



ASSESSMENT PLAN

College/Division: **Vice President of Instruction**
 Department/Unit: **Texas Department of Criminal Justice-
Instructional Programs**
 Planning Unit: **Texas Department of Criminal Justice-
Instructional Programs**
 Administrator : **Jan Huffstutler**
 Period: **FY06**
 Plan Status: **Creating Unit Annual Plan (UAP)**
 Current Date/Time: **3/10/2006 9:26:30 AM**

This plan currently has 3 outcomes.

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General Plan Information

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Planning Unit
Mission :

Outcome 1

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Description & Methodology

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Goal

Maintain class attendance by providing substitute teachers to improve absenteeism with the TDCJ vocational program.

Outcome Description

Reduce absenteeism invocational classes by providing personnel to substitute-teach for absent college instructors. Assign personnel to substitute when necessary for absent vocational faculty.

Implementation Strategy

Hire new personnel with a job description that assigns responsibility to substitute-teach when practicable.

Assessment Method

Annual attendance reports for TDCJ vocational faculty will be compatedred for FY 05 and FY 06.

Criterion (Expected Outcome)

Class attendance will improve for TDCJ vocational classes for FY 06.

Relationship to Unit Mission

Relationship to Strategic Plan Goal

This outcome relates to TVCC Goal #1 by improving the quality of classroom instruction due to improved class attendance.

Strategic Planning Goals

Operational Budget Implications

N/A

Personnel Budget Implications

The addition of a Correctional Education Specialist (new job description); auxillary salary schedule personnel.

Equipment Budget Implications

N/A

Personal Notes

Outcome 2

Delete

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Description & Methodology

Edit

Goal

Improved efficiency in bookkeeping and billing for TDCJ academic semesters through e-billing technology.

Outcome Description

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

Implementation Strategy

Development of computer software and internet procedures for TVCC and TDCJ to do academic semester billing and data transfer. Utilize current clerical staff and business office personnel.

Assessment Method

Objective comparison of time lines for FY05 and FY06 billing procedures.

Criterion (Expected Outcome)

Billing period time line will decrease for FY05 from 2 weeks to 1 week for FY06.

Relationship to Unit Mission

Relationship to Strategic Plan Goal

This outcome relates to TVCC Goal #IV, enhancing services that ultimately contribute to effective performance of all students.

Strategic Planning Goals

4. Enhance Educational and Student Service for Improved Student Learning

Operational Budget Implications

Existing operating budgets will provide necessary resources for this outcome.

Personnel Budget Implications

Existing personnel budgets will enable this outcome to be achieved.

Equipment Budget Implications

N/A

Personal Notes

Outcome 3

Delete

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Description & Methodology

Edit

Goal

Improved electronic communication through the Office of Correctional Education.

Outcome Description

Increase efficiency and internet service through the addition of high speed internet service.

Implementation Strategy

Procure high speed internet service through local providers, i.e., dsl cable or satellite modem.

Assessment Method

Expanded capability of electronic services to mainframe connections. Specifically, student records, inmate screening, email communication, e-billing and purchasing.

Criterion (Expected Outcome)

All electronic communication will be significantly enhanced and work-time expedited.

Relationship to Unit Mission

Relationship to Strategic Plan Goal

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

Strategic Planning Goals

4. Enhance Educational and Student Service for Improved Student Learning

Operational Budget Implications

Yearly operating costs are projected to be \$1,800.00.

Personnel Budget Implications

No additional personnel expenses are expected.

Equipment Budget Implications

Initial equipment and installation costs range up to 1,000.00.

Personal Notes