

 You replied on 8/14/2006 12:00 PM.

This message was sent with high importance.

**McMillen, Jeremy**

**From:** McMillen, Jeremy **Sent:** Thu 8/10/2006 11:09 AM  
**To:** Fairbanks, Will; wdrumgoole@tvcc.edu; Spurlock, Terry; Nusko, Sherry; Hurley, Sam; Williams, Ray; reid@tvcc.edu; Long, Nancy; Peek, Mike; Logan, Max; Landers, Michael; Gann, Linda; Pulley, Kay; Driskell, Kelly; Sutton, Janice; Quattlebaum, James; McMillen, Jeremy; Loden, Judy; Lively, Julie; King, Jerry; Hannigan, Jennifer; huffstutler@tvcc.edu; Wilson, Gerald; Wilson, Gerald; Roberts, Gayla; gann@tvcc.edu; Mansfield, Darla; Loper, David; Hubbard, David; Houston, Dorothy; daniel@tvcc.edu; Watson, Cherre; Akin, Cindy; Hilliard, Collette; Akin, Charlie; Spurling, Brian; Monds, Bill; Daniel, Brett; Montrose, Alvis; Hawkins, Audrey; Abbott, Michael  
**Cc:** Rummel, Tina; Reeves, Iris  
**Subject:** Administrative Outcomes Update #3 (URGENT TRAINING AND DEADLINES!!!)  
**Attachments:**

## **Administrative Outcomes & LEAPs Update #3**

**August 9, 2006**

### **Summary:**

1. ***ALL LEAPs have been Submitted!  
(THANKS!!!)***
2. ***2005-2006 Administrative Outcomes are Due September 15<sup>th</sup>  
(Absolute Deadline!!!)***
3. ***Reporting Procedures for Administrative Outcomes and LEAPs are Changing  
(No more Word or Hand-Written Documents.)***
4. ***CARDS Database Training is Being Provided  
(Next week ONLY!!! Make Reservations Now)***
5. ***This is Critical to TVCC's Success with the SACS Process***

### **All LEAPs Are In!!! – THANKS!!!**

Thank you to those of you who were involved in compiling LEAPs results from 2005-06 and plans for 2006-07. ALL Learning Enhancement Annual Plans (LEAPs) results were successfully submitted very near the July 15<sup>th</sup> deadline, which is a feat since that is a new process for TVCC. The General Education Committee will begin summarizing the overall results of these plans in the next few weeks, which will help us to learn how well our students are doing in the general education areas.

### **FY06 Administrative Outcomes Due, September 15, 2006 (ABSOLUTE DEADLINE!!!)**

Each Administrative Planning Unit **MUST** complete all 2005-2006 Administrative Outcomes RESULTS for ALL of their planning units by **September 15, 2006**. Again, this is critical as we respond to our SACS Recommendation on 3.3.1 (Institutional

Effectiveness). Failure to meet this deadline seriously jeopardizes our chances of satisfying SACS on this recommendation.

**The Office of Planning and Institutional Effectiveness is releasing a new product that will allow all TVCC planning units to keep track of Administrative Outcomes and LEAPs in one location.** This system is called the College Assessment and Reporting Data System (CARDS Database for short). This is an online database that allows planning units to track planning documents, and allows respective supervisors to review and approve plans and results in a structured format. The Office of Planning and Institutional Effectiveness has entered all plans from the 2005-06 and 2006-07 years into the CARDS database for you. This includes anything the office had received as of 4:30 p.m. on Wednesday, August 9<sup>th</sup>.

**Effective today, August 9<sup>th</sup>, the CARDS Database will be the way that *all* plans are edited/submitted.** Our office will no longer accept the MS Word documents that we have been using to document LEAPs and AO's. The need for this became apparent when TVCC received a judgment of "non-compliance" in the area of Institutional Effectiveness (3.3.1) as a result of our SACS Off-Site Review. TVCC must respond to this judgment and demonstrate progress towards eliminating the possibilities of failing to engage in effective planning and institutional effectiveness practices, and the CARDS Database is one tactic that we are employing to this end. Additionally, this should be easier than keeping up with the MS Word documents.

**Our office will be providing training on how to utilize the CARDS Database (MUST ATTEND).**

This session will include a "hands on" technical "how to" component of the CARDS database, as well as a discussion of what is expected content wise for Administrative Outcomes. This second component is very critical, as TVCC is in need of maturing it's Administrative Outcomes planning and documentation processes. For most of the planning units that have met the June 15<sup>th</sup> deadline for submitting the Administrative Outcomes for 2006-07, I have reviewed your plans and will give you written feedback on areas in need of improvement. Every plan is in need of at least minor revisions; therefore, this part of the training is essential.

Training Dates and Times are as follows:

Wednesday, August 16<sup>th</sup> at 10:30

Thursday, August 17<sup>th</sup> at 10:00

Thursday, August 17<sup>th</sup> at 2:00

*Each session should last approximately 1 ½ hours.*

*All training will occur in the Technical Building on the Athens Campus in Room T216.*

**To reserve your training spot,** contact Iris Reeves at [ireeves@tvcc.edu](mailto:ireeves@tvcc.edu) or (903) 670-2625 **no later than Tuesday, August 15<sup>th</sup> at 4:30.** Please be sure to reserve your spot, as we have limited computers for the training room.

If you received this email, I show that you are primarily responsible for at least one planning unit at TVCC. Therefore, it is important that you attend these training sessions. These sessions are guided towards program coordinators, division chairs, directors, deans, and vice presidents who are administratively responsible for LEAPs and/or Administrative Outcomes. If you would like for your Administrative Outcomes and LEAPs to be entered by your administrative support staff, I strongly encourage them to attend *as well* (not in your place).

