroll in TVCC due to lack of TSI testing will be able to enroll, increasing our student population. Additionally, with the reduced fee of \$39 to test with Quick THEA or Accuplacer, TVCC is providing a form of financial assistance to the potential students.

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## Data and Analysis:

## Changes Made as a Result of Plan:

# Trinity Valley Community College Administrative Outcomes Report by Division, Strategic Planning Goal, and Fiscal Year

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FY08

Vice President of Student  
Affairs

(Testing Services)

Outcome 3

## Goal:

Reduce cheating opportunities by examinees taking online computerized exams in the testing center.

## Desired Outcome:

Closely monitor the use of computers by examinees in the testing center via software that allows testing personnel to view the screens of computers in use in the testing center without invading their "space" and looking over their shoulders in an intimidating manner.

## Implementation Strategy:

Testing center will purchase "Net Support", a remote-control piece of software, and install it on the testing personnel's computers so that computers used by examinees in the testing center will be monitored regularly. If the need arises, the computer screens of examinees violating the testing center policy will be "locked" and documentation printed to present to their instructors.

## Assessment Method:

Because this will be new to the TVCC testing center, data collected on the extent of "cheating" by examinees in the TVCC testing center will serve as a baseline. In the recent past, however, evidence has been discovered where students accessed outside resources electronically while taking their exams. Unfortunately, the extent of these circumstances of cheating is unknown at the present time.

## Criteria:

Cheating on computerized tests taken at the TVCC testing center will be drastically reduced, if not eliminated.

## Relationship to Strategic Planning Goal:

While the TVCC testing center believes in closely monitoring the students during their exams, it is not realistic to "pace" behind the examinees while they are testing on the computers. Since computer screens are "hidden" underneath the glass-top desks, it is very difficult for anyone other than the examinee to view the contents of the screen. If the examinees understand that a monitoring system is in place by testing personnel, however, they will likely resort to preparing more for their exams rather than relying on accessing electronic resources.

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## Data and Analysis:

## Changes Made as a Result of Plan: