

# 2006-2011 Educational Support Services Outcomes

Trinity Valley Community  
College

# Academic Education Administration

**Plan Period:** FY06

**Outcome ID#:** 72

## **Outcome Description**

Student learning outcomes will be developed for each academic program area.

## **Outcome Strategy**

Faculty and administrative personnel will attend sessions on the development and assessment of student learning outcomes. Program coordinators will develop student learning outcomes in consultation with faculty teaching in the program area, and the coordinators will present Learning Enhancement Annual Plans (LEAPs) to the appropriate division chairperson for review and approval. Division chairs will present LEAPs to the Academic Dean for additional review and approval. Approved LEAPs will be forwarded to the Vice-President of Instruction and the Office of Planning and Institutional Effectiveness.

## **Outcome Method**

Each academic program will be tracked to determine if student learning outcomes have been developed for the 2005-2006 academic year and that LEAPs have been submitted reflecting these outcomes. The student learning outcomes will be evaluated on clearly describing what students should be able to know, demonstrate, or produce. The outcomes must also clearly relate to the TVCC general education outcomes. The method(s) used to assess the achievement of the student learning outcomes as well as the assessment criteria must also be specified in the LEAPs.

## **Outcome Criterion**

All academic programs will submit student learning outcomes for the 2005-2006 academic year in the LEAP format by September 15, 2005.

## **Strategic Plan Relationship**

The development of student learning outcomes relates to TVCC goals 1 and 5. Improving the quality of classroom instruction is a primary reason for the development of student learning outcomes. Assessment of student learning outcomes will provide useful data in determining that core competencies and objectives are being achieved.

## **Outcome Results**

This goal was accomplished. The twenty-one academic program areas submitted a total of 69 LEAPs. Each LEAP specified a desired student learning outcome as well as the implementation strategy for achieving the outcome, the assessment method and criteria, and the relationship of the outcome to the general education outcomes of the college. A minimum of 3 LEAPs were submitted for all program areas with the exception of humanities and kinesiology. Since there is only one humanities course, the decision was made that this did not constitute a program so only one LEAP was developed for the humanities course. The kinesiology department developed administrative outcomes rather than LEAPs; however, the decision was made that kinesiology is both a department and a program so LEAPs will be developed in kinesiology for the next academic year.

By July 15, 2006, all program LEAPs, with the exception of drama, had completed the assessment cycle and compiled a narrative of the observed results as well as a description of the changes made as a result of what was learned from the assessment. Drama LEAPs did not complete the assessment cycle due to the death of the Theatre Director.

LEAPs have been compiled into two formats by department and by the general education outcome to which the LEAP relates. A detailed Learning Outcomes Report has also been developed based on the data gained from the LEAPs. This report has been distributed to division chairs and program directors who will discuss the results with faculty in their area. Additionally, learning outcome results from the LEAPs are being reviewed and summarized by the General Education Committee.

Moving into the development of student learning outcomes has been a positive step requiring faculty to give more in-depth thought concerning what students should be able to know, do, and demonstrate in their courses and in their academic program. The process has also opened a productive dialogue between faculty members in the various departments concerning student learning.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The following changes will be made in the LEAPs process for the next academic year:

1. LEAPs will be related to the new general education goals developed for the college beginning with the 2006-2007 academic year.
2. LEAPs will be developed for the kinesiology division for 2006-2007.
3. Deadlines for submission of LEAPs data may be modified. Some concern has been expressed about the July 15th deadline for the submission of LEAPs assessment data and description of changes since most faculty are not teaching in the summer and some are unavailable for meetings. There is concern as well that July 15th is also the deadline for the submission of new LEAPs for the coming academic year.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY06

**Outcome ID#:** 73

## **Outcome Description**

Develop and publish a web page for the Academic Dean containing pertinent information for the various populations of the college as well as the public in general.

## **Outcome Strategy**

Work with appropriate college personnel to develop and publish the Academic Dean web page.

## **Outcome Method**

The web page will be developed and published during the 2005-2006 academic year.

## **Outcome Criterion**

Faculty, administrators, students, and the general public will be able to access information provided by the Academic Dean on his web page.

## **Strategic Plan Relationship**

This goal relates to TVCC goals 1 and 5 because the web page will contain information related to the academic instructional programs of the college.

## **Outcome Results**

A meeting was held with the Director of Public Information to determine the overall focus, components, and information to be included on the Academic Dean's webpage. However, the project was not completed this year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This goal will be continued for the next academic year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY06

**Outcome ID#:** 74

## **Outcome Description**

General education goals will be developed for the academic programs of the college which relate specifically to the college mission and to the general education competencies.

## **Outcome Strategy**

A General Education Committee will be established as a sub-committee of the Curriculum and Instruction Committee. This committee will be responsible for developing general education goals as well as recommending appropriate assessment methods to demonstrate attainment of those goals.

## **Outcome Method**

General education goals will be developed and finalized by the conclusion of the fall semester. The goals will be presented to the Vice-President of Instruction and to the President in January for review and revision. Approved goals will be presented to the Curriculum and Instruction Committee at the spring meeting for review and approval.

## **Outcome Criterion**

General education goals will be published in the 2006-2007 TVCC Catalog.

## **Strategic Plan Relationship**

This goal relates to TVCC goals 2 and 5. The goals will focus on providing intellectual, artistic, cultural, and personal enrichment opportunities for student. The goals will also center around student achievement of core competencies and acquisition of general knowledge.

## **Outcome Results**

This goal was accomplished. A General Education Committee was established in the fall of 2005 to function as a subcommittee of the Curriculum and Instruction Committee. At the first committee meeting in October, 2005, the committee was charged with developing new general education goals for the college. The committee researched general education goals of colleges throughout the state and nation during the fall. In the spring of 2006, the committee came to consensus on ten general education goals for TVCC which were then distributed to the entire faculty and staff for comment and review. The ten general education goals were approved by the Curriculum and Instruction Committee on March 1, 2006. The new general education goals are outlined on p. 70 in the 2006-2007 TVCC Catalog.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The ten general education goals will now be the guiding principles for the development of student learning outcomes. The 2006-2007 student learning outcomes (LEAPs) must be related to one or more of the general education goals. New programs and courses must demonstrate how they enhance the achievement or one or more of the general education goals before they will be considered for approval.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY06

**Outcome ID#:** 75

**Outcome Description**

Academic syllabi will be published online utilizing a common course syllabus template.

**Outcome Strategy**

A common course syllabus template will be developed and available for faculty use.

**Outcome Method**

Faculty will develop course syllabi utilizing the common syllabus template, and the syllabi will be published on the web.

**Outcome Criterion**

The common course syllabus template will be developed in the fall semester of 2005 and available for faculty use at the beginning of the 2006 spring semester. All academic courses will be placed in the common course syllabus format and will be available on the web by the end of the spring 2006 semester.

**Strategic Plan Relationship**

This goal relates to TVCC goals 1 and 5. The syllabi will clearly outline the learning outcomes for the academic courses as well as the specific core competencies and course content that will be covered.

**Outcome Results**

Research was conducted throughout the year concerning the elements of an effective syllabus and the strategies and steps to follow in the development of a common course syllabus format. A meeting was also held with the instructional deans and division chairs to discuss these issues. However, a common course syllabus template was not developed so this will be a continuing project.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

This goal will be continued for the next academic year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY07

**Outcome ID#:** 670

## **Outcome Description**

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

## **Outcome Strategy**

The 2005-2006 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 Academic Dean, all academic division chairs, and the Dean of Institutional Effectiveness will also be held in the spring to discuss the LEAP process and to recommend any revisions to the process.

## **Outcome Method**

Each academic program will be tracked to determine that the LEAP cycle for the 2005-2006 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 2006-2007 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.

## **Outcome Criterion**

All academic programs will complete the LEAP cycle by submitting LEAP assessment results for the 2005-2006 academic year by July 15, 2006, which will be compiled in the 2005-2006 Learning Outcomes Report. All academic programs will submit new LEAPs for the 2006-2007 academic year by July 15, 2006. 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.

## **Strategic Plan Relationship**

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. A major objective for the development of student learning outcomes is to improve the teaching-learning process.

## **Outcome Results**

All academic programs completed the LEAP cycle by submitting LEAP assessment results for the 2005-2006 academic year by August 15, 2006 (one month beyond the deadline). The 2005-2006 Learning Outcomes Report was compiled by August 31, 2006. All academic programs submitted new LEAPs for the 2006-2007 academic year by August 15, 2006 (one month beyond the deadline). A minimum of one meeting was 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.

## **Outcome Distance Learning Results**



NA

**Planned Improvement as an Outcome Result**

Work on LEAPs in the future will focus on the quality of LEAPs, conversations about support needed to accomplish the outcomes established in LEAPs, and methods for furthering the college's understanding of LEAPs. Semesterly meetings with division chairs will continue.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY07

**Outcome ID#:** 671

## **Outcome Description**

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

## **Outcome Strategy**

The open learning lab will be implemented in the fall 2006 semester as a pilot project. The lab will be open 14 1/2 hours per week and staffed with a professional lab coordinator. 30 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.

## **Outcome 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.

## **Outcome Criterion**

A minimum of 200 students will utilize the open learning lab in the fall 2006 semester. A minimum of 15 faculty members will volunteer to tutor in the open learning lab during the semester.

## **Strategic Plan Relationship**

This goal relates to the TVCC strategic goal # 1 of Learning. The goal relates specifically to strategic sub-goals 1.1, 1.2, and 1.3. 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.

## **Outcome Results**

In fall 2006, 400 visits were made to the Athens Campus open learning lab with 188 distinct students using the services provided. Professional tutoring was provided by 12 Athens Campus faculty members. In spring 2007, 507 visits were made to the open learning lab with 178 distinct students using the services provided. Professional tutoring was provided by 14 Athens Campus faculty members.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A full-time Learning Lab Coordinator has been requested and funded by the TVCC Board of Trustees. This will allow for extended hours of operation in the lab, which should increase participation. Additionally, faculty have been asked to embed expectations about the lab into their courses in a meaningful way. This will continue to be tracked to determine if these changes lead to increased use of the lab.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY07

**Outcome ID#:** 672

## **Outcome Description**

Academic syllabi will be published online utilizing a common course syllabus template.

## **Outcome Strategy**

A common course syllabus template will be developed in the fall 2006 semester and available for faculty use at the beginning of the spring 2007 semester. The template will be organized with a master course component and a class component. The master course component 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. The class component will allow faculty to provide additional information to personalize and customize the syllabus.

## **Outcome Method**

Syllabi will be developed utilizing the common syllabus template, and the syllabi will be published on the web.

## **Outcome Criterion**

All academic courses will have a common course syllabus developed and available on the web by the end of the spring 2007 semester.

## **Strategic Plan Relationship**

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. 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.

## **Outcome Results**

The Fine Arts Division developed a template that was applied to all courses taught in that division. Math and Science reviewed all of their syllabi and provided them in hard copy to the Academic Education Office. Syllabi in Social Science and Letters were not reviewed in the systematic manner described in this administrative outcome. None of the syllabi, revised or not, were placed on the web in a common course format.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This Administrative Outcome will be carried forward to the FY08 planning period. All divisions will build off of the work of the Fine Arts division, which focused on establishing a more common format for syllabi, including the normalization of what is to be included (i.e. policies, procedures, etc...). However, a concerted effort will be made to ensure that syllabi more explicitly contain learning outcomes expectations. A coordinated effort will be mounted by the Academic Education office to place all syllabi online.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY07

**Outcome ID#:** 673

## **Outcome Description**

Develop and publish an Academic Dean web page containing pertinent information for the various college populations as well as the public in general.

## **Outcome Strategy**

The Academic Dean will work with appropriate college personnel to develop and publish the Academic Dean web page.

## **Outcome Method**

The web page will be developed and published during the 2006-2007 academic year.

## **Outcome Criterion**

Faculty, administrators, staff, students, and the general public will be able to access information on the Academic Dean's web page

## **Strategic Plan Relationship**

This goal relates to TVCC strategic goal # 1 of Learning which states that "Trinity Valley Community College will place student learning as the primary design principle in every college policy, procedure, plan, and action." The primary focus of the Academic Dean's web page will be to provide an overview of the academic programs of the college and to present the learning opportunities available at TVCC.

## **Outcome Results**

Faculty, administrators, staff, students, and the general public are able to access the newly created Academic Education Page.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

While a webpage has been developed (<http://www.tvcc.edu/academiceducation/>), the content has not been fully enhanced to communicate the necessary information to the targeted stakeholders. Therefore, work during the upcoming year will focus on enhancement of content, especially communications to dual credit students/schools (opportunities, courses, processes, etc...) and TVCC faculty (e.g. innovative ideas, a dialogue spot, manuals, forms, processes, etc...).

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY08

**Outcome ID#:** 1295

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Increased communication was established. Most academic programs submitted their LEAPs on-time, and all were completed after subsequent follow-up.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue to communicate the importance of LEAPs and their relationship with general education outcomes and the improvement of student learning.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Academic Education Administration

**Plan Period:** FY08

**Outcome ID#:** 1296

## **Outcome Description**

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.

## **Outcome 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).

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The number of tutoring hours increased greater than 100% when compared to the prior year. Faculty participation tutoring sessions increased slightly less than 20%. While this was under our goal, it is still a significant increase.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to promote the availability of the Learning Lab as a means to support student learning. Improve this communication by encouraging faculty to tour the lab with their students, as well as linking the availability of the

lab into discussions with students in counseling, testing, and academic advising situations.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY08

**Outcome ID#:** 1297

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

All Academic Education Syllabi were published online using a standard template by the end of the Summer session. All syllabi included appropriate learning outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We were very successful at implementing this initiative. We will continue to update the syllabi as our curriculum evolves.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY09

**Outcome ID#:** 5837

## **Outcome Description**

To establish increased awareness of shortcomings in college readiness, to evaluate strategies for narrowing the gaps, and implement programs that will actively engage students in programs that accelerate their readiness to succeed in college.

## **Outcome Strategy**

Host college readiness workshops with service area schools to have a serious dialogue about the pathway to college. Discuss and explore strategies that could be explored to narrow that gap. Implement at least one program to bridge that gap (Accelerated Math Program - Summer).

## **Outcome Method**

Evaluate service area school participation in a College Readiness Summit in the Fall and Spring Semesters. Evaluate work products of those meetings that focus on college-readiness and college pathways. Evaluate whether at least one project that is focused on accelerating learning is implemented during the year.

## **Outcome Criterion**

At least one College Readiness Summit will be hosted by TVCC, with participation of greater than 50 counselors, principals, or superintendents.

## **Strategic Plan Relationship**

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 1.3 to provide instruction, academic support, and student services to enhance student learning inside and outside the classroom, as well as Goal #4 - Diversity. Specifically, sub-goal 4.1 the student body better representing the racial and ethnic diversity of the service area.

## **Outcome Results**

A college readiness workshop was held for service area schools to have a serious dialogue about the pathway to college. Approximately 40 people participated with 15 ISD's represented. TVCC developed an accelerated developmental mathematics program to help to address the gap in college readiness and reduce students time to degree. Fifty students participated in this project (Accelerated Math Program - Summer).

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to host college readiness workshops.  
Continue to explore ways to reduce the college readiness gap within our local school districts.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY09

**Outcome ID#:** 5838

## **Outcome Description**

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.

## **Outcome Strategy**

Expanded hours of operation will be in effect in the Open Learning Lab beginning in fall 2008. The lab will be open beyond 37.5 hours per week and staffed with a full-time professional lab coordinator, as well as a part-time 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).

## **Outcome 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 FY08.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The number of tutoring hours and number of students who receive tutoring increased by at least 100% when compared to the same semester last year (fall and spring). The number of faculty providing tutoring increased by only 15% when compared to the same semester last year; however, a number of faculty developed learning PODS for students throughout the year to supplement the activities of the lab.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue to support the Student Success Center (formerly named the Open Learning Lab) by encouraging faculty involvement.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY09

**Outcome ID#:** 5839

## **Outcome Description**

Implement the first year of an Early College High School in partnership with Athens ISD, with at least 25 student participants.

## **Outcome Strategy**

Strengthen the partnership with Athens ISD and transition the ECHS concept from paper to reality by having students to actively participate on our campus at least 1/2 of the day.

Secure grant funds in order to run the program.

Secure approval from the THECB to be a designated ECHS.

Secure approval from TEA to operate an ECHS.

Solidify the administrative and operational structure of the ECHS so that it is an autonomous instructional organization capable of transforming the lives of students.

## **Outcome Method**

Evaluate the completion of various benchmarks as outlined in the criterion (below).

## **Outcome Criterion**

Evaluate the completion of the following:

## **Strategic Plan Relationship**

This goal relates to the TVCC Strategic Goal # 1 of Learning, Goal # 3-Success, and Goal #4-Diversity.

## **Outcome Results**

An ECHS was started with Athens ISD in Fall 2008. Twenty-seven students entered the program. Each of the benchmarks were met on time (completed MOU, \$30,000 grant funding, THECB designation as an ECHS, TEA designation as an ECHS, administrative and operational structure of the ECHS was autonomous instructional organization, and TVCC designated an ECHS Liaison to support the program).

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to evaluate the program for continued improvements to include some of the following possibilities: increase student participation, evaluate the capacity of the college to expand ECHS activities to other districts, and improve faculty and staff understanding of the program in order to develop support structures to bridge the gap for at-risk students.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6205

## **Outcome Description**

Implement the first year of an Early College High School in partnership with at least one Anderson County ISD, with at least 100 student participants.

## **Outcome Strategy**

Strengthen the partnership with Anderson County ISDs and transition the ECHS concept to a designed ECHS ready to open it's doors in fall 2010.

Secure grant funds in order to run the program.

Secure approval from the THECB to be a designated ECHS.

Secure approval from TEA to operate an ECHS.

Solidify the administrative and operational structure of the ECHS so that it is an autonomous instructional organization capable of transforming the lives of students.

## **Outcome Method**

Evaluate the completion of various benchmarks as outlined in the criterion (below).

## **Outcome Criterion**

Evaluate the completion of the following:

## **Strategic Plan Relationship**

This initiative is in line with the goals of the college (a) to become a more learning centered institution; (b) provide instruction, academic support, and student services that enhances student learning; and (c) helps to increase the racial and ethnic diversity of the college.

## **Outcome Results**

TVCC has partnered with Westwood ISD and Palestine ISD, both in Anderson County, to provide outreach to at-risk students in order to increase higher education participation amongst populations that are traditionally underrepresented in college. TVCC is offering an Early College High School with at least 77 students participating (shy of 100, but still a good first class). The project is being supported with a \$455,000 grant from the Texas Education Agency, which was secured during FY10 and provides funding through FY12.

Since securing the grant, the partners have developed an MOU for ECHS operations, secured a facility to operate the ECHS, secured approval from TEA to operate an ECHS, and solidified the administrative and operational structure of the ECHS so that it is an autonomous instructional organization capable of transforming the lives of students.

TVCC has yet to designate a full-time person to serve as an ECHS Liaison to support the program. However, the program has liaison support through the Academic Affairs office of the College, as well as through staff on the TVCC-Palestine Campus.



### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Continue to work on strengthening the partnership between TVCC, Westwood ISD, Palestine ISD, the City of Palestine, and all partners involved in this project.

A one-year lease for the facilities is in place. A long-term lease must be developed in order to secure the location of the program for the long haul.

Stability of leadership and leadership development for ECHS staffing must continue to evolve through exposure to professional development opportunities guided by the ECHS Design Coach. Instructional design training must continue to evolve as faculty involved with the ECHS are to be exposed to the instructional strategies developed by the Texas High Schools Project. Support for both of these items is in place.

TVCC needs to designate a full-time person to serve as an ECHS Liaison to support the program. While the program has liaison support through the Academic Affairs office of the College, as well as through staff on the TVCC-Palestine Campus; it is time to transition to a more permanent solution.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6206

## **Outcome Description**

Secure an agreement with a regionally accredited university to partner with TVCC in a pre-engineering program.

## **Outcome Strategy**

- Explore opportunities that align the instructional strengths of TVCC with the strengths of University programs at UT-Tyler, or other regionally accredited university, in the area of engineering.
- Foster relationships with the leadership of UT-Tyler, or other regionally accredited university.
- Execute a Memorandum of Understanding with UT-Tyler, or other regionally accredited university, that helps TVCC to offer a full range of pre-engineering degree offerings to its students at all locations.
- Increase amount of scholarship funding available to the science and mathematics department.

## **Outcome Method**

Evaluate the completion of the following stages:

- Curricular alignment
- Informal partnership understanding
- formalized agreement through the execution of an MOU.

## **Outcome Criterion**

Complete curricular alignment, strong partnership, and executed MOU will be in place by the beginning of fall 2010.

## **Strategic Plan Relationship**

This goal helps to provide opportunities for students to complete pre-engineering programs at TVCC. By having this pre-engineering opportunity available, student enrollments in Science, Technology, Engineering, and Mathematics (STEM) majors will be able to enjoy a more consistent offering of advanced mathematics and science courses. Additionally, students in all of these areas will be encouraged to complete their studies at TVCC instead of transferring to universities pre-maturely due to a lack of offerings by TVCC. This will increase the completion rates of high-need academic transfer programs.

## **Outcome Results**

The Office of Academic Affairs has explored opportunities that align the instructional strengths of TVCC with the strengths of University programs at UT-Tyler in the area of engineering. Meetings have been held with the UT-Tyler Provost and Dean of Engineering to determine how to strengthen our partnerships in engineering.

A Memorandum of Understanding that helps TVCC to offer a full range of pre-engineering degree offerings to its students at all locations has not been executed; however, there is general agreement that TVCC and UT-Tyler will partner to offer the four pre-engineering courses on TVCC campuses through interactive television technologies.

A request for increased scholarship funding in science and mathematics department was submitted; however, there was no increase due to financial constraints.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

TVCC will need to solidify the commitment between UT-Tyler and TVCC to offer pre-engineering courses by executing a Memorandum of Understanding and placing UT-Tyler courses as an option for students on the TVCC schedule.

The efficacy of providing scholarships for science and mathematics majors will continue to be evaluated. As we are able to increase the number of students who are interested in the STEM majors, we will need to increase academic scholarships accordingly. Of course, this will need to be evaluated in the overall scheme of the TVCC budget.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6207

## **Outcome Description**

Design an accelerated instructional program in mathematics that is available to students in the fall and spring semesters. This would be an expansion on the design that is currently utilized in AIM program in the summer.

## **Outcome Strategy**

- Secure grant funding in order to expand a pilot program for accelerated instruction in mathematics into the fall and spring semesters.
- Secure leadership and staffing appropriate to recruit students for the grant in spring 2010, with a targeted execution of instruction in fall 2010.
- Engage in ongoing evaluation to determine the outcomes associated with the program as compared to the summer program.

## **Outcome Method**

Evaluate completion of the following:

- Grant funding
- Leadership and staffing
- Student recruitment
- Design and readiness for instructional implementation in fall 2010.

## **Outcome Criterion**

100% completion of the following;

## **Strategic Plan Relationship**

The focus of this goal is on student success, defined as retention, completion, and ultimate transfer. We know that students who complete developmental studies in less than 1 year are just as likely to ultimately transfer to a university as students who started without any developmental needs. As such, it is imperative to attempt to accelerate instruction for those students that it is reasonable to expect that they would respond to these strategies.

## **Outcome Results**

Grant funding was secured to expand a pilot program for accelerated instruction in mathematics into the fall and spring semesters. This includes \$100,000 in funding from the Community College Developmental Education Innovations Program out of El Paso Community College. The program is to serve 80-100 students total. Students are being served in the fall and spring on both the Palestine and Athens campuses. Leadership for the project has been identified, and is in place in the form of a Project Director. Staffing has also been secured by utilizing faculty who have taught in our accelerated instruction mathematics program for the past three summers. In fall 2010, there are 40 students participating in the program. Another 40-50 students are expected in spring 2011. Evaluation tools are in place to determine program effectiveness.

A concerted effort was made to increase the number of Hispanic students who make it through developmental education by including them in this program. However, recruitment efforts yielded approximately the same percentage of Hispanic students in the program as are in the regular developmental education program.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Work to further develop means through which to increase the number of Hispanic students who make it through developmental education by including them in this program. Improve recruitment efforts to yield a higher percentage of Hispanic students in the program than are in the regular developmental education program. The Project Director should develop a revised strategy for engaging Hispanics.

The Project Director and leadership team will continue to evaluate the effectiveness of the accelerated instructional model for mathematics in fall 2010-spring 2011 to determine what changes are needed for enhanced program performance. Given early indicators of success, Academic Affairs needs to plan to continue the project next year. This will require additional grant funding, and/or for project funding to become a part of the College's annual budgeting process.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6208

## **Outcome Description**

Complete a holistic evaluation of developmental programs that leads to recommendations by faculty for improvements that will be attempted throughout the year, and for the upcoming year.

## **Outcome Strategy**

- Share data with faculty regarding developmental student performance.
- Consistently identify that developmental education is key to the college's success by pointing out that at least 1/2 of our incoming students require developmental studies.
- Engage in positive-productive discussions regarding what works and what we would like to change about our developmental education program.
- Support and encourage developmental education meetings with faculty in each departmental area.
- Support and encourage meetings between and with developmental coordinators to determine where we want to go as a college.

## **Outcome Method**

- Evaluate the amount and depth of dialogue surrounding developmental education as reported by developmental coordinators and developmental faculty.
- Evaluate the scope of changes that are being proposed, as well as the consensus that is built around TVCC best practices that we wish to keep.

## **Outcome Criterion**

- Dialogue will be reported to have increased in a positive manner by all developmental coordinators and developmental faculty.

## **Strategic Plan Relationship**

The focus of this goal is on student success, defined as retention, completion, and ultimate transfer. We know that students who complete developmental studies in less than 1 year are just as likely to ultimately transfer to a university as students who started without any developmental needs. As such, it is imperative to attempt to accelerate instruction for those students that it is reasonable to expect that they would respond to these strategies.

## **Outcome Results**

A holistic evaluation of developmental programs has led to several changes that should positively affect student learning outcomes over the course of the FY11 year. Dialogue on developmental education has increased in a positive manner, and more discussions are being held by all developmental coordinators and developmental faculty. As a result of this dialogue, there are tangible examples of changes in developmental education in math, reading, and writing.

TVCC recognizes that developmental education is key to the College's success, as at least 1/2 of our incoming students require developmental studies. As such, data regarding student success rates in each developmental course were shared with the Developmental Coordinators and Division Chairs. Additional data were shared amongst faculty, including performance on reading, writing, and mathematics in specific areas of content (e.g.

reading: main idea; mathematics: fractions, etc...). Some gains were noted in areas while other areas reported declines.

Instructional leaders were asked what changes we could make in order to improve results. Best practices were discussed, and it was determined that we should continue to pursue accelerated instruction in mathematics, as we've seen promising results there. As an example, of the students who attempted the accelerated math program, 95% completed the course sequence that semester. Further, 80% of those students were still with the College 1 year later, all of which had completed college algebra. It was determined that we needed to attempt to expand this approach to the fall/spring semesters.

In the area of reading and writing, there was a desire to modify the lecture/lab approach to include more consistency for students. A new developmental reading lab (facility) was developed, the faculty selected a new textbook, and faculty decided to move to new lab software that promises to deepen student learning. In developmental writing, the faculty decided to move to new lab software to strengthen student writing abilities. In the case of both reading and writing, an additional faculty position was designated for a new Developmental Language Lab Coordinator position. These moves have promise to transform our success in developmental language courses.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

- Continue the interactive, data-informed, dialogue regarding developmental education success at TVCC.
- Evaluate the effectiveness of the new projects/ideas that have emerged from the dialogues this year (including new Dev. Language Lab Coordinator, new textbooks/software, and Accelerated Mathematics for fall/spring).
- Evaluate student completion of developmental programs and success in subsequent courses.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6471

## **Outcome Description**

Expand upon the accelerated instructional program in mathematics that is available to students in the fall and spring semesters. This would build upon the design that is currently utilized in AIM program in the summer, and the Math Prep program in the fall/spring.

## **Outcome Strategy**

- Secure grant funding in order to continue the pilot program for accelerated instruction in mathematics into the fall and spring semesters (Math Prep).
- Secure leadership and staffing appropriate to recruit students for the grant in spring 2011, with a targeted execution of instruction in fall 2011.
- Engage in ongoing evaluation to determine the outcomes associated with the program as compared to the summer program and prior fall/spring project (Math Prep).

## **Outcome Method**

Evaluate completion of the following:

- Grant funding
- Leadership and staffing
- Student recruitment
- Design and readiness for instructional implementation in fall 2011.

## **Outcome Criterion**

100% completion of the following;

## **Strategic Plan Relationship**

The focus of this goal is on student success, defined as retention, completion, and ultimate transfer. We know that students who complete developmental studies in less than 1 year are just as likely to ultimately transfer to a university as students who started without any developmental needs. As such, it is imperative to attempt to accelerate instruction for those students that it is reasonable to expect that they would respond to these strategies.

## **Outcome Results**

- Grant funding: \$100,000 was secured to run the grant for 2010-11.
- Leadership and staffing: Jenny Hughes was hired to Direct the grant. She recruited and staffed the program on both the Athens and Palestine campuses.
- Student recruitment: A target of 50 students for fall and spring was established. In fall 2010, the program served 45 students. In spring 2012, the program served 35 students.
- Design and readiness for instructional implementation in fall 2011:



The project was designed and implemented for fall 2011.

Success rates of the intensive developmental mathematics program continue to be higher than that of traditional developmental math (for 2010, traditional completion rates were 61.5%, compared to 73.75% for the accelerated program). It is positive that there is still a difference, and it is still even more positive that overall developmental success rates are continuing to rise from 55% in 2008, 59% in 2009, and 62% in 2010. It appears that the changes that we're making in developmental mathematics are working.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

--Grant funding will not be available for FY12; however, the program will be continued based upon successful student outcomes.

--Leadership and staffing: Jenny Hughes was hired as a full-time faculty member, and has been selected to continue to teach the Math Prep program for fall 2012.

--Student recruitment: A target of 25 students was established for the Athens campus.

--Instructional Design: In the fall, the project was revised to include Developmental Math I and II, but not Intermediate Algebra. Initial discussions for spring 2012 include having the program to include Developmental Math II and Intermediate Algebra. These sequences were selected due to past experience with recruiting students into the program.

--Focus on even higher success rates for the accelerated program.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6472

## **Outcome Description**

Secure an agreement with a regionally accredited university to partner with TVCC in a pre-engineering program.

## **Outcome Strategy**

- Explore opportunities that align the instructional strengths of TVCC with the strengths of University programs at UT-Tyler, or other regionally accredited university, in the area of engineering.
- Foster relationships with the leadership of UT-Tyler, or other regionally accredited university.
- Execute a Memorandum of Understanding with UT-Tyler, or other regionally accredited university, that helps TVCC to offer a full range of pre-engineering degree offerings to its students at all locations.
- Increase amount of scholarship funding available to the science and mathematics department

## **Outcome Method**

- Evaluation of the following:
  - Completion of MOU and class schedule.
  - Evaluation of student enrollment in courses.
  - Evaluate the amount of scholarship funding available for STEM majors.

## **Outcome Criterion**

- Evaluation of the following:

## **Strategic Plan Relationship**

This goal helps to provide opportunities for students to complete pre-engineering programs at TVCC. By having this pre-engineering opportunity available, student enrollments in Science, Technology, Engineering, and Mathematics (STEM) majors will be able to enjoy a more consistent offering of advanced mathematics and science courses. Additionally, students in all of these areas will be encouraged to complete their studies at TVCC instead of transferring to universities pre-maturely due to a lack of offerings by TVCC. This will increase the completion rates of high-need academic transfer programs.

## **Outcome Results**

- Evaluation of the following:
  - A MOU has not been completed with UT-Tyler, as the Provost with whom the conversations began moved to another position outside of the state. A class schedule was not completed, and no students were enrolled in fall 2011 in jointly offered classes.

Scholarship funding was increased by 25% (to \$10,000).

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Conversations have begun with the interim staff at UT-Tyler. This effort will continue in next year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6473

## **Outcome Description**

Continue to work on strengthening the partnership between TVCC, Westwood ISD, Palestine ISD, the City of Palestine, and all partners involved in this project.

A one-year lease for the facilities is in place. A long-term lease must be developed in order to secure the location of the program for the long haul.

Execute professional development activities to ensure leadership development for ECHS staffing. This will continue to evolve through exposure to professional development opportunities guided by the ECHS Design Coach.

Execute instructional professional development activities to ensure strong instructional training for faculty involved in the ECHS. Instructional design training must continue to evolve as faculty involved with the ECHS are to be exposed to the instructional strategies developed by the Texas High Schools Project.

Retain at least 95% of ECHS students who entered the program in fall 2010.

Add an additional 100 students to the ECHS beginning fall 2011.

Serve as good stewards of the \$455,000 grant funds from the Texas Education Agency, which was secured during FY10 and provides funding through FY12.

Designate a full-time person to serve as a TVCC ECHS Liaison to support the program.

## **Outcome Strategy**

### **Outcome Method**

Assess the strength of the partnership between TVCC, Westwood ISD, Palestine ISD, the City of Palestine, and all partners involved in this project.

Evaluate whether a long-term lease is in place.

Evaluate the amount of professional development completed by the ECHS Principal and Liaison.

Evaluate the amount of professional development completed by ECHS faculty.

Evaluate the number of students who are retained in the ECHS program from year 1 to year 2.

Evaluate the number of new students enrolled in the ECHS beginning fall 2011.

Evaluate business office reports of grant activity and audits of grant activity.

Evaluate whether a full-time person is serving as the TVCC ECHS Liaison to support the program.

### **Outcome Criterion**

All partners will report that the partnership between TVCC, Westwood ISD, Palestine ISD, and the City of Palestine is stronger (survey).

### **Strategic Plan Relationship**

This initiative is in line with the goals of the college (a) to increase retention and other success measures with a focus on low-income and educationally unprepared students; (b) increase engagement in collegiate life; and (c) increasing the success rate of academically under-prepared students and the transfer rate to public universities.

### **Outcome Results**

Partnership: The partnership between TVCC, Westwood ISD, Palestine ISD, and the City of Palestine is evolving, as the ECHS was shuttered due to budget constraints by Westwood ISD and Palestine ISD.

Lease: There is a lease in place that will allow TVCC to utilize the space provided by the city. However, the use of that space is transitioning to include workforce education programs as opposed to an Early College High School.

ECHS Design:

The ECHS Principal completed the professional development suggested by the ECHS Design Coach. ECHS faculty were also trained. However, the program was closed due to lack of continued funding from the ISDs.

No students were retained into fall 2011 in the ECHS program, as the program (as stated) was closed.

There have been no "findings" as a result of an audit of grant activity.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The ECHS program was closed down, so there are no further changes needed.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Academic Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6474

## **Outcome Description**

Complete a holistic evaluation of developmental programs that leads to recommendations by faculty for improvements that will be attempted throughout the year, and for the upcoming year.

## **Outcome Strategy**

- Share data with faculty regarding developmental student performance.
- Consistently identify that developmental education is key to the college's success by pointing out that at least 1/2 of our incoming students require developmental studies.
- Engage in positive-productive discussions regarding what works and what we would like to change about our developmental education program.
- Support and encourage developmental education meetings with faculty in each departmental area.
- Support and encourage meetings between and with developmental coordinators to determine where we want to go as a college.

## **Outcome Method**

- Evaluate the amount and depth of dialogue surrounding developmental education as reported by developmental coordinators and developmental faculty.
- Evaluate the scope of changes that are being proposed, as well as the consensus that is built around TVCC best practices that we wish to keep.
- Evaluate the success of projects designed in FY10, including accelerated math for fall/spring (Math Prep), the use of new textbooks/software in developmental reading and writing, and the establishment of a new Developmental Language Lab Coordinator.

## **Outcome Criterion**

- Dialogue will be reported to have increased in a positive manner by all developmental coordinators and developmental faculty.

## **Strategic Plan Relationship**

The focus of this goal is on student success, defined as retention, completion, and ultimate transfer. We know that students who complete developmental studies in less than 1 year are just as likely to ultimately transfer to a university as students who started without any developmental needs. As such, it is imperative to attempt to accelerate instruction for those students that it is reasonable to expect that they would respond to these strategies.

## **Outcome Results**

Data on course completions and subsequent courses was analyzed for the Math department. Results indicate that students who complete developmental courses and move on into a subsequent math course are just as successful as students who begin in the math course without developmental requirements.

Data on the pilot project for accelerating developmental math (the summer program, and the fall/spring program) continued to demonstrate that those students were successful by at least 20% points higher than

students not in the accelerated program.

The developmental language (reading and writing) program utilized a new lab coordinator to teach these courses to reading and writing students. Demand for these courses grew beyond the space available in the developmental language lab, so another faculty member was hired to teach lab courses outside of the lab. During the off-times (mid afternoon), students were able to come into the lab for help on demand.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The math department is looking further into the success of developmental students in subsequent courses to determine if there is anything that can be done to improve success rates beyond what we are observing.

The accelerated developmental math programs are to be continued in fall 2011, even though we are beyond our grant funding. The success rates of students demonstrate that this is a viable option for our students.

The developmental language lab coordinator is working out very well. She has been able to coordinate the lab activities for reading and writing, while also providing support for students in the afternoon. Utilization in the afternoon has not been what was expected, so we will work to market the availability of that option campus-wide.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY06

**Outcome ID#:** 766

## **Outcome Description**

Create a self contained computer lab for use during mandatory athletic study hall.

## **Outcome Strategy**

The staff will seek to acquire computer hardware and software adequate for word processing and internet access. The computers will be available under staff supervision for use during designated study hall sessions two nights per week for one hour. Students may use the lab during other hours with permission and supervision.

## **Outcome Method**

Overall G.P.A.s will be compared to previous semesters without such access.

## **Outcome Criterion**

The desired outcome will be a team average G.P.A. of 3.0

## **Strategic Plan Relationship**

This outcome relates directly to TVCC goals 4 and 9 by enhancing and enriching the learning environment and improving facilities.

## **Outcome Results**

due to a limited amount of available space, the study lab has not been completed. our student-athletes are still using the computer lab in the library and in the technical building during our athletic study halls to do homework and class assignments. an athletic study/computer lab may not be feasible until a new athletic complex is built and the lab is included in the floor plans.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

coaches in each program are utilizing the available computer labs on campus during their study halls. while not yet accomplished, this will remain a goal for our department.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Athletics Administration

**Plan Period:** FY06

**Outcome ID#:** 767

## **Outcome Description**

Implement a system designed to electronically track student athlete's academic progress and attendance on a monthly basis to assist in the assigning of tutors and remediation prior to academic failure. Electronic tracking will reduce forged and fraudulent misinformation regarding student's status.

## **Outcome Strategy**

Create a faculty email group and an evaluation form to be attached along with team rosters. Instructors will complete form on student athletes involved in their classes and return.

## **Outcome Method**

A percentage of student athletes placed on academic probation at the conclusion of each semester will be compared to percentages acquired from semesters prior to the implementation of electronic tracking.

## **Outcome Criterion**

As a result of more efficient tracking, the number of student athletes placed on academic probation will be reduced by 20%.

## **Strategic Plan Relationship**

The implementation of this plan will increase the emphasis on improving classroom instruction by encouraging and better equipping students to keep pace in the classroom. This tracking plan will provide students with more immediate and constant feedback on academic status, thus enhancing their performance and therefore establishing an environment more conducive to success. This plan will also serve to ensure greater levels of proficiency and competence in preparation for completion of advanced courses and degrees.

## **Outcome Results**

a monitoring and tracking system could not be implemented due to limitations within our computer network. the goal was modified to include coaches sending out progress reports and grade checks on their student-athletes via emails to each professor on campus.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

coaches in each program have been working more closely with their assigned counselor in the counseling office to monitor student progress in class. Each coach has implemented their own grade reporting system to monitor their student-athletes in their classroom performance.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY06

**Outcome ID#:** 768

## **Outcome Description**

Add two sports for women; volleyball and softball, and baseball for men to the competitive offerings of our athletic department over a 7 year period.

## **Outcome Strategy**

The first step would be the securing of board approval to pursue these ends. Then, a survey of student population, faculty, and administration would be developed to determine the popularity and perceived impact on campus life of such additions. Secondly, a survey of community interest and support would be administered. If significant support is evident, a comprehensive study of facility and financial requirements would be pursued. When financial requirements have been established, a series of fund raising activities would be considered to defray as much initial expense as possible.

## **Outcome Method**

The outcome is simple, ...to have additional sports in 7 years.

## **Outcome Criterion**

Once permission is granted for investigation the study and survey process will be completed in the first year. If interest is established implementation will proceed as funds are made available with the goal of full participation by the fall of 2012.

## **Strategic Plan Relationship**

This outcome relates to TVCC goals #2 and #3 by expanding enrichment and extracurricular opportunities as well as providing opportunity for extensive community involvement and investment.

## **Outcome Results**

there have been brief, informal discussions about adding additional sports to our athletic department. no decisions and no immediate plans have been made to move forward at this time.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

the new athletic director will have discussions with Mr. Baugh during the next academic year to gauge interest and to see how, or if, we should proceed.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY07

**Outcome ID#:** 769

## **Outcome Description**

Create a self contained computer lab for use during mandatory study hall and individual tutoring sessions.

## **Outcome Strategy**

The staff will seek to acquire computer hardware and software adequate for word processing and internet access. The computers will be available under staff supervision for use during designated study hall sessions four nights per week for four hours each night. Students may use the lab during other hours with permission and supervision.

## **Outcome Method**

Overall GPAs and graduation rates will be compared to previous semesters and academic years that did not have access.

## **Outcome Criterion**

The desired outcome will be individual team GPAs of 3.0 and an increase in the graduation rate of our student athletes.

## **Strategic Plan Relationship**

This outcome relates directly to TVCC goals 1.3, 3.1.1, & 3.2.1 by enhancing the learning environment and improving facilities.

## **Outcome Results**

Due to budget constraints and available space, we have modified our proposed study hall meeting room. The football program is utilizing part of the classroom at the fieldhouse to double as a study hall area. The basketball programs have used the Red Room in the Cardinal Gym as their study hall meeting area. Coaches from the respective sports monitor the study hall sessions with help from tutors provided thru student support services. Computers and printers continue to be a problem, as we do not have enough or up to date equipment.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Coaches from each program are going to continue to utilize the study hall areas in their respective buildings. We are also attempting to gain access to more computer equipment as other departments upgrade their computer labs. We have also been able to work in limited situations with the Learning Lab to send some of our student-athletes for individualized tutoring or help.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY07

**Outcome ID#:** 770

## **Outcome Description**

Construction of a new arena that would house the men and women's basketball teams and the cheerleading team. Space in the arena would also include meeting rooms and possible classroom areas.

## **Outcome Strategy**

Work in conjunction with the TVCC administration on the planning, fund raising and design of the new arena to maximize functionality and effectiveness of the new facility.

## **Outcome Method**

Having the building approved for construction and the actual completion of the new facility.

## **Outcome Criterion**

Approval for the construction of the facility and completion of construction by Fall 2010.

## **Strategic Plan Relationship**

Relates to TVCC goal 1.2 & 3.1 in that it enhances the student opportunities, improves community involvement and improves facilities.

## **Outcome Results**

After meeting with Mr. Baugh, given our current financial situation and other needs of the institution, plans for a new athletic complex have been tabled indefinitely.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Max Logan has confirmed that an outdoor pavilion will be constructed at the west end of the Cardinal Gym in the adjoining parking lot. This pavilion will be approximately 120'X 90' and will consist of a concrete floor and multiple basketball goals and lights. While not meeting all of our needs, it will lessen the amount of use of the Cardinal Gym and will help us to better maintain our facility. It will also reduce the number of days the Cardinal Gym is not available for use when there are events scheduled on campus.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY07

**Outcome ID#:** 776

## **Outcome Description**

Each individual team will participate in a community service project during the academic year, as a means to increase community involvement and improve public relations between the college and the community.

## **Outcome Strategy**

The head coach of each team will determine the nature and scope of the community service project that his team will participate in. Possible projects include, but is not limited too, elementary school reading program, instructional clinic, and nursing home visitation.

## **Outcome Method**

The head coach of each team will submit a brief summary of his/her team's project upon its completion.

## **Outcome Criterion**

Each team will initiate and complete a community service project during 06-07 academic year.

## **Strategic Plan Relationship**

TVCC strategic planning goal: #1, 2, 3 & 6

## **Outcome Results**

Each of the athletic programs at TVCC were involved in community service projects during the past academic year. Participation in a fundraiser for a cancer patient in Palestine. Volunteering with the Special Olympics. Volunteer work at a local spring basketball tournament. Hosting a summer basketball camp for youth. Volunteer coaches of a local summer youth league sports team.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Our coaches and athletes have enjoyed this experience. We are going to continue to add opportunities for them to reach out in the community. Each coach is being diligent in looking for opportunities for their teams to get involved. We expect the number of events that our student-athletes participate in next year to increase significantly.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY08

**Outcome ID#:** 1111

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Each program in the TVCC Athletic Department participated in at least one community service project during the year. Student-athletes volunteered to help at the Special Olympics, elementary reading programs, youth basketball clinics, nursing homes and at several events on campus.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY08

**Outcome ID#:** 1112

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This goal was not achieved. Attendance was counted at approximately 60% of the home athletic events, but not logged for every game. A lack of available staff to serve as counters prohibited us from accomplishing this task.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY08

**Outcome ID#:** 1113

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The TVCC Basketball programs hosted a clinic for area high school and junior high coaches in September. The clinic was free for all attendees. The TVCC Football program hosted a coaches event in April at the conclusion of their spring football practices.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Athletics Administration

**Plan Period:** FY09

**Outcome ID#:** 5850

## **Outcome Description**

Successful conversion from the current club team status of the softball program into a NJCAA certified and recognized sport.

## **Outcome Strategy**

We will complete the intent to participate forms with the NJCAA National Office and the required dues. Our softball coaches will be educated on the eligibility issues and requirements associated with competing as a varsity sport. We will recruit and retain students who meet the eligibility requirements and possess the skills necessary to compete in the sport of softball.

## **Outcome Method**

The director of athletics will monitor the progress of the softball program and work in conjunction with the softball coaches to ensure that all paperwork and requirements have been filed and have been approved by the NJCAA National Office.

## **Outcome Criterion**

The TVCC softball program will compete in their first official game as a NJCAA varsity sport in February of 2010.

## **Strategic Plan Relationship**

Adding softball as a varsity sport will add approximately twenty students to the Athens campus that would most likely have matriculated elsewhere. It will enhance the collegiate environment by providing the only athletic department extracurricular activity in the spring season.

## **Outcome Results**

Softball was added to the TVCC Athletic Department in the Fall 2008 semester as a club sport. It completed a full season during the Spring 2009 semester. The necessary paperwork has been completed to allow the program to move to varsity status as a NJCAA program beginning in the Fall 2009 semester.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY09

**Outcome ID#:** 5851

## **Outcome Description**

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 they have available to them.

## **Outcome Strategy**

The head coach of each sport will meet with his or her 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 in the 2008-09 academic year.

## **Outcome Method**

The director of athletics will consult with each head coach about the chosen project and gather information regarding dates, time involved, the cause being served and the time frame for the project to be completed.

## **Outcome Criterion**

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 and the people in them.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Each program in the athletic department completed a minimum of one community service project during the year. Examples of projects include campus trash cleanup, visiting nursing homes, volunteering with the Special Olympics, elementary reading programs and youth basketball clinics were just a few of the events our student-athletes participated in throughout the year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY09

**Outcome ID#:** 5852

## **Outcome Description**

The HCJC-TVCC athletic department has a storied and successful past. Many feel that is appropriate that we recognize and honor those successes and the individuals who have helped to make it happen. Creating a hall of fame will be a way to connect our current athletes and fans with the individuals who have helped to create the tradition of our athletic programs.

## **Outcome Strategy**

A committee was formed in the spring of 2008. By-laws and a selection criteria were formulated and approved by the TVCC President's office. Nominations were accepted and the committee selected the inaugural class for induction into the Cardinal Hall of Fame. The induction ceremonies are planned for October 11, 2008.

## **Outcome Method**

The director of athletics will be responsible for oversight of the HOF committee and the nomination and selection process. The HOF committee will work in conjunction with other TVCC committees and administrators to host an induction ceremony each academic year for those selected.

## **Outcome Criterion**

The Cardinal Hall of Fame will become a reality on October 11, 2008. Ten members will become the inaugural class of the HOF. Plaques signifying their induction and accomplishments will be presented and displayed in the Cardinal Gym.

## **Strategic Plan Relationship**

HCJC-TVCC athletics has a long-standing relationship with the communities surrounding TVCC. We have been strongly supported by the members of the surrounding communities. The Cardinal Hall of Fame will hopefully be a mechanism to strengthen that bond between TVCC and community and will also reconnect some supporters who have not been actively involved in recent years.

## **Outcome Results**

The 2008 Cardinal Hall of Fame class was inducted on October 11, 2008 during a luncheon held on the TVCC Campus. Ten members, including players and coaches, were inducted in the first class. The HOF by-laws were reviewed and amended in December 2008. The committee received nominations and voted to induct a second class in to the HOF in June 2009. Those individuals selected will be inducted in the HOF during October of 2009.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY11

**Outcome ID#:** 6452

## **Outcome Description**

For each sport to sponsor an activity related to community relations that involves some service related performance. This can involve working with schools/children, Special Olympics, Clinics or any other organized program that helps service the community.

## **Outcome Strategy**

Each Head Coach is responsible for organizing their team Community Relations Activity and overseeing the performance of the Community Service Project.

## **Outcome Method**

That each coach submit at the end of the school year, or after their Community Service is performed, a report detailing the activity undertaken and the number of team members that assisted.

## **Outcome Criterion**

That each team successfully organize, implement and perform the

## **Strategic Plan Relationship**

Increase completion rates of students who intend to complete a program of study.

Relationship to Strategic Plan Goal

To increase the Academic Performance of TVCC student-athletes in terms of class attendance, Team GPA's and graduation rates. We will

employ 1 to 2 assistant coaches within the athletic program that will serve as Asst. Academic Advisors for our Athletic Program.

## **Outcome Results**

Community Projects during 2011-12 school year:

Softball: (1)Assisted with Kiwanis Pancake Day(2)Food Can Drive

(3)Served during Chili Day (4)Pinnacle Garage Sale

Volleyball: (1)Assisted with Food Pantry (2)Lunch Buddies(S.Athens)

(3)Participated in Welcome Home Celebration(4)5 K Run help

Football: (1)Reading Buddies(S. Athens Elem.)

(2)Special Olympic volunteers

Women's BBall: (1)Made two visits to Green Oaks Nursing Home

Men's Bball: (1)Visited Cayuga and LaPoynor Elementary Schools and participated with Students in free play/PE classes

(2)Hosted "Day With Cardinals" Basketball Clinic for youth.

Cheerleading: (1)Numerous pep rallies at area high schools  
(2)Painted interior of Children's Advocacy Center  
(3)Judged cheerleading competitions. (4)Hwy Clean Up

Academics: Softball Assistant Coaching Position was restructured into two Coaching Assistant Positions. Therefore, we did not use that position as we had in the past. Will restructure and use Women's Basketball Assistant this upcoming school year to work with athletic teams and their student-athlete's academics(especially monitoring of developmental classes).

Have received GPA's of each team from the fall and will combine with spring grades(team cumulative averages) and will post in this category/data summary.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Athletics Administration

**Plan Period:** FY11

**Outcome ID#:** 6453

## **Outcome Description**

To sponsor activities that will increase the exposure of TVCC athletics and promote our teams and games/events.

## **Outcome Strategy**

To start a periodical Cardinal Pride Luncheon where members of the community and TVCC can attend and hear Cardinal Coaches speak about their teams. Athlete of the Week Awards will be presented during this meeting for honoring our student-athletes. Also, to come out with a Cardinal Newsletter a couple of times per year to further reach out to our fans/boosters.

## **Outcome Method**

Implementing these activities and number of people attending Cardinal Pride Luncheon. Number of mail outs on Cardinal Newsletter.

## **Outcome Criterion**

To increase PR of our Athletic Program/individual teams with

## **Strategic Plan Relationship**

To improve our Athletic Web Page by having Guy Furr work with Myles Pennington and Benny Rogers to make changes. This will be done in strategy with working with individual coaches of each sport.

## **Outcome Results**

We have conducted at this current time, four Cardinal Pride Luncheons during the 2011-12 school year. We held one before the first home football game, one before the Hall of Fame induction, one at the start of the basketball season/end of fall sports season and one right before the Basketball Regional Tournaments. The attendance at these events was outstanding with an average attendance between 75 and 100 per session mixed between student-athletes, faculty and staff as well as members of the community.

Coach Furr has worked with Myles Pennington and Benny Rogers to keep our Web Page up to date and of high quality regarding our athletic teams/program. Benny Rogers has also started an athletic memo he sends out regarding what is currently occurring within our athletic program.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Web Page Updates.

Guest Speakers at Cardinal Pride Luncheons.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY06

**Outcome ID#:** 96

### **Outcome Description**

Provide the Accounting, Business, Word Processing and Computer Science students with the latest instructional equipment in the classroom that is equivalent to the business world. This allows students to train on the same type and kind of equipment that they will be using in the real world.

### **Outcome Strategy**

Request the new equipment and upgrades each year in the Carl Perkins Budget for the new year.

### **Outcome Method**

The actual purchase and installation of the Equipment and Software.

### **Outcome Criterion**

Equipment and software installed and working properly in the classroom and being used by the students.

### **Strategic Plan Relationship**

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

### **Outcome Results**

The Accounting, Business, Keyboarding, and Word Processing classes/labs have been updated and expanded with the latest computer hardware and software. This updated and expended classes/labs will provide the students with increased access and availability to the latest instructional equipment and software that is equivalent to the business world.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The students in Accounting, Business, Keyboarding, and Word Processing will have increased access and availability to the latest equipment and software used in the real business world. This allows the students to train on equipment and software that is equivalent to what they will be using on the job in the real business world.

### **Planned Distance Learning Improvement as an Outcome Result**

NA



# Business & Marketing Division Administration

**Plan Period:** FY06

**Outcome ID#:** 408

## **Outcome Description**

Provide the Faculty an Opportunity to Participate in State and National Professional Development Activities, Meetings and Conferences.

## **Outcome Strategy**

Provide Professional Development Funding in the Carl Perkins Budget for the Faculty to Travel to various State and National Meetings So that they will be able to Build and Maintain their skills base and maintain their Excellent Teaching Skills

## **Outcome Method**

Carl Perkins Budget Funds Expended for Professional Development and the Completion of the Professional Development Documentation and the awarding of Credit by the Vice President of Instruction for Conferences and Meetings Attended.

## **Outcome Criterion**

Faculty member will have professional development credit awarded and that they are using some of the skills and knowledge that they acquired in the classroom..

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal # 7 Enhance the maintenance of an excellent faculty and staff committed to the students and quality education through the enhancement of professional opportunities and activities.

## **Outcome Results**

The opportunities for Professional Development Activities of the Faculty have been expanded and increased, with the utilization of Carl Perkins funds expended for faculty attendance at Local, Regional, State, and National Conferences. Faculty participation in Professional Development activities has been very well received.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Faculty members have increased their attendance at many Local, Regional, State, and National Conferences. Many faculty members have taken advantage of the opportunity to use additional funding mostly Carl Perkins to travel to Conferences, that have been beneficial to them relative to, their teaching strategies, distance education preparations, classroom management procedures, and student learning styles. Faculty participation in Professional Development Activities has been increased since this initiative has been launched.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY06

**Outcome ID#:** 409

### **Outcome Description**

Students will be provided the opportunity to receive credit for COSC 1301 Micro Computer Applications by the Computer Science Division developing a comprehensive computer literacy examination.

### **Outcome Strategy**

Develop a comprehensive computer literacy examination to be implemented for students to test-out of the Fundamentals of Micro Computer Applications COSC 1301.

### **Outcome Method**

The development of a comprehensive computer literacy test for students to determine their level of computer literacy.

### **Outcome Criterion**

The completion and implementation of a comprehensive computer literacy examination will be developed and implemented for students interested in testing-out of COSC 1301 Fundamentals of Micro-Computer Applications.

### **Strategic Plan Relationship**

This outcome relates to TVCC Goal # 6. Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career.

### **Outcome Results**

The Business and Computer Science Division developed and initiated an in house (clep) examination for those students that have completed high school courses that are equivalent to the freshman college course. This will give the student greater flexibility and an alternative method for receiving college credit by completing an examination.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

As a result of this initiative, the students will now have greater flexibility and an alternative way of receiving college credit, by taking an examination. Furthermore, this will increase the students options at registration and will increase the flexibility and availability of their ability to select other courses that comprise their course load.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY07

**Outcome ID#:** 410

### **Outcome Description**

The Computer Science program will provide greater access to updated and expanded computer science classrooms and labs.

### **Outcome Strategy**

The Computer Science program will purchase new computers and state-of-the-art software for the computer science classrooms and labs in the new Technology Center on the Athens Campus.

### **Outcome Method**

The Computer Science program will evaluate student accessibility and effectiveness of the learning experience in the computer science classrooms and lab facilities with a student evaluation in the spring semester.

### **Outcome Criterion**

The student evaluation of the computer classroom and lab facilities will indicate a 90% approval rating related to accessibility and effectiveness in providing an effective learning environment in the Technology Center.

### **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 by providing greater accessibility to updated and expanded computer labs for a more effective learning environment.

### **Outcome Results**

The Computer Science Division purchased 50 new computers and installed them along with the other 75 computers that were presently available. The computers were installed in four new Computer Science labs in the Technology Center. The addition of the 50 new computers has created a situation in which more students can have more access to the availability of computer science instruction than ever before at TVCC. One of the Computers labs is an open lab that stays open 11 to 12 hours a day and is open one half day on Saturday.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY07

**Outcome ID#:** 411

### **Outcome Description**

The student will become better prepared to handle a myriad of ethical dilemmas related to the typical business environment.

### **Outcome Strategy**

The Business and Office Administration program will develop and receive approval for BMGT 1341 Business Ethics to be offered as a required part of the curriculum.

### **Outcome Method**

The administrative responsibility of this goal will be successful development and approval of BMGT 1341 Business Ethics. The learning component will be evaluated through effective LEAP development related to enhancing student learning experiences.

### **Outcome Criterion**

Students in the Business and Office Administration program will enroll in BMGT 1341 Business Ethics.

### **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 Learning. Specifically, the outcome will enhance learning opportunities for students in the Business and Office Administration program.

### **Outcome Results**

The Business and Office Administration program has enhanced its student learning experiences by initiating and offering a Business Ethics Course. The course has been offered for two semesters and has had a healthy response. Both the internet and in class sections of the course has had good student registration numbers and participation.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY07

**Outcome ID#:** 412

### **Outcome Description**

The Business and Office Administration program will provide students greater access to updated and expanded computer labs.

### **Outcome Strategy**

The Business and Office Administration department will purchase new computers and state-of-the-art software for their computer labs in the new Technology Center.

### **Outcome Method**

The Business and Office Administration program will evaluate student accessibility and effectiveness of their learning experience in the lab facilities with a student evaluation in the spring semester.

### **Outcome Criterion**

The student evaluation of the Business and Office Administration lab facilities will indicate a 90% approval rating related to accessibility and effectiveness in providing an effective learning environment in the Technology Center.

### **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 Learning. Specifically, the outcome will enhance learning opportunities for Business and Office Administration students

### **Outcome Results**

The Business Division purchased 50 new computers and installed them along with the other 42 computers that were presently available. The computers were installed in four new Business and Computerized Accounting labs in the Technology Center. This has created a situation in which more students can have more access to the availability of Computerized Business, Medical, Legal and Computerized Accounting instruction than ever before at TVCC. The lab has a lab assistant which facilitates the operation of the labs for 19 hours a week, instructors are in the labs the other times.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1189

**Outcome Description**

The students will be provided a greater variety of instructional deliveries so that one of the methods will be best suited for the students learning style.

**Outcome Strategy**

The Business Division will purchase and have installed the smart-room technology in the school year 2007-2008.

**Outcome Method**

Purchasing of smart room equipment for Baugh Technology Center

**Outcome Criterion**

A class room in the Baugh Technology Center will be equipped with smart room technology.

**Strategic Plan Relationship**

The smart-room technology will enhance student learning by providing a variety of instructional deliveries.

**Outcome Results**

Smart room technologies were installed and used during the 2008 academic school year.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Because of the installation no additional changes were needed.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Business & Marketing Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1190

## **Outcome Description**

Upgrading the business and computer science classroom and instructional laboratories with the latest software including Micro Soft Office 2007, XP Platform, Microsoft Accounting 2007 Quick Books Pro and Peachtree Accounting Software.

## **Outcome Strategy**

Purchase Micro Soft Office 2007, XP Platform, Quick Books Pro and Peachtree, Microsoft Accounting 2007 software programs.

## **Outcome Method**

Installation in the business and computer science classrooms and instructional laboratories the latest software including Micro Soft Office 2007, XP Platform, Microsoft Accounting 2007 Quick Books Pro and Peachtree Accounting Software

## **Outcome Criterion**

Installation of one-hundred percent of the latest software including Micro Soft Office 2007, XP Platform, Microsoft Accounting 2007 Quick Books Pro and Peachtree Accounting Software

## **Strategic Plan Relationship**

Enhance student learning in the business and computer science classrooms and instructional laboratories with the latest software including Micro Soft Office 2007, XP Platform, Microsoft Accounting 2007 Quick Books Pro and Peachtree Accounting Software

## **Outcome Results**

The latest software has been purchased, installed and utilized by students in the eight Accounting, Business and Computer Science labs.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No additional changes necessary

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Business & Marketing Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1191

## **Outcome Description**

The Business and Computer Science Division will provide professional development opportunities for the faculty on the Local, State, Regional, and National level, so that the faculty can continue to be familiar with the new software, the evolution of new delivery systems for distance education and new trends and developments in their particular fields of study.

## **Outcome Strategy**

Provide the opportunity for Business and Computer Science Faculty to attend professional development activities on the local, state, regional, and national level.

## **Outcome Method**

Business and Computer Science Faculty attended professional development activities on the local, state, regional, and national level.

## **Outcome Criterion**

One-hundred percent of Business and Computer Science Faculty attended professional development activities on the local, state, regional, and national level.

## **Strategic Plan Relationship**

The Business and Computer Science Faculty will improve instructional and classroom effectiveness by attending professional development activities on the local, state, regional, and national level.

## **Outcome Results**

One hundred per cent of the Business and Computer Science faculty have been able to attend professional development activities on the local, state, regional or national level.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes necessary at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



## Business & Marketing Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5593

**Outcome Description**

The students will be provided a greater variety of instructional deliveries so that one of the methods will be best suited for the students learning style.

**Outcome Strategy**

The Business Division will purchase and have installed the smart-room technology in the school year 2008-2009.

**Outcome Method**

Purchase and installation of smart-room technology for the Baugh Technology Center

**Outcome Criterion**

A classroom in the Baugh Technology Center will be equipped with smart-room technology

**Strategic Plan Relationship**

The Smart-room technology will enhance student learning by providing a variety of instructional deliveries.

**Outcome Results**

Smart room technologies were installed and used in the Baugh Technology Center during the 2009 academic school year.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes planned

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Business & Marketing Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5594

## **Outcome Description**

Upgrading the Business and Computer Science classroom and instructional laboratories with the latest software including Microsoft Office 2007, XP Platform, Microsoft Accounting 2008, Quick Books Pro 2008 and Peachtree Accounting Software 2008.

## **Outcome Strategy**

Purchase Micro Soft Office 2007, XP Platform, Quick Books Pro 2008 Peachtree 2008, Microsoft Accounting Professional 2008, software programs.

## **Outcome Method**

Installation in the Business and Computer Science Division and instructional laboratories the latest software and computer equipment, including Microsoft Office 2007, XP Platform, Microsoft Accounting Professional 2008, Quick books Pro 2008, and Peachtree 2008.

## **Outcome Criterion**

Installation of 100 % of the latest software including, , including Microsoft Office 2007, XP Platform, Microsoft Accounting Professional 2008, Quick books Pro 2008, and Peachtree 2008.

## **Strategic Plan Relationship**

Enhance student learning in the accounting, business and computer science classrooms and instructional laboratories with the latest software including Micro Soft Office Professional 2007, XP Platform latest upgrade, Micro soft professional accounting, QuickBooks Pro 2008, Peachtree 2008

## **Outcome Results**

The latest software has been purchased, installed and utilized by students in the Baugh Technology Center Accounting, Business and Computer Science labs.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes planned

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Business & Marketing Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5595

## **Outcome Description**

The Business and Computer Science Division will provide professional development opportunities for the faculty on the Local, State, Regional, and National level, so that the faculty can continue to be familiar with the new software, the evolution of new delivery systems for distance/interactive education and view new trends and developments in their particular fields of study.

## **Outcome Strategy**

Provide the opportunity for Business and Computer Science Faculty to attend professional development activities on the local, state, regional, and national level

## **Outcome Method**

Business and Computer Science Faculty attended professional development activities on the local, state, regional, and national level.

## **Outcome Criterion**

## **Strategic Plan Relationship**

The Business and Computer Science Faculty will improve instructional and classroom effectiveness by attending professional development activities on the local, state, regional, and national level

## **Outcome Results**

The Business and Computer Science faculty have attended professional development activities on the local, state, regional or national level.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes planned at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5958

### **Outcome Description**

The students will be provided a greater variety of instructional deliveries so that one of the methods will be best suited for the students learning style.

### **Outcome Strategy**

The Business Division will purchase and have installed the smart-room technologies in the year 2010-2011

### **Outcome Method**

Purchase and installation of smart-room technologies for the Baugh Technology Center

### **Outcome Criterion**

A classroom will be equipped in the Baugh Technology Center with smart-room technology

### **Strategic Plan Relationship**

The smart-room technology will enhance student learning by providing a variety of instructional deliveries.

### **Outcome Results**

Smart room technologies were installed and used in the Baugh Technology Center during the 2010 academic school year. More students experienced the smart learning technologies capability of multiple deliveries of related classroom instructional materials.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No changes planned continue the use of the equipment and its multiple delivery capabilities.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5959

### **Outcome Description**

The Business and Computer Science Division will provide professional development opportunities for the faculty on the Local, State, Regional and National level, so that the faculty can continue to be familiar with the new software, the evolution of new delivery systems, for distance/interactive education and view new trends and developments in their particular field of study.

### **Outcome Strategy**

Provide the opportunity for Business and Computer Science Faculty to attend professional development activities on the local, state, regional, and national level

### **Outcome Method**

Business and Computer Science Faculty attended professional development activities on the local, state, regional, and national level.

### **Outcome Criterion**

### **Strategic Plan Relationship**

Student Engagement Only

### **Outcome Results**

The Business and Computer Science faculty have attended professional development activities on the local, state, regional, and national level. The faculty attended presentations that present new ideas, concepts and use of equipment. The faculty can then bring these ideas back to their classroom and implement strategies that are success for their own classroom situation.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No Changes are planned

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5960

### **Outcome Description**

The student will be better prepared to handle entry into the world of work with additional skills provided by the new computer science courses offered.

### **Outcome Strategy**

The Computer Science Division will develop, implement and offer several new computer science courses, in new certificates and existing certificates so as to enhance the opportunities for students to enroll in these courses and gain additional skills. These new courses and certificates will be a required part of the curriculum.

### **Outcome Method**

The administrative responsibility of this goal will be the successful development and implementation of the new computer science courses and certificates in the new TVCC catalogue.

### **Outcome Criterion**

Students in the Computer Science Division will enroll in the new computer sciences courses and certificates.

### **Strategic Plan Relationship**

Enhance student learning in the computer science division by providing a number of additional computer science courses and certificates to train for workforce job skills.

### **Outcome Results**

Several new courses have been initiated in the Business and Computer Science Division so as to enhance the students learning experiences.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No additional changes planned

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6202

**Outcome Description**

The students will be provided greater access to a variety of instructional deliveries so that one of the methods will be best suited for the students learning style.

**Outcome Strategy**

The Business Division will purchase and have installed the smart-room technologies in the year 2011-2012

**Outcome Method**

Purchase and installation of smart-room technologies for the Baugh Technology Center

**Outcome Criterion**

Another classroom will be equipped in the Baugh Technology Center with smart-room technology

**Strategic Plan Relationship**

The smart-room technology will enhance student learning by providing a variety of instructional deliveries.

**Outcome Results**

Smart room technologies were installed and utilized in the Baugh Technology Center during the 2011 academic school year. More students experienced the smart learning technologies capability of multiple deliveries or related classroom instructional materials

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue to enhance instruction by utilizing the smart room technologies more in every classroom presentation.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Business & Marketing Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6203

### **Outcome Description**

The Business and Computer Science Division will provide professional development opportunities for the faculty on the Local, State, Regional and National level, so that the faculty can continue to be familiar with the new software, the evolution of new delivery systems, for distance/interactive education and view new trends and developments in their particular field of study.

### **Outcome Strategy**

Provide the opportunity for Business and Computer Science Faculty to attend professional development activities on the local, state, regional, and national level

### **Outcome Method**

Business and Computer Science Faculty attended professional development activities on the local, state, regional, and national level.

### **Outcome Criterion**

Faculty can incorporate new ideas and methods of instruction for student to learn with.

### **Strategic Plan Relationship**

Student Engagement Only

### **Outcome Results**

The Business and Computer Science faculty have attended professional development activities on the local, state, and national level. The faculty attended presentations that present new ideas, concepts and use of equipment. The faculty can then bring these ideas back to their classrooms and implement strategies that are successful for their own classroom situation.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Continue to send the faculty for professional development training to help them enhance classroom instruction.

### **Planned Distance Learning Improvement as an Outcome Result**

NA



## Business & Marketing Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6204

### **Outcome Description**

The student will be better prepared to handle entry into the world of work with additional skills provided by the new computer science courses offered.

### **Outcome Strategy**

The Computer Science Division will develop, implement and offer several new computer science courses, in new certificates and existing certificates so as to enhance the opportunities for students to enroll in these courses and gain additional skills. These new courses and certificates will be a required part of the curriculum.

### **Outcome Method**

The administrative responsibility of this goal will be the successful development and implementation of the new computer science courses and certificates in the new TVCC catalogue

### **Outcome Criterion**

Students in the Computer Science Division will enroll in the new computer sciences courses and certificates.

### **Strategic Plan Relationship**

Enhance student learning in the computer science division by providing a number of additional computer science courses and certificates to train for workforce job skills.

### **Outcome Results**

The Business and Computer Science division has expanded its class offerings by introducing a new class in the computer science division. The class is ITDF 1300 Introduction to Digital Forensics.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Continue to expand and modify the Computer Science Division as far as new course offerings in the future.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY07

**Outcome ID#:** 756

## **Outcome Description**

Increase recruiting efforts other than by printed publicity, attending college fairs, and hosting various Cardette function to Cardette Hopefuls.

## **Outcome Strategy**

Try to obtain outside recruitment assistance from alumni. Provide more performance opportunities for the current team to dance at prestigious events and dance competitions for other dancers to see them. Provide other events on TVCC campus for hopefuls other than Dance Day and Drill Team Day.

## **Outcome Method**

Increased number of dancers on the team.

## **Outcome Criterion**

Team size of 50 for the Fall 2007

## **Strategic Plan Relationship**

2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.

## **Outcome Results**

Efforts were made to go out to high schools and speak to the girls. Problems arose in time. Schools only have a window open at the end of the Fall semester. There were too many school that we tried to visit but not enough time with only one faculty member to do this. There was also an issue of leaving Cardette class unattended for numerous days when performances were coming up. Another problem arose in getting to the students before they already set their mind on another school.

After all three auditions for the Fall 2007 season, the team number is at 45. There will be a decrease in this number for various reasons(financial, personal, dislike with campus environment, etc.) when the Fall 2007 actually begins.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Efforts will be made to contact schools earlier in the Fall to schedule a visit if they are able to do so with their schedules. Other than that, time and lack of assistance are the main area that need attention.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Cardettes Administration

**Plan Period:** FY07

**Outcome ID#:** 757

**Outcome Description**

Increase faculty in the office

**Outcome Strategy**

Must be approved by other administration.

**Outcome Method**

**Outcome Criterion**

Students will have more one-on-one attention both inside and outside the classroom. Increase in performance techniques by dancers. Increase in recruitment.

**Strategic Plan Relationship**

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

**Outcome Results**

Was not complete but is needed.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Need to budget in for the following year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Cardettes Administration

**Plan Period:** FY07

**Outcome ID#:** 759

### **Outcome Description**

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

### **Outcome Strategy**

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

### **Outcome Method**

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

### **Outcome Criterion**

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

### **Strategic Plan Relationship**

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

### **Outcome Results**

The required study hall was beneficial to many students who made use of their time. 65% of the Sophomore class graduated in May with the remaining 35% expected to graduate in the summer 2007. The Sophomores who did not graduate this May were primarily due to taking the minimum hours their Freshman year. Of the Freshman class, 85% are scholarship eligible for the fall 2007 semester. The Freshman who did not make their grades for scholarships were primarily due to non- attendance in academic classes or getting tutoring too late in the semester.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Provide a better learning environment for study halls by setting up tables and chairs. Possibly change the time of study hall instead of immediately after practice to before practice or in the mornings.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY07

**Outcome ID#:** 941

## **Outcome Description**

### **Outcome Strategy**

Create links on site to each special Cardette function that is available to the outside public. This will make the site more user friendly. Create a links only for the current team to better communicate with them.

### **Outcome Method**

### **Outcome Criterion**

Potential students can get Cardette information quickly rather than calling and waiting on items to be mailed to them. Alumni site can be measured by the increase in alumni being active in Cardette events or corresponding with the office. Current Cardette site can be measured if they follow the information that is on the site, i.e. performance times, submitting work on time.

### **Strategic Plan Relationship**

### **Outcome Results**

The web site was maintained throughout the year but was not in a timely manner. Additional links were not created to make the site user friendly. This is primarily due to having to get personnel outside of the office to create things on the site. A link was not created for the current Cardettes to go to for information.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Have event posters and flyers posted to the web site in well in advance of the event(2 months). Have the director able to create pages on the Cardette web site, that may lead to having to start fresh with a new site entirely.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY07

**Outcome ID#:** 942

**Outcome Description**

Increase the involvement of the student/faculty communication.

**Outcome Strategy**

Maintain a better working relationship with all current Cardettes by making myself more available to them as well as planning more activities that are not dance related so that everything is not always "dance business."

**Outcome Method**

Maintain the same number of members on the team.

**Outcome Criterion**

The only means of measuring this outcome is counting the number of members on the team at the beginning of the Spring semester.

**Strategic Plan Relationship**

**Outcome Results**

Many of the students stayed enrolled in Cardettes from the Fall to the Spring but was primarily due to Ireland trip in spring. Those that did leave the program left due to personal reasons. The director/student relationship did not change as intended due to lack of available time from the director. There were more non-dance related activities in the Spring which enhanced the relationships better.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Make more available time from the director to the students. Add more one-on-one meetings with the director/student. Giving the students something to look forward to, like a trip, did help in maintaining students. Continue to add more non-dance related activities.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY08

**Outcome ID#:** 1004

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

Potential Cardettes did use the web to get information on up coming events and information on auditions. There were some problems with links not working which is how I was aware that information was being read.

"Cardette Members Only" site was implemented and utilized therefor decreasing paper and mailing fees. Problems did occur with many users not being able to open some of the links on both the Cardette web site and Members only site. This has been addresses and will be changing.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Changes as a result will be to reevaluate the web site and Cardette Site to make it more user friendly and easier to read.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY08

**Outcome ID#:** 1055

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This did assist a majority of the students on the team. There was a drop in GPA's from previous semesters but those students who did obtain a low GPA were either planning on dropping out of the program or stopped going to classes all together and not planning on returning to TVCC the next semester.

At the end of the 2007-2008 academic year 11 out of 13 sophomores did graduate with an Associates Degree from TVCC.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Try to catch those students who are on the path of giving up on academics sooner than mid semester or at the end of the semester. I plan to emphasize more on the students participating in the Student Success Center more as well as trying to bring in specialized tutors into team required study halls.

## **Planned Distance Learning Improvement as an Outcome Result**



NA

# Cardettes Administration

**Plan Period:** FY08

**Outcome ID#:** 1056

## **Outcome Description**

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

## **Outcome 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).

## **Outcome Method**

Increased number of dancers on the team.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Full time Assistant Director of Cardettes was hired for the 2008-2009 year. Over the summer the assistant began recruitment efforts for 2009-2010 so an increase in the team is expected to follow.

Additional recruitment performances was not met due to lack of funding. Several recruitment performances were done with funding coming-out of the students pockets.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Budget funds a year ahead of time for recruitment performances. As of August 28, 2008 the office has already begun to receive interest in 2009-2010 team.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY09

**Outcome ID#:** 5600

**Outcome Description**

To gain additional performance opportunities for the team outside of annual events (football, basketball and spring production).

**Outcome Strategy**

Gain invitations to perform at other events.

**Outcome Method**

Get number of spectators at each performance site.

**Outcome Criterion**

Increased invitations to future events.

**Strategic Plan Relationship**

This relates to OUTREACH 2.1 by marketing for the college to potential students at special performance events.

**Outcome Results**

We did reach this goal and then more. We have seen, and heard, interest in the program from performing at various events in our recruitment efforts for 2009-2010. Girls that are going to be on the team next year have stated that some of the areas that we performed at were areas that they gathered their initial information on the team.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

We intend to continue in this same manner for the up coming year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY09

**Outcome ID#:** 5601

**Outcome Description**

Add event information two months in advance. Add a separate spring production, escort, and dance camp link.

**Outcome Strategy**

Implement a schedule of when to add events 3 months prior to each event. Get with web creator in creating the various links before school begins.

**Outcome Method**

People will be informed in advance of events and van get material on line instead of by mail.

**Outcome Criterion**

More participation at events from those other than TVCC students.

**Strategic Plan Relationship**

This relates to OUTREACH 2.1 by marketing to potential students.

**Outcome Results**

This was accomplished this year but was a very slow work in progress. We were able to create links for various events but not in the schedule desired. Once the links were up they were commented on to be very helpful by participants in the events.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

To get the information up in a more timely manner. This should be easier to accomplish since the links have now been created.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY09

**Outcome ID#:** 5602

## **Outcome Description**

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

## **Outcome Strategy**

Provide team scheduled study hall hours. Provide specialized tutoring when needed at study halls. Continue to require grade sheets from faculty on each team member twice a semester. Maintain end of the semester interviews with each team member to discuss their grades and progress.

## **Outcome Method**

Team members GPA's being a 2.0 or higher as well and staying on course with graduation.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

LEARNING 1.2 - this outcome will aid the student in observing time management skills as well as recognizing when help is needed in courses before it is too late.

SUCCESS 3.4 and 3.2.2 - this outcome will assist several students that attend TVCC to graduate and that they should realize that it is better to graduate than just transfer hours to a university.

## **Outcome Results**

This was accomplished to a certain extent. Those students who were driven to succeed did so and those who struggled with their academics did improve. For those students who really did not desire to do well in their academics(focus more on the social aspect of college), there is not really anything different that we could have done other than continue to encourage them and explain the importance of academics. The required Student Success Hours seem to be of assistance in our trial basis in the spring semester.

At the end of the spring 2009, all of the 2 year team members did graduate with an associate's degree from TVCC. 79% of the freshman team members are scholarship eligible for the fall 2009 semester and the other 21% have enrolled in summer school to bring up their scholarship status.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Better monitor the material that the students bring to team study halls. Get with those students who need academic assistance earlier in the semester (tutoring).

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Cardettes Administration

**Plan Period:** FY09

**Outcome ID#:** 5603

**Outcome Description**

Obtain proper dance flooring other than concrete tile floor that exists.

**Outcome Strategy**

**Outcome Method**

Decrease number of injuries, primarily to the knees, back and feet.

**Outcome Criterion**

no injuries

**Strategic Plan Relationship**

A student who is physically able to dance will be more likely to continue in the program and learn.

**Outcome Results**

Was not accomplished due to budget restrictions. We still had injuries due to improper dance flooring.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue to find means to make the environment injury free.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY09

**Outcome ID#:** 5604

**Outcome Description**

Have at least 90% of the team members return to the program in the spring semester from the fall semester.

**Outcome Strategy**

Implement the assistant director for Cardettes in creating retention strategies

**Outcome Method**

Count the team members in the spring.

**Outcome Criterion**

90% retention rate from fall to spring

**Strategic Plan Relationship**

Raising the retention rate among the program.

**Outcome Results**

We did not meet the 90% retention but we did maintain a respectable number from the fall semester to the spring with only decreasing the team number from 37-29. The reason for the decrease was due to health issues(2), finances(1), lack of desire to be in a team environment(4), and family matters(2). Having an assistant did help in maintaining the numbers that we had in the spring.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue to decrease the number of that do not wanting to be in a team environment.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Cardettes Administration

**Plan Period:** FY10

**Outcome ID#:** 5983

**Outcome Description**

To gain additional performance opportunities(such as exhibition performances at dance competitions, area parades, out of state travel performance) for the team outside of annual events(football, basketball, spring production)

**Outcome Strategy**

Gain invitations to perform at other events.

**Outcome Method**

Get number of spectators at each performance site.

**Outcome Criterion**

Increased invitations to future events with the creation of a press kit.

**Strategic Plan Relationship**

This relates to 2.1 by marketing for the college to potential students at special performance events.

**Outcome Results**

We were able to add a few more events to perform at which did increase the marketing for the school but not in high needs programs.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY10

**Outcome ID#:** 5984

**Outcome Description**

Add event information 2 months in advance. Start to promote the Cardette 50th anniversary on the alumni site.

**Outcome Strategy**

Implement a schedule of when to add events 2 months prior to each event.

**Outcome Method**

People will be informed in advance of events and can get material on-line instead of by mail.

**Outcome Criterion**

More participation at event from those other than TVCC Students and parents of students.

**Strategic Plan Relationship**

This relates to 4.1 by marketing to potential students.

**Outcome Results**

We did create a web site for Cardettes as a communication tool. It was effective as long as it was maintained by the office. With all of the other tasks this did fall behind in the spring. I plan to implement a better system of maintaining the web site on a regular basis.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Cardettes Administration

**Plan Period:** FY10

**Outcome ID#:** 5985

### **Outcome Description**

Each team member will end each semester being scholarship eligible. After 2 years on the team, will qualify to graduate with an Associate's degree or a Certificate from TVCC.

### **Outcome Strategy**

Require team study hall once a week for one hour as well as a minimum of 3 hours per week of personal study in the Student Success Center, LRC, or TVCC tutoring program.

### **Outcome Method**

Team member GPA's to be over a 2.0 or higher at the end of each semester.

### **Outcome Criterion**

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

### **Strategic Plan Relationship**

With 1.2 - this outcome will aid the student in observing time management skills as well as recognizing when help is needed in courses before it is too late.

With 3.2.2 and 3.4 - this outcome will assist several students that attend TVCC to graduate and that they should realize that it is better to graduate than just transfer credit hours to a university.

### **Outcome Results**

Worked well this semester but we did have a few that did not do as well as planned. More team study halls have been requested and the students say that they are very helpful. We are looking into scheduling more study halls with the possibility of tutors for 2010-11.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY10

**Outcome ID#:** 5986

**Outcome Description**

Obtain proper dance flooring other than concrete tile floor that is currently in the space.

**Outcome Strategy**

Purchasing a proper dance flooring which would have a hardwood or marley top and a cushion under layer (typically a spring style design)

**Outcome Method**

Decrease the number of injuries to our students (primarily to the knees, back, feet and pulled muscles).

**Outcome Criterion**

be injury free.

**Strategic Plan Relationship**

With 1.3 - a student who is physically able to dance will more than likely continue in the program and learn.

**Outcome Results**

This outcome was not met but is still needed. We had several knee injuries which have hindered the dancers in coming back in 2010-11.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY10

**Outcome ID#:** 5987

**Outcome Description**

Have at least a 90% retention rate.

**Outcome Strategy**

Continue to implement the assistant Cardette Director in the business aspects of the team which will also include choreography, instruction, student-to-assistant contact, and a visible presence in classes and events.

**Outcome Method**

Count the team members at the end of each semester.

**Outcome Criterion**

90% retention rate.

**Strategic Plan Relationship**

With 3.1.2 - raising the retention rate within the program.

**Outcome Results**

This was not as successful as planned however we did have a 80% retention rate. Those that left the program were due to poor academics, injuries, or went to school closer to home.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The assistant will aid in future retention efforts by being able to have another person in the office and classes who can relate to the student and be there for his/her needs.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Cardettes Administration

**Plan Period:** FY10

**Outcome ID#:** 5988

**Outcome Description**

To have at least 60% of every Cardette class present at the homecoming event and spring events.

**Outcome Strategy**

Gain active alumni volunteers to assist in the planning and implementing of marketing and activities.

**Outcome Method**

Alumni will be informed.

**Outcome Criterion**

Majority of the planning to be put in motion by summer of 2010.

**Strategic Plan Relationship**

n/a

**Outcome Results**

We did have a successful anniversary event. We feel short in having 60% of each class. Each class is the year that they first attended. We did have individuals come back to campus who have not been back since they left as a student. We estimate around 300-350 alumni were in for Cardettes over the homecoming weekend.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

At the next reunion I want to implement a better way of seeing how many came from which year. The only way that we know how many attended in 2010 reunion was by how many name tags were used.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY11

**Outcome ID#:** 6377

**Outcome Description**

To gain additional performance opportunities (such as dance competitions, parades, out of state performances, and elite events) for the team outside of the annual events (football, basketball, spring production)

**Outcome Strategy**

Gain invitations to perform at other events.

**Outcome Method**

Get number of spectators at each performance site.

**Outcome Criterion**

Increased initiations to future events with the creating of press kit (DVD, recommendation letters, etc.,)

**Strategic Plan Relationship**

This relates with 5.1.1 by creating an exciting atmosphere for the dancers to perform which will in turn create more emotional connection to the team, school, and town. This excitement and pride will then come out in recruitment when the students talk to potential Cardettes and encouraging them to become a part of the team.

**Outcome Results**

This was reached with the many performance opportunities given to the team over the year. Football games, basketball games, 3 Dallas parades, 1 Houston Parade, Ticket City Bowl Game, Spring Production, ADTS contest, Cruise, TVCC Career Day, exhibition performances made us come close to over 15000 for the year.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY11

**Outcome ID#:** 6378

## **Outcome Description**

Each team member will end each semester being scholarship eligible. After 2 years on the team, the student will then qualify to graduate with an Associate's Degree or a Certificate from TVCC.

## **Outcome Strategy**

Require team study hall once a week as well as between 2-3 hours per week of personal study in the Student Success Center.

## **Outcome Method**

Team members GPA's to be over 2.5 (minimum of 2.0) at the end of the semester.

## **Outcome Criterion**

Each team member will be TVCC scholarships eligible at the end of each semester.

## **Strategic Plan Relationship**

With 5.1.2 and 5.1.3 - this outcome will assist several students that attend TVCC to not only gain the hours but graduate. With passing the classes with high GPA's will allow them to gain team scholarships which will assist them in getting their education in a timely manner and not stretched over several years. They should realize that it is better to graduate than just transfer with a lot of hours.

## **Outcome Results**

At the end of the Spring and Fall semesters we did have close to 95% of the team scholarship eligible for the next semester. Study halls were conducted but still GPA's fell short on some.

On the 2 year students and graduation, we fell short of our goal due to not being able to complete in 2 years with developmental courses as well as taking repeat courses from previous years. We did have 8 graduates out of 17 sophomores. Of those who did not graduate only a few had less that 9 hours to complete graduation requirements.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Re evaluate the way time is used in the study halls by the students for the 2011-2012 year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Cardettes Administration

**Plan Period:** FY11

**Outcome ID#:** 6379

**Outcome Description**

Less injuries and ability to offer more dance courses.

**Outcome Strategy**

Purchasing a proper dance flooring with a spring design similar to a gym floor with a marley top and cushion under layer. This floor would be proper for jazz, kicks, hip hop, aerobics, ballet, tap and clog.

**Outcome Method**

Decrease the number of injuries to our students (mainly to the knees, backs, feet, hamstrings, hips, and ankles).

**Outcome Criterion**

be injury free

**Strategic Plan Relationship**

5.2.3 - a student who is physically able to dance will continue in the program and learn. This will allow TVCC to be on the same level as other colleges and their dance programs.

**Outcome Results**

Injuries were still seen in the areas of knees, ankles, and backs over the course of the year. Evaluation was given and warm ups and stretches were altered to assist with being injury free but it still did not seem to help.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Cardettes Administration

**Plan Period:** FY11

**Outcome ID#:** 6380

## **Outcome Description**

Aid the students in passing their classes and allowing them the privilege to have a TVCC Scholarship and graduate.

## **Outcome Strategy**

3 weeks into each semester assess the students in their academic classes and see who needs assistance. From there coordinate with tutors to come in and work with a small group 2 times a week. Subjects and length of tutoring can vary between students.

## **Outcome Method**

Students pass their classes and really learn and not just study for the tests.

## **Outcome Criterion**

Team members will be able to go to the next level in their classes and then graduate.

## **Strategic Plan Relationship**

5.1.2 this would mainly apply to the educationally unprepared students in helping them with how to study, time management, etc.

5.1.3 - if the student feels that they are doing well they will continue their education at TVCC and then graduate or transfer.

## **Outcome Results**

This was great in the Fall semester with the assistance of the TRIO program and other faculty. For the spring semester it was not as successful in finding tutors to help with the TRIO program not active. The students expressed how much they enjoyed the tutors and found it very helpful. There were just not enough tutors nor organization for this year. It seems that the major areas of tutor needs are in Biology, A&P, Math, English, Sociology, History and Government.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Get with the tutoring areas on campus to organize better having tutors during team study hall as well as outside team study hall.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Career & Technology Division Administration

**Plan Period:** FY06

**Outcome ID#:** 97

**Outcome Description**

Purchase eight new state-of-the-art computers to replace the outdated computers in the student computer lab in the agriculture building.

**Outcome Strategy**

Provide computer specifications, initiate and approve purchase orders, and purchase the computers.

**Outcome Method**

Install new computers in the student computer lab in the agriculture building.

**Outcome Criterion**

Increased student utilization of the computers in the computer lab after new computers have been installed.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #1. Increase emphasis on improving the quality of classroom instruction.

**Outcome Results**

Eight new state-of-the-art computers with updated agriculture software programs were purchased in the fall semester and placed in the agriculture/ranch management computer lab.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students in the Agriculture/Ranch Management program had greater accessibility to the computer lab and updated software programs. The updated software programs provided the opportunity for students to utilize new technology to solve agriculture problems and issues.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY06

**Outcome ID#:** 99

**Outcome Description**

Update vocational department course syllabus and post to the TVCC homepage.

**Outcome Strategy**

Faculty will update course syllabus and submit to the Dean's Office for posting to the TVCC website.

**Outcome Method**

The outcome will be assessed by submission and posting of the course syllabus.

**Outcome Criterion**

One-hundred percent of the vocational courses will be submitted and posted to the TVCC website.

**Strategic Plan Relationship**

This outcomes related to TVCC Goal #6. Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career.

**Outcome Results**

Faculty submitted updated course syllabus for each course in the vocational/technical programs. Students enrolled in the classes were provided the updated syllabus. Some of the syllabus were placed on the TVCC website. It is anticipated that all of the updated syllabus will be placed on the TVCC website in the 2006-2007 school year.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Students were provided an opportunity to obtain a greater understanding of courses with updated course syllabus. Some of the course syllabus were placed on the TVCC website to increase availability and understanding of the courses in the vocational/technical division.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY06

**Outcome ID#:** 101

**Outcome Description**

Improve awareness of vocational programs by developing program websites to be placed on the TVCC homepage.

**Outcome Strategy**

Program directors and faculty will develop their respective program websites with the assistance of a consultant.

**Outcome Method**

The accomplishment of the outcome will be measured by the development of vocational program websites.

**Outcome Criterion**

The establishment of vocational program websites on the TVCC homepage.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #6. Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career.

**Outcome Results**

All of the vocational/technical programs developed and implemented a program website on the TVCC website.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The opportunity for students and potential students to learn and become more aware of vocational/programs was made possible by placing the program information on the TVCC website.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY07

**Outcome ID#:** 306

## **Outcome Description**

Students in the Agriculture/Ranch Management program will have access to additional learning opportunities in laboratory classes at the TVCC Ranch.

## **Outcome Strategy**

TVCC will purchase a new tractor and accessory equipment to provide additional learning opportunities for students in the Agriculture/Ranch Management classes at the TVCC Ranch.

## **Outcome Method**

The Agriculture/Ranch Management program will document the utilization of the new tractor and accessory equipment by students in TVCC Ranch/Management classes at the TVCC Ranch during the spring semester.

## **Outcome Criterion**

100 percent of the Agriculture/Ranch Management students in AGRI 2301 Ag Power Units will participate in additional learning opportunities related to the tractor during the spring semester.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 Learning. Specifically, the outcome will provide additional instruction and enhance learning opportunities.

## **Outcome Results**

TVCC purchased a new tractor with accessory equipment. The new tractor was utilized to provide additional learning opportunities for students in the Agriculture/Ranch Management classes at the TVCC Ranch. 100 percent of the Agriculture/Ranch Management students in AGRI 2301 Ag Power Units participated in additional learning opportunities related to the tractor during the spring 2007 semester.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The lab experience in AGRI 2301 provided additional learning objectives and competencies for students in the spring 2007.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY07

**Outcome ID#:** 307

## **Outcome Description**

Students in the Drafting Technology program will be provided accessibility to additional updated and expanded equipment in the drafting labs at the Technology Center.

## **Outcome Strategy**

The Drafting Technology will purchase new computers with expanded state-of-the-art software in the Drafting lab at the Technology Center.

## **Outcome Method**

The Drafting Technology program will document the utilization of the new equipment and software used by students in laboratory drafting classes at Technology Center during the spring semester.

## **Outcome Criterion**

Drafting students will be provided accessibility to the new drafting equipment and software in spring semester drafting classes at the Technology Center.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 Learning. Specifically, the outcome will provide additional instruction and enhance learning opportunities.

## **Outcome Results**

The Drafting Technology program purchased new computers and new computer software for the Drafting labs at the Technology Center.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The new computers and software allowed students the opportunity to learn additional competencies and program learning objectives using the latest up-to-date software programs and computers.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY07

**Outcome ID#:** 308

## **Outcome Description**

Enhance teaching effectiveness of faculty in the vocational/technical division by requiring attendance to workshops, seminars, or other professional developments activity designed to improve teaching effectiveness.

## **Outcome Strategy**

Each vocational/technical faculty member will attend at least one approved workshop, seminar, or other professional development activity to enhance teaching effectiveness.

## **Outcome Method**

Faculty will participate in professional development activities related to enhancing teaching effectiveness during the 2006-2007 school year.

## **Outcome Criterion**

100 percent of the faculty in the vocational/technical division will attend at least one approved workshop, seminar, or other professional development activity designed to enhance teaching effectiveness during the year.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal # 1 Learning. Trinity Valley Community College will place student learning as the primary design principle in every College policy, procedure, plan, and action.

## **Outcome Results**

100 percent of the faculty in the vocational/technical division attended at least one approved workshop, seminar, or other professional development activity designed to enhance teaching effectiveness during the year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Faculty were able to implement acquired information to enhance classroom practices.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Career & Technology Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1205

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

Student retention and grade distribution will increase

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Criminal justice and drafting technology programs developed additional study resources for students in on-campus classes thru the WebCT platform. They had study guides and practice tests included in these resources, which helped student retention rates. These resources proved successful for the students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Career & Technology Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1219

**Outcome Description**

Increase enrollment in Agriculture/Ranch Management programs

**Outcome 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

**Outcome Method**

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

**Outcome Criterion**

Additional students in the Ranch/Management department

**Strategic Plan Relationship**

**Outcome Results**

The ranch management purchased an attractive recruiting display, this display has been used in an aggressive recruiting program with good results.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

none

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1221

**Outcome Description**

The drafting and design program will increase enrollment by implementing a revised schedule of classes

**Outcome Strategy**

The drafting and design program will implement a revised schedule of classes in the spring semester to better accommodate students that may need to take evening classes.

**Outcome Method**

Enrollment and retention in the drafting and design department will be assessed

**Outcome Criterion**

An increase in retention from the fall semester 2007 to the spring semester 2008 in the drafting and design department.

**Strategic Plan Relationship**

The revised schedule of classes in the drafting and design program will provide greater availability for students to enroll in evening classes in the spring semester.

**Outcome Results**

Drafting classes were scheduled to better serve the night students this resulted in an increase in enrolment.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

none

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6775

## **Outcome Description**

The students will be provided hands on instruction with industry standard equipment using up to date instructional techniques.

## **Outcome Strategy**

The Division will seeks grants to purchase new welding equipment and up to date instructional techniques.

## **Outcome Method**

Purchase and install new equipment and make improvements to the facility. Implement new instruction material.

## **Outcome Criterion**

Welding facility: Completion of scheduled remodeling, equipment upgrades, and up to date instructional materials.

## **Strategic Plan Relationship**

The new welding equipment and technology will enhance student learning which will increase the student career success.

## **Outcome Results**

The welding facility was remodeled and all old equipment was removed and replaced with new welding stations purchase with JET grant funding. Students are using the latest industry standard equipment in applying classroom instruction to hands on experience.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

State of the art facility and equipment which improves the quality of instruct. New course offerings have been added to the curriculum. i.e.: Pipe Welding course.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6788

## **Outcome Description**

The students will be provided hands on instruction with industry standard equipment to meet state licensing standards.

## **Outcome Strategy**

The Division will seek grants to upgrade the cosmetology program to meet state requirements. Upgrade and remodel customer areas in the facility. Replace laundry equipment.

## **Outcome Method**

Purchase and install new equipment and make improvements to the facility.

## **Outcome Criterion**

The Cosmetology program and facility will pass state licensing inspections.

## **Strategic Plan Relationship**

The new cosmetology equipment, technology, and instruction updates will enhance student learning which will increase the student career success.

## **Outcome Results**

Parts of the Cosmetology facility were remodeled and updates to instruction and equipment were made. Students are using the latest industry standard equipment in applying classroom instruction to hands on experience.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Parts of the Cosmetology facility were remodeled and updates to instruction and equipment were made. Students are using the latest industry standard equipment in applying classroom instruction to hands on experience.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Career & Technology Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6800

## **Outcome Description**

The students will be provided hands on instruction with industry standard equipment to meet state licensing standards. Purchase new manicure and pedicure equipment.

## **Outcome Strategy**

The Division will seek grants to upgrade the Manicure Technology program to meet state requirements. Upgrade and remodel customer areas in the facility. Replace laundry equipment. Add computers for student instruction.

## **Outcome Method**

Purchase and install new equipment and make improvements to the facility.

## **Outcome Criterion**

Completion of scheduled remodeling, equipment upgrades and up to date instructional materials.

## **Strategic Plan Relationship**

The new manicure and pedicure equipment, technology, and instruction updates will enhance student learning which will increase the student career success.

## **Outcome Results**

Parts of the Manicure Technology facility were remodeled and updates to instruction and equipment were made. Students are using the latest industry standard equipment in applying classroom instruction to hands on experience.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Parts of the Manicure Technology facility were remodeled and updates to instruction and equipment were made. Students are using the latest industry standard equipment in applying classroom instruction to hands on experience.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY06

**Outcome ID#:** 112

## **Outcome Description**

Increase the retention rate of students taking online courses by 5% a year for the next three years.

## **Outcome Strategy**

Provide ongoing training in the pedagogy of online learning by holding one meeting during in-service of the fall and spring semesters and at least one training seminar per year for all online faculty.

## **Outcome Method**

Grade reports provided by the Institutional Computing Department. Minutes and enrollment records of seminars will be maintained in the Vice-President of Instruction's office and the Distance Learning Office.

## **Outcome Criterion**

D's, F's and W's will decrease 5% for FY 06 from the FY 05 rate of 33.6.

## **Strategic Plan Relationship**

Goal #2: Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students. By providing training opportunities for faculty, the Distance Learning Department increases the number of available courses and therefore the opportunity for students to take more courses online.

## **Outcome Results**

Workshops on WEBCT tools and online pedagogy were held during the fall and spring in-services and an additional workshop on WEBCT Tools was held in April 2006. Approximately 95% of online faculty attended the in-service workshops and 13 distance learning faculty attended the spring Tools workshop.

The FY05 D, F, and W rate was 33.6% for all distance learning courses taught in the fall and spring semesters. The FY06 D, F and W rate for fall and spring semesters was 37.6%. The goal of reducing the non-completer rate was not met.

Distance Learning enrollments have increased at a rapid pace ((34.2% from FY05 (2065 students) to FY06 (2772 students)). It is my belief that instructors are doing a better job of counseling distance learning students about the probability of not satisfactorily completing the course and subsequently, more students drop without a punitive grade.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because the goal was not met, the following procedures will be implemented for FY07. 1. a mid-semester grade request form will be developed forwarded to all distance learning faculty. 2. Faculty will report students at-risk of not completing their course. 3. at-risk students will be contacted by the Distance Learning Office and referred to tutoring services or counselors. 4. In addition, distance learning workshops in the future will emphasize tactics to encourage at-risk students in their learning activities.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Distance Education Administration

**Plan Period:** FY06

**Outcome ID#:** 114

## **Outcome Description**

Increase the number of students who rate their online course satisfactory or higher by 5% a year for the next three years.

## **Outcome Strategy**

Provide ongoing training in the used of advanced techniques of online learning by holding a seminar for experienced online faculty in the spring semester.

## **Outcome Method**

Student evaluations provided by the Institutional Effectiveness Department and enrollment records of seminars maintained by the Distance Learning Office.

## **Outcome Criterion**

Student ratings of satisfactory or above for their online course will increase 5% for FY 06 from the FY 05 rate.

## **Strategic Plan Relationship**

Goal #2: Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students. By providing training opportunities for faculty, the Distance Learning Department increases the number of available courses and therefore the opportunity for students to take more courses online.

## **Outcome Results**

Workshops on WEBCT tools and online pedagogy were held during the fall and spring in-services and an additional workshop on WEBCT Tools was held in April 2006. Approximately 95% of online faculty attended the in-service workshops and 13 distance learning faculty attended the spring Tools workshop.

Student ratings on satisfaction with their course cannot be directly assessed because student survey questions were changed from spring 05 to spring 06 to better reflect the College's commitment to become a learning centered institution. Instead, results from the student survey "Distance Education Evaluation of Course and Instructor, Spring 2006" were categorized similarly to four of the five benchmark scores for the Community College Survey of Student Engagement (CCSSE). These benchmarks were 1. Support for Learners, 2. Student-Faculty Interaction, 3. Academic Challenge, and 4. Active and Collaborative Learning.

Student ratings for Support for Learners had a mean of 4.38 out of 5.00 on three questions asking if they were "able to get help ...when needed (87%, mean = 4.42), "The amount of material covered ... was reasonable (86%, mean = 4.32), and "The instructor demonstrated a genuine interest in the success of the students (86%, mean = 4.41)". The mean for F2F students on these questions was 4.24.

Distance students were equally positive in their ratings for Student-Faculty Interaction on two questions and somewhat less favorable on two other questions. The mean for the four questions {(The instructor ... (1) responded to questions in a reasonable time (mean = 4.57) ;...( 2)...showed respect for students (mean = 4.56); (3)...interaction with the instructor contribute to my learning (mean = 4.04); and (4)...reviewed results of tests and

assignments with students (mean = 4.00) was 4.29.

On Academic Challenge, students said the course challenged them to think (93%, mean = 4.54) and they “learned a great deal” (89 %, mean = 4.45). F2F means on these two questions were 4.34 and 4.25.

The responses on Active and Collaborative Learning were less enthusiastic. Seventy percent of DL students (mean = 4.08) said their instructor provided opportunities for students to learn from each other, 55% (mean = 3.73) said interaction with other students contributed to their learning and 56% (mean = 3.71) said they participated actively and contributed thoughtfully to the class conference/threaded discussion.

The inference that can be drawn from these survey results is that overall, students are satisfied with their distance learning courses, but that there is room for improvement in the area of collaborative learning.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

As a result of these student responses, better use of discussions and student collaboration will be emphasized during in-service training and workshops during FY07.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY07

**Outcome ID#:** 666

## **Outcome Description**

Student ratings on these two course experiences will increase 10% per year until they reach the average response of other student ratings of distance education experiences.

## **Outcome Strategy**

During the FY07, 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.

## **Outcome Method**

Student evaluations of distance learning courses will be compared to FY06 ratings on these two items.

## **Outcome Criterion**

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%)."

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Although it is difficult to compare different surveys, the IDEA Online Survey used in Spring 2007 has a section dealing with collaborative learning. This section, "Fostering Student Collaboration" has 3 associated questions: 4. Formed teams or discussion groups to facilitate learning, 16. Asked students to share ideas and experiences with others whose backgrounds and viewpoints differ from theirs, and 18. asked students to help each other to ideas or concepts. The IDEA ratings on these questions out of 5 were: #5. 3.8, #16. 3.7, #18. 3.8. The percent of classes where method was frequently used was: #5. 48%, #16. 35%, #18. 35%. seemingly, TVCC distance learning faculties did not perform as well in FY07 as they had in FY06. Additional research using the IDEA system is needed for clarification

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

None, future research needed.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY07

**Outcome ID#:** 667

## **Outcome Description**

Increase the completion rate of students taking online courses by 5% a year for the next three years. This is a continuing outcome from the previous year. In FY06, rather than decreasing, the D, F, W rate had a slight increase of 2.65%.

## **Outcome Strategy**

Provide ongoing training in the pedagogy of online learning by holding one meeting during in-service of the fall and spring semesters and at least one training seminar per year for all online faculty.

## **Outcome Method**

Grade reports provided by the Institutional Computing Department. Minutes and enrollment records of seminars will be maintained in the Vice-President of Instruction's office and the Distance Learning Office

## **Outcome Criterion**

D's, F's and W's will decrease 5% for FY 07 from the FY06 rate of 36.35.

## **Strategic Plan Relationship**

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

## **Outcome Results**

Seminars for distance learning instructors were held during the fall and spring in-service. evidently it didn't make much difference.

In FY06 the D, F and W rate for Distance Learning classes was 36.35%. The D, F and W rate was 38.5% for FY08, and increase of 2.15%. A partial explanation for this is the increase in dual-credit high school enrollments which often allows unprepared students to take classes. However, the D, F and W rate continues to be a concern, so in Summer 2007, a student preparedness evaluation will be piloted to see if it can provide data on the probability of student success in an online class.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to emphasize student course completion in seminars and workshops. use the results of the pilot study to determine the relationship between student preparedness and course completion.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Distance Education Administration

**Plan Period:** FY07

**Outcome ID#:** 668

**Outcome Description**

Increase the number of distance learning students by offering online degrees and certificates of completion.

**Outcome Strategy**

The Dean of Institutional Effectiveness, in cooperation with the VCT SACS review, will prepare the substantive change document to petition SACS for permission to offer more than 51% of degree requirements online.

**Outcome Method**

The substantive change will be accepted.

**Outcome Criterion**

Once the substantive change is allowed, student enrollment in DL courses will increase at a rate of 5% per year.

**Strategic Plan Relationship**

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 students and faculty.

**Outcome Results**

Results of petition not available at this time.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

favorable result will mean additional course offerings online.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY08

**Outcome ID#:** 1276

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The wording on the FY08 IDEA Evaluation changed again. The new heading is "Fostering Student Collaboration. There are three questions under this heading: 1. Formed "teams or "discussion groups" to facilitate learning. 2. Asked students to share ideas and experiences with others whose backgrounds and viewpoints differ from their own. 3. Asked students to help each other understand ideas or concepts.

The results were: 1. 3.9 average on 5 point scale;45% of students said frequently used. 2. 3.7 average on 5 point scale;38% of students said frequently used. 3. 3.8 average on 5 point scale;38% of students said frequently used.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Even with question changes, it is obvious that not enough emphasis has been placed on collaborative learning. during FY09, a major point of emphasis will be training in the use of collaborative tools to increase student engagement.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY08

**Outcome ID#:** 1277

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Two Workshops were held in the Summer of 2008. One was an advanced workshop for experienced on-line faculty, the other was a beginners workshop for new faculty. Seven faculty attended the beginners workshop and plan on teaching on-line for Spring 2009. This is an increase of 20%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes required. this will continue to be an administrative goal until the desired 75% of face-to-face classes have an online twin.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Distance Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6079

## **Outcome Description**

Provide individualized and personal guidance and assistance to instructors that are utilizing the e-course system for course delivery and have little experience with the learning management system.

## **Outcome Strategy**

1. Create Distance Learning Committee to represent the instructors who currently teach using the e-course learning management system. This committee will meet regularly to discuss various approaches that might provide immediate and relevant assistance to our newer distance learning instructors.
2. Provide regular training mini-sessions (snack & attack e-courses) for instructors to attend that will provide instruction on using the various applications of e-course as well as other soft skill training.
3. Keep the instructors informed of distance learning training seminars and conferences that they are eligible to attend.
4. Ultimately, create a certification process in which all new distance education courses must undergo before the course is made available to teach.

## **Outcome Method**

1. Minutes of DE committee meetings.
2. Sign-in sheets and evaluations from training mini-sessions.
3. Travel reports and professional growth documentation logs for instructors taking advantage of training opportunities.
4. Listing of courses that undergo the course certification process and the rubric that is used to evaluate the respective courses.

## **Outcome Criterion**

Distance Ed instructors will be confident in the delivery of their courses via e-course. Students will have more standardized framework to work within the e-course learning management system, thus reducing their confusion and frustration with the courses. Student retention in online courses will possibly increase.

## **Strategic Plan Relationship**

Increased standardization among internet course delivery (not content) should alleviate some of the student frustrations when enrolled in these courses. Therefore, it should follow that the retention in online courses will increase.

## **Outcome Results**

During the 2010-2011 year, I conducted 15 training sessions that provided specific instruction on various topics within the WebCT system. The attendance at each of the sessions usually hovered around 10 instructors and was made available at all of the satellite campuses. Beginning May, 2010 with the inception of the Blackboard Learning Management system, 7 training sessions were provided at the various TVCC campuses in which instructors could learn some transition strategies for the Blackboard system.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

With the topical courses that were offered during the 2010-2011 academic year, instructors began implementing various features of WebCT that had not previously been utilized. Additionally, beginning with the May training sessions on the use of Blackboard Course Management System, instructor anxiety was alleviated (minimally) and the transition was made smoother than would otherwise have gone without extensive training opportunities.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6081

## **Outcome Description**

Create orientation and training opportunities for students enrolled in e-courses.

## **Outcome Strategy**

1. Create Distance Learning Committee to represent the instructors who currently teach using the e-course learning management system. This committee will meet regularly to discuss various approaches that might provide immediate and relevant assistance to our newer distance learning instructors.
2. Create e-course student orientation shell that includes e-course orientation, FAQ page, blog access to students, plug in access, etc.

## **Outcome Method**

1. Minutes of DE committee meetings.
2. Student tracking of e-course orientation shell.

## **Outcome Criterion**

Distance Ed students will become more equipped to utilize the features of e-courses with confidence. Student retention in online courses will possibly increase with the improved student confidence.

## **Strategic Plan Relationship**

Improve student training opportunities for e-course features to alleviate some of the student frustrations when enrolled in these courses. Therefore, it should follow that the retention in online courses will increase.

## **Outcome Results**

Created an e-Course orientation for both WebCT and Blackboard Platform and uploaded it to the TVCC Distance Learning Website. Also incorporated a "FAQ" page to the website that provides instructions to commonly asked questions that the DL department was presented with.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Reduced number of phone calls for the repeated and/or redundant questions have been received by students. Additionally, instructors are incorporating links to the Distance Learning FAQ page and e-course orientation in their Distance Learning Classes so as to minimize the questions that they received from their students about using common applications within the system.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6387

## **Outcome Description**

Standardized FORMAT of all TVCC online courses to provide consistency for students taking multiple courses. This will alleviate confusion for students while serving as guideline for instructors in developing course.

## **Outcome Strategy**

1. The 7 instructors who have been trained in Quality Matters Rubric and peer review process will determine which 3 members will serve on the review team for each new course to be certified.
2. 3 team member will review the course using the standards adopted by TVCC Distance Education Committee and submit any suggestions/revisions back to instructor/course developer to be made before course meets minimum guidelines for certification.
3. 3 team member will review the changes (if any were required) and continue process until course meets certification standards.

## **Outcome Method**

1. Number of NEW distance ed courses that are taught compared with number of NEW distance ed courses that are certified.

## **Outcome Criterion**

1. Students will intentionally enroll in courses that have been "Cardinal Certified" in lieu of similar offerings that are not "Cardinal Certified".

## **Strategic Plan Relationship**

Because TVCC online "Cardinal Certified Courses" will be more standardized in delivery (not content), students will seek to enroll in the "Cardinal Certified Courses" in greater numbers and those who do enroll will experience less frustration with navigation through the course, allowing for more engagement in the content and curriculum of the course.

## **Outcome Results**

At the completion of the Spring 2011 semester, 6 online courses, taught by 6 different instructors, have undergone the TVCC Distance Learning Course Certification Process to become Cardinal Certified. Additionally, there are four distinct courses scheduled for review during the Summer 2011 semester and five distinct courses to be reviewed during the Fall 2011 semester.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Instructors have become more aware of identifying potential areas of concern or confusion in their online courses and have restructured the format to alleviate and minimize confusion for students. New ideas on how to improve the online courses are being shared with other instructors who are undergoing the course certification process. Due to the limited number of TVCC faculty who are eligible to serve as course reviewers, the certification process

has been modified to require 2 reviewers for each course AND the instructor must complete a Quality Matters course which provides detailed information about quality features that need to be included in online courses.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Distance Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6388

## **Outcome Description**

Update and refine student e-Course orientation in which ALL online students are "enrolled". Specifically focus on "how-to" videos that will benefit students' navigation through the blackboard platform.

## **Outcome Strategy**

1. Review and inventory current files and resources that are available in the student e-Course orientation.
2. Update files and resources to reflect the blackboard version that is being used now.
3. Create video sessions that clearly demonstrate key applications that are available in the blackboard e-Course system.

## **Outcome Method**

1. Student enrollment in e-Course orientation shell.

## **Outcome Criterion**

Distance education students will experience less frustration and be more comfortable using the applications available within the blackboard e-Course system, affording them the opportunity to experience fully the applications and tools of the course.

## **Strategic Plan Relationship**

Improved student orientation availability will alleviate student frustration and allow them to confidently enroll in courses that are transferrable to public universities.

## **Outcome Results**

4844 students have been enrolled in the Student Orientation to Online Learning course which has been significantly enhanced to include a wealth of resources for TVCC online students. It is the intent of this orientation course to provide information to ALL TVCC online students and allow them the SAME opportunities as our traditional face-to-face student. Many instructors have embedded the link to this course within their own courses so that their students will be directed to the online orientation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Fewer contacts have been made by students needing assistance in using the blackboard components by the Distance Learning Office AND by the instructors who embed the course within their online classes. A link to the online course is sent out electronically to ALL students enrolled in the e-Course system upon registration so that they are directed to this resource.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Dual Credit Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6497

## **Outcome Description**

Develop and maintain an informative, user-friendly webpage for the dual credit program.

## **Outcome Strategy**

Dual Credit Director will gather information, forms, dates, etc. that is relative to the dual credit program and will be useful to high school counselors, current and potential dual credit students and parents of those students. Dual Credit Director will also seek assistance from the IT Department in actual development of the webpage.

## **Outcome Method**

Evaluate the level of completeness of information obtained for a dual credit website, and evaluate the amount of information that is posted on the dual credit website by August 1, 2011.

## **Outcome Criterion**

100% of the information needed for the dual credit website will be obtained. The website will be 80% complete as of August 1, 2011.

## **Strategic Plan Relationship**

Providing students, faculty, and school staff with information about dual credit will assist with the recruitment, retention, course completion, and program outcomes in order to improve student academic success. The use of technology for these purposes is vital for being able to reach the dual credit population, which is spread over 27 school districts in 5 counties.

## **Outcome Results**

100% of the information needed for the dual credit website was obtained by August 1, 2011. A draft website was approximately 70% available by October 2010. Updates to the website are needed, as the technology that supports the website is more cumbersome than initially thought. Additionally, the Director of Dual Credit position was vacant between October 2010 and March 2011.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A target of having a totally update dual credit website was pushed back to accommodate training of the new Director of Dual Credit. During this time, the college also migrated to a new website design. This new design is requiring re-working of the existing website and will require more training for the Director of Dual Credit and further partnership with IT Services. A new completion deadline of January 2012 was established.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY06

**Outcome ID#:** 46

**Outcome Description**

Continue scanning old documents for storage on IMAGE Now system.

**Outcome Strategy**

Add additional site license for IMAGE Now program to allow additional users to scan and process old documents and to assist in scanning and processing new documents.

**Outcome Method**

This outcome will be measured through Administrative evaluation.

**Outcome Criterion**

All old documents will be scanned for storage and retrieval by August 31, 2006.

**Strategic Plan Relationship**

A paperless recordkeeping system will afford the financial aid staff on all campuses to access records for any student at any time, therefore making it more convenient for the student to apply for and obtain information about their financial aid records.

This system will increase the efficiency of the financial aid staff and the timeliness of processing and delivering financial aid by eliminating the "transport" time of documents from the satellite campuses to the main campus.

**Outcome Results**

This outcome has been fully attained. All prior records have been scanned to the ImageNow system.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

All documents pertaining to student records are now scanned as soon as the documents are received, thereby reducing misplacement of records. Old records are easily accessible to all appropriate personnel within the Financial Aid area, increasing the productivity of said personnel.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Financial Aid Office Administration

**Plan Period:** FY06

**Outcome ID#:** 51

**Outcome Description**

Improve efficiency and accuracy of financial aid processing.

Improve efficiency of communications between the Financial Aid office and aid applicants.

**Outcome Strategy**

Requested additional personnel to more evenly distribute the workload of all financial aid programs.

**Outcome Method**

These outcomes will be measured by the addition of personnel. They will also be measured through Administrative evaluation.

**Outcome Criterion**

Hire additional Financial Aid Assistant.

**Strategic Plan Relationship**

Additional personnel will allow for more even distribution of financial aid processing, thereby decreasing the backlog of file processing that has occurred due to the increase enrollment.

**Outcome Results**

This outcome has not been attained as we were unsuccessful in obtaining approval to hire an additional staff member.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The workload and duties of the Financial Aid office staff was redistributed in an effort to compensate for the denial of an additional staff member. We requested additional personnel for the 06-07 year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY06

**Outcome ID#:** 52

**Outcome Description**

Increase student awareness and understanding of financial aid processes.

Expedite the financial aid application process for students.

Clarify eligibility requirements.

**Outcome Strategy**

Visit websites of similar institutions to assess the usability of their format.

Work with Web Designer to rewrite information to be more concise and clear.

**Outcome Method**

This objective will be measured through written evaluation by administration, faculty and students (by survey).

**Outcome Criterion**

The website will more effectively disseminate information on financial aid and the steps to follow to apply.

**Strategic Plan Relationship**

All financial aid processes are automated, therefore the website is an important tool to assist students in the application process.

**Outcome Results**

This outcome has been partially attained. The website will continue to be updated to a more user-friendly format.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The explanation of financial aid processes was streamlined for dissemination to prospective students as well as current students, thereby reducing the time required of staff for initial general information questions.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY06

**Outcome ID#:** 54

## **Outcome Description**

Continue corresponding with RAB regarding accounts turned over to them for collection and assignment.

## **Outcome Strategy**

RAB will continue collection efforts through September of 2005, then will begin assignment of those loans still outstanding in order to complete the close-out process.

## **Outcome Method**

This outcome will be measured through Administrative evaluation by the Director of Student Financial Aid and the Vice President of Student Services.

## **Outcome Criterion**

All outstanding NDSL accounts will be collected or assigned to the Department of Education for collection by August 31, 2006.

## **Strategic Plan Relationship**

Department of Education guidelines require that we close-out this program since we no longer participate in it. These defaulted student loans affect our Cohort School Default Rate, which could cause us to lose the ability to process loans for students.

## **Outcome Results**

This outcome has been partially attained. At this time, 239 loans have been accepted for assignment by the Department of Education. 15 loan accounts are in active collections and the remaining 141 accounts will be assigned within the 06-07 year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Due to the fact that the collection agency, Regional Adjustment Bureau, and the Department of Education contact students who are in default on loans procured through the NDSL and Perkins loan programs, students are now referred to those agencies when questions arise regarding the accounts.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY07

**Outcome ID#:** 178

**Outcome Description**

Increase the number of students participating in the federal and Texas work-study programs.

**Outcome Strategy**

Implement a tracking program to determine which approved work-study students actually work, then reallocate funds from non-working approved students to additional student who have applied. Coordinate with Business Office and Computer Center the required information needing to be programmed to accomplish this outcome.

**Outcome Method**

FISAP report from 05-06 will be compared to FISAP report for 06-07 to determine if underuse penalty is assessed.

**Outcome Criterion**

Eliminate the return of allocated federal work-study funds to the Department of Education due to underuse, thereby eliminating penalty assessed for future award years.

**Strategic Plan Relationship**

This outcome relates to TVCC Strategic Planning Goal #2 by providing additional work-study funds for students who wish to participate in the program.

**Outcome Results**

This outcome was fully attained. There was no underuse penalty assessed on the 06-07 FISAP report.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

We will continue to monitor students awarded work-study funds to determine who is actually working to more fully utilize funds appropriated to us by the Department of Education.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY07

**Outcome ID#:** 179

**Outcome Description**

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

**Outcome 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.

**Outcome 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.

**Outcome Criterion**

Processing time for financial aid files will decrease from the 05-06 benchmark of 3 weeks to 2 weeks for 06-07 during peak times.

**Strategic Plan Relationship**

This outcome relates to TVCC Strategic Planning Goal #2 by decreasing processing time thereby allowing staff additional time to provide supplemental aid to students.

**Outcome Results**

This outcome was partially attained. An additional Financial Aid Assistant was not hired due to budget constraints and the reports we intended to use to assess the processing time were not available. However, there were fewer errors during the year and the reconciliation process was smoother than ever before. The end-of-year close-out process for the financial aid office was reduced by one week.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY07

**Outcome ID#:** 180

## **Outcome Description**

Clarify eligibility requirements and application process by updating the Financial Aid website. User understanding will increase by 25%.

## **Outcome Strategy**

Work with web designer to rewrite information to be more concise and clear, and to revise format to be more user-friendly and understandable.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #2 by increasing student awareness of processes thereby making financial aid available to more students.

## **Outcome Results**

This outcome was partially attained. We were unable to create a survey instrument to measure the usability and functionality of the website.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue to work on creating a survey instrument to measure the attainability of this outcome.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY08

**Outcome ID#:** 1104

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Again this year, this outcome was partially attained. We did not hire an additional Financial Aid Assistant due to continuing budget constraints. Reports to track processing time again could not be generated. It was determined that a different assessment method should be employed. Research and evaluation of a Financial Aid Management System (FAMS) was performed but a system was not purchased due to budget constraints.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We continue to evaluate processes and assignment of workloads to improve efficiency and accuracy.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY08

**Outcome ID#:** 1105

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome 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.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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

**Outcome Results**

This outcome was partially attained. The financial aid office staff redesigned the information and format of the website to increase usability and understandability. Again, the survey was not created.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

A possible change in the measurement of this outcome is forthcoming.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Financial Aid Office Administration

**Plan Period:** FY08

**Outcome ID#:** 1106

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This outcome was not attained. Programming of system was not completed due to the time constraints under which the financial aid office operates. Information needed by the computer center to complete programming was unable to be provided at this time.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We continue to process scholarship awards as usual, but are still in the process of gathering information needed by the computer center to automate our processes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY08

**Outcome ID#:** 1107

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

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

**Outcome Criterion**

Ensure a smooth transition as veteran personnel retire.

**Strategic Plan Relationship**

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.

**Outcome Results**

This outcome was partially attained. A comprehensive manual was created for the VA counselor position to use in training a replacement for the staff member who retired. Training manuals for the other positions in the financial aid office are still in progress.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6530

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

Create reports that will allow us to track the amount of time from the date the student submits all required documents to the date the financial aid file is packaged.

## **Outcome Criterion**

Processing time for financial aid files will decrease from the 08-09 benchmark of 4 weeks to 3 weeks for 09-10 peak times.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This outcome was partially attained. We did not hire an additional Financial Aid Assistant, but I was allowed to split the Assistant Director/Loan Coordinator position into two separate positions. This allowed the transfer of many daily duties to the Assistant Director from the Director, thereby freeing up the Director's time to more efficiently manage the office. In addition, it added a staff member who is fully trained in processing financial aid files to assist in the processing of files during peak times. This change in staffing occurred in October 2009, therefore the peak time for processing files had passed. Assessment of this change in staffing will be done for the FY11 period.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6531

## **Outcome Description**

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

## **Outcome Strategy**

Work with Web Developer in our IT department to rewrite information to be more concise and clear, and to revise format to be more user-friendly and understandable per survey results.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

This outcome was partially attained. An "unofficial" survey was performed with a questionnaire completed in the financial aid office during the peak period of July 1 to September 15 to obtain opinions regarding the financial aid website. The website was deemed very usable by 28% of the respondents. A formal survey will be developed to assess this outcome for the FY11 year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6532

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

Total number of scholarship students from the daily sign-in log from 08-09 peak periods will be compared with the daily sign-in log from 09-10 peak periods to determine the decrease in volume of scholarship students requiring assistance.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

The 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.

## **Outcome Results**

This outcome was partially attained. The staffing changes in the financial aid office allowed more time to manage the scholarship awards. The primary responsibility of this duty was assigned to the newly created Assistant Director position, thereby removing this from the duties of the Director. Programming for the automation of balance forwards and keeping up with scholarships not utilized is ongoing. Information needed to complete programming was not able to be provided to the computer programmers due to time constraints.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6533

## **Outcome Description**

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

## **Outcome Strategy**

Host financial aid application workshops from February 15 through June 15 to encourage early application for the upcoming award year.

## **Outcome Method**

Create reports that will allow us to track the amount of time from the date the student submits all required documents to the date the financial aid file is packaged.

## **Outcome Criterion**

Processing time for financial aid files will decrease from the 09-10 benchmark of 4 weeks to 3 weeks for 10-11 peak times.

## **Strategic Plan Relationship**

This outcome relates to TVCC Strategic Planning Goal #5.1.1 and #5.1.2 by decreasing processing time thereby allowing staff additional to provide supplemental aid to students. Financial aid awards increase student engagement, retention rates, graduation rates and overall grade point averages by relieving the financial pressures created by attending college.

## **Outcome Results**

Data was obtained from the EdExpress 10-11 program that indicated that the average time from the date the last required document was submitted by the student until the file was awarded was 25 days (a decrease of 3 days from 09-10). This decrease did not fully meet the goal of Outcome #1, however the financial aid office has experienced unusual turnover and retraining requirements for the past 2 years have replaced and retrained 7 staff members since July 2009.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue to work on automation to reduce processing time for financial aid files.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6534

**Outcome Description**

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

**Outcome Strategy**

Continue to work with Web Designer and our IT department to rewrite information to be more concise and clear, and to revise the format to be more user-friendly and understandable per survey results.

**Outcome Method**

A formal online 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.

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome relates to TVCC Strategic Plan Goal #5.1.1 and #5.1.2 by increasing student awareness of processes thereby making financial aid available to more students.

**Outcome Results**

Time constraints prevented this outcome from being attained. We were unable to develop a formal survey instrument to measure the effectiveness of the website information. We will continue to discuss and work on creating a suitable instrument to provide useable data to assess the effectiveness of our website.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Financial Aid Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6535

## **Outcome Description**

Decrease error and confusion associated with scholarship award and balances carried forward from previous semesters. Reduce the amount of time financial aid office staff must spend in determining and entering balances of unused funds.

## **Outcome 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.

## **Outcome Method**

Compare the amount of time financial aid office staff spend determining and entering balances for the Fall semester in FY10 to the amount of time spent in FY11.

## **Outcome Criterion**

The total amount of time spent determining and entering balances for the Fall semester will decrease by 1 day from FY 10 to FY 11.

## **Strategic Plan Relationship**

This outcome relates to TVCC Strategic Plan Goal #5.1.1 and #5.1.2 by providing smoother processing of scholarship awards. The financial aid office staff will have additional time to award supplemental aid to students.

## **Outcome Results**

This outcome was partially attained. The time spent by financial aid office staff entering balance forwards for scholarship funds was decreased by 2 days with the scholarship management duties being transferred to the Assistant Financial Aid Director. We are still working with the Administrative Computing department to develop an automated system of entering and managing scholarship awards.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA



## Fine Arts Division Administration

**Plan Period:** FY06

**Outcome ID#:** 370

### **Outcome Description**

Student learning outcomes will be developed for each academic program area in the Fine Arts Division.

### **Outcome Strategy**

Fine arts faculty will attend sessions on the development and assessment of student learning outcomes. Program coordinators will develop student learning outcomes in consultation with faculty teaching in the program area, and the coordinators will present Learning Enhancement Annual Plans (LEAPs) to the Fine Arts Division Chair for review. Approved LEAPs will be forwarded to the Academic Dean .

### **Outcome Method**

Each Fine Arts program will be tracked to determine that student learning outcomes have been developed for the 2005-2006 academic year and that LEAPs have been submitted reflecting these outcomes. The student learning outcomes will be evaluated on clearly describing what students should be able to know, demonstrate, or produce. The outcomes must also clearly relate to the TVCC general education core competencies. The method(s) used to assess the achievement of the student learning outcomes as well as the assessment criteria must also be specified in the LEAPs.

### **Outcome Criterion**

All Fine Arts program areas will submit student learning outcomes for the 2005-2006 academic year in the LEAP format

### **Strategic Plan Relationship**

The development of student learning outcomes relates to TVCC goals 1 and 5. Improving the quality of classroom instruction is a primary reason for the development of student learning outcomes. Assessment of student learning outcomes will provide useful data in determining that core competencies and general education outcomes are being achieved.

### **Outcome Results**

This goal was accomplished. The five program areas in the fine arts division submitted a total of 17 LEAPs. The number of LEAPs for each program area in fine arts are as follows: Art-3, Communications – 4, Drama – 3, Music – 4, Speech – 3. Each LEAP specified a desired student learning outcome as well as the implementation strategy for achieving the outcome, the assessment method and criteria, and the relationship of the outcome to the general education outcomes of the college.

By July 15, 2006, all Fine Arts Program LEAPs, with the exception of drama, had completed the assessment cycle and compiled a narrative of the observed results as well as a description of the changes made as a result of what was learned from the assessment. Drama LEAPs did not complete the assessment cycle due to the death of the Theatre Director.

The development of student learning outcomes in the LEAP format has been a positive step for Fine Arts faculty requiring them to give more in-depth thought about what students should be able to know, do, and demonstrate in the courses they teach. The process has also opened up a productive dialogue between faculty members in the

division concerning student learning.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No major changes in the development of student learning outcomes and the LEAPs process are anticipated. Fine Arts program LEAPs for the 2006-2007 academic year will be related to the new general education goals. Some deadlines for the submission of LEAPs data may be modified.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY06

**Outcome ID#:** 371

### **Outcome Description**

Fine Arts course syllabi will be published online utilizing a common course syllabus template.

### **Outcome Strategy**

A common course syllabus template will be developed and available for Fine Arts Faculty use.

### **Outcome Method**

Fine Arts faculty will develop course syllabi utilizing the common course syllabus template, and the syllabi will be published on the TVCC homepage.

### **Outcome Criterion**

The common course syllabus template will be developed in the fall semester of 2005 and available for faculty use at the beginning of the 2006 spring semester. All Fine Arts course syllabi will be placed in the common course syllabus format and will be available on the web by the end of the spring 2006 semester.

### **Strategic Plan Relationship**

This goal relates to TVCC goals 1 and 5. The syllabi will clearly outline the learning outcomes for the courses as well as the specific core competencies and course content that will be covered.

### **Outcome Results**

Research was conducted throughout the year concerning the elements of an effective syllabus and the strategies and steps to follow in the development of a common course syllabus format. However, a common syllabus template was not completed so this will be a continuing project.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

There were no changes since this goal will be continued for the next academic year.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY06

**Outcome ID#:** 536

## **Outcome Description**

Students will be exposed to a variety of artistic experiences in the visual and performing arts.

## **Outcome Strategy**

A variety of artistic experiences will be available to students for them to participate in and/or view. Artistic events and programs available to students will be advertised through the college newspaper, the local newspaper, on the TVCC homepage, and through posters and flyers.

## **Outcome Method**

The Fine Arts program areas of art, communications, dance, drama, and music will present a minimum of one artistic event (program, concert, recital, play, show) for student participation and/or viewing for each semester (Fall, 2005 and Spring, 2006).

## **Outcome Criterion**

Programs and events offered by the Fine Arts Division will be focused on developing an understanding of and appreciation for the visual and performing arts.

## **Strategic Plan Relationship**

This goal clearly relates to TVCC Goal 2 which discusses expanding the intellectual, artistic, cultural, and personal enrichment opportunities for students.

## **Outcome Results**

This goal was accomplished. Each program area in the Fine Arts Division presented a minimum of one artistic event each semester for the 2005-2006 academic year. The events sponsored by the various program areas are outlined below:

### Art

A ceramics and sculpture art show was held at the end of the fall 2005 and spring 2006 semesters. The shows were free and open to the student body and to the public.

### Communications

A photography show was on display for a week at the end of the fall 2005 and spring 2006 semesters. Students work was judged by professional photographers and first, second, third, and honorable mention awards were given. The shows were free and open to the student body and to the public.

### Dance

The Cardette dance team performed at halftime at most football games during the fall 2005 semester. In the spring of 2006, the Cardettes presented their annual spring show which featured a variety of dance and musical routines. The spring show is free for faculty, staff, and students. An admission fee is charged to the public.

## Drama

The drama department presented two productions in the fall 2005 semester and two productions in the spring 2006 semester. For the fall, the productions were Hamlet and the musical Jesus Christ Superstar. For the spring the productions were Miss Evers Boys which received a superior rating at the Texas Two Year College Play Festival and two one act plays written and directed by drama students. For the production of Hamlet, the Theatre Director worked closely with English and humanities faculty in the study and analysis of the play, and several faculty members required their students to attend the production and write a review.

## Music

For the fall 2005 and spring 2006 semesters, the band and the choir each presented end of the semester concerts open free of charge to the college community and to the public. At the end of the spring semester, a student musical composition contest was held where students performed original musical compositions and were judged in the first round by a panel of local musicians and/or music teachers. The finalist performed and were rated and ranked by a professional, published composer. The composer provided students with both a written and oral critique of their work. Cash prizes were awarded to the first, second, and third place winners. In addition, the music department purchases 6 student subscriptions to the Dallas Symphony Classical Series, and music majors are given the opportunity to attend at least one of these performances. Students discuss the composers and the selections performed at the symphony and write a review of the performance.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No major changes are anticipated. The division will continue to offer events designed to expose students to a variety of artistic experiences in the visual and performing arts and to enhance their understanding of and appreciation for the arts.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 674

### **Outcome Description**

To increase communication with the Fine Arts Program Coordinators concerning the development, evaluation, and revision of student learning outcomes in their program areas.

### **Outcome Strategy**

The results from the 2005-2006 Learning Outcomes Report compiled from the LEAPs data will be discussed with Fine Arts Program Coordinators. In the fall of 2006, a meeting will be held with each Fine Arts Coordinator to discuss the status of program changes made as a result of the LEAPs assessment. In the spring of 2007, another meeting will be held which will focus on the status of LEAPs established for the current academic year as well as preliminary planning for LEAPs for the 2007-2008 academic year.

### **Outcome Method**

Each Fine Arts Program will be tracked to determine that the LEAP cycle for the 2005-2006 academic year has been completed. The final component of the cycle will be the completion of 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 Fine Arts Program will submit a minimum of 3 LEAPs for the 2006-2007 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.

### **Outcome Criterion**

All Fine Arts Programs will submit LEAPs assessment results for the 2005-2006 academic year by July 15, 2006. This data will be summarized and analyzed in the 2005-2006 Learning Outcomes Report. All Fine Arts Programs will submit a minimum of 3 new LEAPs for the 2006-2007 academic year by July 15, 2006. A minimum of one meeting will be held with each Fine Arts Program Coordinator in the fall 2006 semester and the spring 2007 semester to discuss the data presented in the 2005-2006 Learning Outcomes Report and to discuss ways to improve and refine the LEAP process.

### **Strategic Plan Relationship**

This goal relates the TVCC strategic goal # 1 of Learning and more specifically to sub-goal 1.1 which discusses TVCC becoming a more learning-centered institution. A major objective for the development of student learning outcomes is to improve the teaching-learning process.

### **Outcome Results**

The process of assessing, making changes, and implementing new LEAPs was completed; although, improvements need to be made. There was a continuous flow of information between the Fine Arts Division chairperson and faculty, including information regarding the Learning Outcomes report, deadlines, and writing of the assessments. Unfortunately, there was still some confusion over how to apply the assessment criteria when documenting the analysis. There appear to be two major concerns: 1) there is a disconnect between the creation of the LEAP and its application in the classroom (thus the confusion over the application of assessment criteria), and 2) there are still faculty who do not feel compelled to participate in this process. A third but less serious concern is the inability of some to produce information in a timely manner.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

First, the division chairperson will hold a compulsory meeting of ALL faculty (full time and part time, all three campuses) after in-service in the fall. During this time, faculty will jointly review the LEAPs and their assessments/analysis from this past year, note comments made by the division chairperson and the assistant vice-president, and formulate the LEAPs for the upcoming year. Comments from the division chairperson directly involve the wording of and the selection of assessment criteria for the LEAPs. One source of confusion can be eliminated if a direct connection can be made between the behavior/knowledge desired and the measurement of its outcome. Secondly, the division chairperson will present a letter to each faculty member from the assistant vice-president, acknowledging their expected participation in this process. The lack of non-participation should be eliminated. Additionally, a printed calendar will be presented to each faculty member with deadlines inserted so that there is no doubt about the timing of their reports.

All faculty who teach a course with a LEAP should be involved in the process, and they currently aren't. Being involved in the process from the beginning will increase their sense of responsibility and understanding of the process. The division chairperson will continue to use e-mail as a significant source of continual communication so that no one feels left out or uninformed.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 698

### **Outcome Description**

Fine Arts syllabi will be published online utilizing a common course syllabus template.

### **Outcome Strategy**

A common course syllabus template will be developed in the fall 2006 semester and available for faculty use at the beginning of the spring 2007 semester. The template will be organized with a master course component and a class component. The master course component will be completed by program coordinators and selected faculty members and will contain elements that are common to all offerings of the same course. The class component will allow faculty to provide additional information to personalize and customize the syllabus.

### **Outcome Method**

Fine Arts faculty will develop course syllabi utilizing the common syllabus template, and the syllabi will be published on the TVCC homepage.

### **Outcome Criterion**

All Fine Arts courses will have a common course syllabus developed and available on the TVCC homepage by the end of the spring 2007 semester.

### **Strategic Plan Relationship**

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. The common course 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, current and prospective students, and others interested in more detailed information on Fine Arts courses.

### **Outcome Results**

This outcome was partially completed. The creation of a uniform syllabus was completed, but the syllabi were not put on-line on TVCC's webpage. This will need to be done by someone outside of the department, but apparently there is no one on campus who performs this task for all departments.

9/02/07: Currently reworking all departmental syllabi into generic format and entering into Word format. Once this step in the process is complete, syllabi may be added to the TVCC website for access.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The syllabus was reviewed by everyone in the department, so there appear to be no changes required at this time. Perhaps in the upcoming school year, the college will hire someone to add this type of information to the webpage for all departments.



9/02/07: In the future, any changes to existing syllabi or addition of new syllabi must be presented to the division chairperson in Word format to make the transition to the Web faster and simpler.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 714

## **Outcome Description**

To develop computerized budgets for each program area in the Fine Arts Division.

## **Outcome Strategy**

The general Performing Arts budget will be eliminated and replaced with computerized budgets for each program area.

## **Outcome Method**

The assessment will be the development of computerized budgets for program areas that are now included in the general Performing Arts budget. Tracking of program expenditures will assist in the development of program budget requests for the next academic year.

## **Outcome Criterion**

Specific computerized budgets will be developed for the program areas of art, music education, speech, and theatre by the budgeting deadlines established for the college in the spring of 2007. The utilization of computerized budgets for these areas will begin with the 2007-2008 academic year.

## **Strategic Plan Relationship**

This goal relates to TVCC strategic goal # 1 of Learning which states that "Trinity Valley Community College will place student learning as the primary design principle in every college policy, procedure, plan, and action." Developing budgets for each program area in Fine Arts will enhance the program's ability to track expenditures for instructional expenses and to allocate money more effectively for instructional priorities in the program.

## **Outcome Results**

This outcome was completed in early fall. Individualized budgets for four departments (Art, Drama, Music, Speech) were created. Each of these departments were given specific dollar amounts for their use, and department heads were expected to keep track of their expenditures. In the spring, these department heads worked on their budgets for the upcoming school year. While there is still some tweaking needed, this outcome was accomplished successfully.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

After an initial adjustment period, this seems to be working smoothly. No changes are needed at this point.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1120

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

I have seen an improvement in the attitude of faculty toward this process as they seem to understand its purpose more clearly. Initially, faculty attempted to re-created the wheel and struggled when they undertook what they saw as an arduous and unnecessary task. Most everyone has settled into the process now, and I continue to preach the just-prove-what-your students-are-learning sermon. Even the art faculty have come together and appear to be making progress toward the art appreciation LEAP since the addition of a new faculty member who has taken the task to heart.

Assessment seems to be the real thorn, so I try to provide suggestions and point them to books or articles that address this issue.

I have met with each program coordinator at least once and often communicated via e-mail with them about

their LEAPs, so a second face-to-face meeting was sometimes deemed unnecessary. The discussions were more practical and less gripey than ever before; therefore, the discussions were fruitful and enhanced understanding. I received LEAPs from every program on time except one. The art department faculty really struggled on a LEAP for Art Appreciation and did not complete one for FY08, despite their meetings and e-mailed conversations. A new full-time art faculty member will certainly provide the leadership needed to accomplish this for FY09.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

I will continue to assist as best as I can and continue to help faculty create effective assessments, as this is the most difficult part of the process. I will continue to expect timely submissions of LEAPs criteria and assessment results from all coordinators and faculty members, and I feel certain that my communication with the faculty was and is adequate in keeping them on a time schedule, so I will continue my pattern here. Due to the addition of new faculty, I will be sure to provide any assistance to them as they learn our process and expectations.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1121

## **Outcome Description**

Fine Arts Division programs will have an informative web page, and each faculty member will have an updated web page for potential and current students to access and communicate through by the end of the fall 2007 semester. All web pages will be updated annually.

## **Outcome Strategy**

During the fall semester, a designated web page designer will create/update a Fine Arts Division web page with links to faculty pages and Fine Arts course syllabi. Additionally, the faculty pages will have links to e-mail, making communication more personal and efficient.

## **Outcome Method**

The Fine Arts Division will have an informative and current web page with links to Fine Arts Division faculty members and Fine Arts course syllabi by the end of the fall 2007 semester.

## **Outcome Criterion**

Students will have up-to-date information and efficient access to the Fine Arts Division's programs, courses, and faculty members' e-mail by the end of the fall 2007 semester.

## **Strategic Plan Relationship**

Providing an efficient way for potential and current students to access information about Fine Arts program offerings, requirements, and expectations, and the means to communicate directly with program directors and faculty members, may provide a two-fold benefit. One, students may experience a decrease in apprehension regarding collegiate life. Familiarizing themselves with program and course requirements and expectations and the faculty who teach these courses may help students assimilate to collegiate rigors more easily. Secondly, being informed may give students a sense of empowerment and may result in their taking greater responsibility for their learning. If students are exposed to the concept and focus of a learning-centered college at the beginning of their academic experience, perhaps they will be more apt to fulfill their own roles in the learning process.

## **Outcome Results**

Master syllabi have now been created and made available on-line. We have worked in-house, primarily using student workers, to update our webpages and discontinue links that are outdated. I can't ascertain the extent of the changes because work is done a little at a time but regularly. One student even worked this summer on the sites as he had time. To our delight, the president approved the hiring of a web master, so as soon as this person gets on campus, we hope to have all our web pages and links updated on a continuous basis so that they are not only updated and correct but enticing to potential students and a point of pride for current students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Our web pages, for the most part, have been updated somewhat. We've removed information we found to be most outdated. Our student workers are still attempting to made changes as they have time, but the addition of a

webmaster will ensure that the basic information is updated regularly and that the sites are uniform. In the coming year, I would like to see program webpages that include more ancillary information since syllabi are now available on-line and the faculty roster is available as well. Additions to the web pages may include program event schedules, informative bios of faculty members, student perceptions, and photos. There might be also be video and/or music clips. Once we receive the technical help we need, we can focus on "decorating" the sites to make them more informative and interesting. Communication between the departments and the webmaster will be essential, so I will focus my efforts on making sure the webmaster is given the information she/he needs to make needed additions and changes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1125

### **Outcome Description**

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

### **Outcome 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.

### **Outcome 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.

### **Outcome Criterion**

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.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

I was assured that there would be increased supervision of the news writing staff, and I asked two TVCC staff members to read and edit the paper for the purpose of improvement. I believe there was significant improvement this year over last--errors dropped by more than 50% and the writing was more coherent. I am still concerned that the level of supervision may not be satisfactory to produce a newspaper reflective of the minimum quality standards desired. I would like process of the writing and building of the paper to be monitored more closely and high-quality expectations clearly defined and measured in student submissions. An error-free newspaper may be a lofty goal, but a newspaper with no more than an error or two per page is certainly a reasonable expectation.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This next year my goal is to spend more time directly monitoring the paper-producing process. Time permitting, I would like to visit the lab during the time the paper is being built and readied to go to print. Hopefully my presence will insert some sense of accountability to the students and the staff. As a result, I am hoping for a higher-quality paper and greater control of the newspaper's content by the faculty sponsor.

**Planned Distance Learning Improvement as an Outcome Result**

NA



## Fine Arts Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5798

### **Outcome Description**

There will be greater participation in and reporting of student learning outcomes, especially from those faculty who have participated very little to none at all in the most recent years.

### **Outcome Strategy**

Continued discussion of student learning outcomes, their implementation and assessment, along with greater attention to those faculty members who tend to shrink from their responsibilities in the LEAPs process will hopefully bring about greater cooperation within all departments and the most comprehensive results thus far.

### **Outcome Method**

Each Fine Arts department has established its assessment plan for the 2008-2009 school year. This year saw the greatest participation among faculty members than ever before. Success will be achieved if all assessments are that have been planned are actually performed and the results are presented to the division chair at the end of each semester, representing participation from all faculty in each department.

### **Outcome Criterion**

I expect that at least one but no more than two faculty members will not present her/his assessment results by the deadline in May 2009. All others will present their assessment data in a timely manner.

### **Strategic Plan Relationship**

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's program LEAPs. Evaluating LEAPs using data-based outcomes will encourage department coordinators to make informed decisions that reflect actual, not perceived or hopeful, results.

### **Outcome Results**

As I predicted, I received assessment data from all but two faculty members, and these two did not present data from any of the three courses they both teach. Bringing these into the fold is something I will focus on next cycle. The others have gotten into a rhythm and apparently have no problems with this process. I created assessment response sheets for faculty to record their data, and that has helped tremendously in getting accurate and timely information.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

I discussed the problem of poor participating from the two faculty with the department coordinator, and we have a plan that should result in better cooperation from them. She is going to meet with them during in-service and try a new direction.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5799

## **Outcome Description**

Each Fine Arts Division program coordinator will help maintain an informative, up-to-date web page representing their program, and each faculty member will help maintain a professional, up-to-date web page. Program web pages will be updated by the webmaster as regularly as needed (at least once a semester), and personal web pages will be updated as regularly as needed (at least once every two years). The program web page should list current events, shows, recitals, concerts, etc., plus any pertinent information for potential and current students and community members.

## **Outcome Strategy**

By utilizing TVCC's new web master, the division will be able to maintain its webpages in a timely and professional manner. Each department coordinator will stay in regular contact with the webmaster in order that she/he can maintain accurate and up-to-date information about each department and faculty member. The hiring of the webmaster and her/his completing the initial updating of each web page marks the end of phase one. The continual updating of information comprises phase two.

## **Outcome Method**

The Fine Arts Division chairperson will communicate with the department coordinators and the webmaster to ensure that updates are being completed as needed. Phase one will be completed when every program and faculty member's web page is created or updated. Phase two will be on-going but will rely on continual communication between department coordinators and the webmaster.

## **Outcome Criterion**

Current and potential students and community members will have current information about faculty and events in the Fine Arts Division each time they logon the web pages.

## **Strategic Plan Relationship**

Having access to information about the faculty, programs and public events within the Fine Arts Division will hopefully encourage students to get more involved in activities on campus, thus engaging them in collegiate life. They will have the ability to communicate with program directors and faculty members, thus decreasing their apprehension of the college experience.

## **Outcome Results**

TVCC did hire a new web master, but he is too busy to work on departmental, much less individual, web pages. therefore, a student worker was paid to maintain the site, and the Fine Arts site is up-to-date and accurate. I do not like depending on a student to maintain the site, but until IT Services hires someone to help us, this is the best we can do.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes warranted that we have control over.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5817

### **Outcome Description**

The growth of the journalism department will stem from two areas: the development of interactive media courses and the improvement of the student newspaper, the TVCC News Journal.

### **Outcome Strategy**

First, a foundation was laid for the enhancement of the journalism department through the purchase of equipment. A fully functioning studio, a 12-computer lab loaded with Adobe CS3 software, a dozen new digital cameras, and updated Quark software were added. Secondly, new interactive media courses were added to the curriculum, along with a capable and enthusiastic instructor. Third, the journalism instructor was charged with improving the quality of the newspaper by providing greater supervision and instruction.

### **Outcome Method**

First, the interactive media productions created by the students in the media course will be evaluated in quantity and quality. Secondly, each edition of the TVCC News Journal will be evaluated for its quality and reliability. The journalism instructor will be monitored to evaluate his attention to his students' work and his ability to improve their writing assignments for the newspaper.

### **Outcome Criterion**

It is expected that the media courses will grow and stretch to encompass many campus-wide projects. It is expected that the News Journal will either improve dramatically under the greater supervision and instructional leadership of the current journalism instructor, or he will be replaced with a new instructor who will fulfill the expectations of the department.

### **Strategic Plan Relationship**

Courses and programs that require students to perform the skills they are learning generally increase student learning and encourage deep (opposed to surface) learning. Students are taught skills in journalism and communication courses that prompt them to continue their education outside of the classroom.

### **Outcome Results**

The new media courses were a hit, and these students produced several videos, including a commercial for a private company, a compilation of football highlights, and an informational DVD for incoming freshman. These students are not overflowing from or spilling into the journalism department, however; they are connected with the drama department. The journalism department remained stable in enrollment. Its product (the student newspaper) could still use improvement, and a plan is in place to make a move in a positive direction. The photography computer lab will be upgraded to CS4 and InDesign will replace Quark in the journalism lab before the start of the FY10 year.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

First, the relationship of the media department and the journalism department needs to be developed. The journalism department needs to keep pace with the modern field of journalism, so software changes are in the works, along with other changes that will hopefully enhance learning.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6070

### **Outcome Description**

Department coordinators and instructors will continually discuss the development, assessment, and revision of student learning outcomes in their program areas.

### **Outcome Strategy**

The results of the FY 2008 LEAPs will be considered and discussed, as well as program and curriculum changes, the purpose and scope of learning outcomes, the methods and criteria used to assess the outcome, and the relationship of the learning outcome with the TVCC general education goals. New faculty will be indoctrinated in the process and provided with the material needed to implement the learning outcomes for her/his courses.

### **Outcome Method**

Each Fine Arts program will be monitored to determine that the LEAP cycle from the previous year was successfully completed and that LEAPs for the upcoming year are established. Each program coordinator will ensure that the new or continuing learning outcomes adhere to the goal of supporting TVCC's quest to be a learning-centered college.

### **Outcome Criterion**

All Fine Arts programs will submit LEAPs assessment results by the summer deadline. All Fine Arts division program coordinators will submit new LEAPs by the fall deadline (August 31, 2009). A minimum of one meeting will be held in the fall of 2009 in which discussion among all departmental faculty will take place. Discussion will continue throughout the school year, as needed, to ensure that all faculty are accurately assessing the learning outcomes and reporting their results accurately. All Fine Arts faculty will complete the LEAPs cycle and will produce usable and informative results.

### **Strategic Plan Relationship**

The foundation of the learning outcomes established by the faculty for programs within the Fine Arts division is the support of learning-centered curriculum and environment at TVCC. By providing instruction and academic support that enhances student learning, faculty become more involved in learning-centered initiatives and the College, as a whole, becomes a learning-centered institution.

### **Outcome Results**

Each year this process is smoother and meets less resistance. Fine Arts faculty seem to be "in the groove" and only make minor tweaks to their LEAPs each year. This indicates that they have settled on the most appropriate goals and the most effective means of assessment. All departments have greater participation among faculty members, and LEAPs results were received from 100% of the faculty from all campuses.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

There is still a disconnect between LEAPs and the strategic plan for the college. Faculty just don't see the relationship between the two. I would like to make next year's goal to help them realize this connection and their

role in the college's overarching strategic goals and plans.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Fine Arts Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6071

## **Outcome Description**

The News Journal will be nearly free of grammatical, mechanical, and punctuation errors (fewer than three per page), the articles will adhere to the AP writing style guidelines, and the newspaper will be a product that TVCC students, staff, and faculty can be proud of. Students will be provided more structure, guidance, and instruction in all phases of the news-writing process.

## **Outcome Strategy**

An instructor/tutor/editor will be hired and instructed to read and edit journalism students' stories, meet with students to instruct them in proper use of Standard American English writing skills, and provide guidance for all stories submitted for publication. This, and specific expectations outlined for the journalism faculty sponsor, should assist in the movement toward greater structure in the process. Additionally, an advisory board will be created to provide feedback and guidance on each publication.

## **Outcome Method**

Simply, the students will learn to work with tighter deadlines and higher expectations, and the number and type of errors in the paper will be counted to check correctness.

## **Outcome Criterion**

The News Journal will be relatively free of errors (fewer than three per page) and will be a product of which TVCC students, staff, and faculty can boast, and the students will find satisfaction in the news-writing process.

## **Strategic Plan Relationship**

We will provide more instruction and guidance to students in the journalism program; therefore, they will improve their writing skills and will, hopefully, be more enthusiastic about writing for the paper and their prospects of entering a university journalism program or being offered a position with a media source. Enhancing their learning will in turn, support the College's goal of becoming a learning-centered institution.

## **Outcome Results**

Unfortunately, this goal was not realized as planned.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

There have been several changes made in the journalism program; hopefully, these changes will set this program on a course of increased quality, participation, and readership.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6136

## **Outcome Description**

Fine Arts department heads and program coordinators will maintain an informative, up-to-date web page for their respective departments, and each faculty member will help maintain a professional, up-to-date web page. Program web pages will be updated by the webmaster as regularly as needed (at least once a semester), and personal web pages will be updated as regularly as needed (at least once every two years). The program web pages should list current events, shows, recitals, concerts, etc., plus any pertinent information for potential and current students and community members.

## **Outcome Strategy**

Most faculty and departments have entered phase two of this goal; only a few faculty and one department have not updated their respective pages. One department is even experimenting with on-line, interactive applications for scholarships, and that has been a great success. Unfortunately, the web master hired by the College has not been given the charge to assist faculty with this on-going process. The job of updating web pages has been left to faculty and students in the departments, and most do not have the skill or knowledge to make the need updates to their pages. At this point, we are relying heavily on one student to make the needed changes, but it is uncertain who will take over that responsibility when he graduates. We are still seeking a permanent solution.

## **Outcome Method**

The Fine Arts division chairperson will assist department heads and program coordinators as needed to maintain their web pages. Faculty will continue to work with the student webmaster and occasionally call upon TVCC's webmaster for assistance.

## **Outcome Criterion**

Current and potential students, former students, and community members will have current information about faculty, programs, and events each time they log onto Fine Arts web pages.

## **Strategic Plan Relationship**

It seems reasonable to assume that students who have a pleasant experience when they attempt contact of any kind with the College will be more likely to make the decision to attend. Providing adequate and interesting information about Fine Arts programs, activities, scholarship opportunities, and faculty should make a pleasant impression on the potential student. Additionally, when current students feel connected to the school through their involvement in activities and organizations (such as those in the Fine Arts division), they are more likely to return each semester and continue their studies.

## **Outcome Results**

There have been some positive changes made to the Fine Arts webpages, but there are more changes and updates to be made. We have had the fortune of having a student in the program who is willing and able to update many of the links. There is still no TVCC employee, though, whose job it is to keep our webpages updated. This responsibility remains with each department. The music and art departments' pages have been updated and remodeled and look great. There have been no changes to the drama's, communication/journalism's, or speech's pages.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

This year there is an adjunct faculty member who has agreed to update the pages that have not been updated in a long time, including drama, journalism, and speech. This is not a long-term solution but should at least provide appropriate information via the webpages for this school year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Fine Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6318

### **Outcome Description**

There is a disconnect in the minds of Fine Arts faculty between the LEAPs process they encounter each semester and the overarching strategic plan put forth by the college every few years. Those on the strategic planning committee have diligently worked to make the relationship more apparent, and this needs to be revealed more concretely to the faculty so their role is fully understood and appreciated.

### **Outcome Strategy**

As the division chair, I will communicate more clearly and concretely about the connection between LEAPs and the strategic plan during the division meetings at in-service and primarily through emails during the course of the school year. I will reiterate their role as faculty in fulfilling the whole strategic plan so that each can verbalize their function and their importance.

### **Outcome Method**

I will see that this goal has been reached when faculty more frequently, openly, and specifically discuss the strategic plan, especially in light of their role in its success. While this assessment method is somewhat abstract and subjective, I believe that I will be able, through individual and small group discussion and through responses to my e-mails, be able to discern if a greater connection is being made.

### **Outcome Criterion**

The result will be an increased ability and desire for faculty to discuss more specifically how their student learning outcomes support the strategic plan.

### **Strategic Plan Relationship**

If this goal is met, faculty will be more educated on the functions of the various parts of the college and will see the connectedness of all the parts, resulting in improved cooperation and understanding and increased morale.

### **Outcome Results**

This goal appears to have been met. Fine arts faculty are thoroughly familiar and comfortable with the LEAPs process and indoctrinate new faculty with ease.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No changes necessary at this time.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6320

## **Outcome Description**

Assistance will be provided to help each department update its webpage so that current and potential students will find the sites attractive, informative, and timely.

## **Outcome Strategy**

Assistance will be provided through the use of an adjunct employee whose job it will be to work with department coordinators to update and redesign their websites using software provided by IT Services.

## **Outcome Method**

The website for each department will be viewed periodically by the division chair and the department coordinator to ensure it is attractive, informative, and up-to-date.

## **Outcome Criterion**

Success will mean that every Fine Arts department has an updated, attractive, informative site.

## **Strategic Plan Relationship**

Success with this goal will assist the college in meeting its communication needs by using technology to ensure that adequate, up-to-date information about our departments, faculty, programs, and courses is accessible to our students and the community.

## **Outcome Results**

Some advancement has been made with this goal; however, since we do not have a designated person to routinely update the web pages, updates are still hit and miss and often not timely. I see no solution to this unless the college approves the hiring of someone whose primary job is to keep our information system flowing smoothly.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

While changes are necessary to meet this goal, these changes are not within my control. No changes on my part are necessary at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6466

## **Outcome Description**

The paper will be printed in a tabloid-size format (11 x 14) and five columns). It will also be 12 pages with color on the front, back and inside spreads. The News-Journal will be published once a month. Emphasis will also be placed on producing a variety of stories that will include opinion/editorial, hard news, features, sports and entertainment news stories. Additionally, students will learn how to layout and design a newspaper that is different than the standard broadsheet-size paper, they will learn the proper techniques of producing and maintaining a student newspaper, and they will learn how to write quality news stories, thus becoming well-rounded journalists.

## **Outcome Strategy**

Students in COMM 1129 (Journalism Workshop), COMM 2311 (News Gathering and Reporting) and COMM 2309 (News Editing and Copy Reading) will collectively work on the redesigning and production of the News-Journal under the direction of the faculty adviser. The faculty adviser will provide instruction and guidance and will closely monitor the students' progress.

## **Outcome Method**

To gauge the overall effectiveness and improvement of the newspaper, the department will work with Information Technology to devise a survey to be made available to all TVCC faculty, staff and students; this survey will ask the respondents to rate their satisfaction with the newspaper's various features. The survey will be placed in the student newspaper, as well as the News-Journal website. Spontaneous feedback and letters to the editor will also be used as a means of assessment.

Additionally, journalism students will be assessed by the number of stories they write that have the quality required to be published in the newspaper and by other in-class writing assignments.

## **Outcome Criterion**

1) There will be overwhelming approval of the changes and improvement made to the newspaper; this approval will be noted in the survey responses and other spontaneous responses provided to the newspaper sponsor, students and administration.

## **Strategic Plan Relationship**

Being involved in creating a student-produced publication that demands high quality performance motivates students to stay focused on their learning and fosters success. Students' work can also be included in their professional portfolios which could help the student to gain acceptance into a journalism program at a four-year institution or help the student secure a full-time position in the industry.

## **Outcome Results**

The look of the student newspaper has changes dramatically and so has the quality and scope. The articles have greater appeal and are practically free of errors. There are comments from students and faculty about the impressive changes as well. Changes and improvements continue to be made, but the paper has achieved greater appeal and quality than it previously held.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

As stated above, improvements continue to be made, but no specific changes are noted.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Fine Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6467

## **Outcome Description**

Students will gain practical hand-on work experience by actively participating with the various areas within student media.

## **Outcome Strategy**

In all of the introductory classes, including COMM 2304 (Cinematic Production I), COMM 2309 (News Editorial and Copy Reading I ) and COMM 2311 (News Gathering and Reporting I), students will learn how to write for the convergent media. As a member of the student media, the students will be required to write print, online and television stories.

## **Outcome Method**

Class assignments and stories printed in the paper and published on the website and videos produced for the Internet will be used as a means of assessment. The quality of the product, the knowledge of equipment utilized, and the students' ability to write for various venues will comprise the assessment.

## **Outcome Criterion**

All students who complete the course Successfully (earn a B average or better)will understand the difference between writing for print and online publications and how to produce video news stories for TV and the Internet. They will be able to include a video resume tape in their professional portfolio.

## **Strategic Plan Relationship**

Student media will be student centered. TVCC students will manage (with instruction and oversight provided by the adviser) the print and online versions of the News-Journal and television news stories. This will require greater involvement in campus activities, enhancing their feelings of belonging and inclusion. Successful students will be better prepared to enter a four-year journalism program or employment in the industry, so they are motivated to stay focused on academics to enhance their success in all their studies, thus improving retention and successful completion.

## **Outcome Results**

The journalism sponsor has not only increased the number of communication majors, but she has provided non-majors opportunities to be a part of the program via writing, video and photographic options. Videos have been posted on the TVCC website, along with the student newspaper, and she is working with the photography instructor to utilize students' talents and creativity. The program is growing in number and in breadth, and will likely continue to grow as more students take advantage of this opportunity.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Recruitment continues, but word of mouth is helping students to learn about the opportunity to be a part of the various communication programs. The sponsor will continue to advance her ideas and attract students to the department.



**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY06

**Outcome ID#:** 9

## **Outcome Description**

Reorganize Guidance web page to conform to TVCC's overall web site appearance.

Put information on Guidance web site to better serve student.

View other web sites to obtain ideas.

## **Outcome Strategy**

Design evaluation instrument.

Consult with Network Services.

Reorganize and determine pertinent content.

View other web sites and materials obtained at professional meetings.

Publish to web site.

## **Outcome Method**

View completed re-designed web site.

Find 10 students on outlying campuses and 20 students on Athens campus to evaluate new Guidance Services web page. 70% or higher should find beneficial.

## **Outcome Criterion**

Be useful and beneficial.

## **Strategic Plan Relationship**

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

## **Outcome Results**

We have reorganized the Guidance web page to conform to TVCC's overall web site appearance.

We have designed a survey with the help of the Planning and Institutional Effectiveness Office and will be putting that out on the web site this semester.

Our target this fall is mainly TVCC faculty and TVCC students. We hope to then look at high school faculty, staff, and parents at a later date.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY06

**Outcome ID#:** 10

## **Outcome Description**

Provide counseling web page for faculty.

## **Outcome Strategy**

Provide Guidance Services link. (Including list of personnel).

Provide link for important dates faculty need to be aware of.

Provide frequently asked questions link.

Provide link list Core Curriculum.

## **Outcome Method**

Design evaluation instrument.

Five faculty on the Athens campus and three faculty on outlying campuses will be chosen to evaluate the Guidance Services web page.

70% or higher will find web page beneficial.

## **Outcome Criterion**

Be useful and beneficial

## **Strategic Plan Relationship**

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

## **Outcome Results**

We are in the process of getting the survey ready for the TVCC faculty. We are hoping to get feedback from them as to how we can better serve them in the future.

We are updating dates that are important.

We will be providing a list of names, numbers, etc. for services they may need to know in order to help their students. This is in the process but will be put out later this semester.

We have put a list of common ask questions on the site as well as information regarding the Core curriculum, etc.

This is still in the updating stage right now.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY06

**Outcome ID#:** 11

**Outcome Description**

Design and conduct workshops.

**Outcome Strategy**

Determine topics of workshops.

Determine dates of workshops.

Develop evaluation tool.

**Outcome Method**

The number of students that attend will be measured.

70% will find beneficial.

**Outcome Criterion**

Students will find workshops beneficial.

**Strategic Plan Relationship**

#4 - Enhance education and student services that impact student learning and contribute to effective performance in and p positive adjustment to the environment of all students.

**Outcome Results**

Workshops have been provided over the last two semesters on different campuses. They have been over a variety of topics-study skills, stress management, career information, how to adjust to college in general.

We did not have evaluation forms at these but hopefully we are able to develop a tool this fall to present after the workshops and presentations. This has been an area that we did not always follow up on but are working on it now.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY07

**Outcome ID#:** 428

## **Outcome Description**

Increase student engagement with Guidance offices and services available on campuses system wide.

## **Outcome Strategy**

Assign orientation committee to develop strategy that may include:

- a. Review samples of work at other colleges.
- b. Determine content.
- c. Decide how students will be monitored to determine completion of course monitoring process.

## **Outcome Method**

Develop an evaluation instrument to determine program success.

## **Outcome Criterion**

50% of participants will score 75% or higher on evaluation instrument.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 in this specific way:

- 1.1. Become a more learning centered institution.
- 1.2. Increase student engagement in collegiate life.
- 1.3. Provides student services that enhance student learning inside and outside of a classroom.

## **Outcome Results**

A committee was developed, colleges researched, course content discussed, etc.

A company was hired to contract the work for the college with a \$4000.00 starting fee and \$1000.00 yearly update fee.

Small groups will be used to see how successful the course will be before we open it up to the entire college.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We hope to discuss who will be doing this orientation and get things rolling after the sample groups are tested.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY07

**Outcome ID#:** 429

## **Outcome Description**

Provide students relevant information for help and crisis situations.

## **Outcome Strategy**

Develop system wide information and referral list.  
Provide quick tip reference guide with campus specific resources.  
Create written reference list.  
Publish quick tip references on Guidance web site.

## **Outcome Method**

A survey will be administered on line for TVCC faculty and students.

## **Outcome Criterion**

50% of students using web site found it favorable.

## **Strategic Plan Relationship**

## **Outcome Results**

Melinda is compiling information for crises information for both students and faculty.  
A written list of who to go to was published and handed out from the Counseling Offices.  
The Athens Campus plans to send to faculty via email attachment the list of who to go to for help.  
We hope to work with the web site to get it more uniform.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We did not do a survey for Outcome 2, but rather Outcome 3.  
Our focus on Outcome 2 is to get the crisis intervention information more uniform and usable.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Guidance Office Administration

**Plan Period:** FY07

**Outcome ID#:** 430

**Outcome Description**

Enhance the effectiveness of the Guidance Services web site.

**Outcome Strategy**

Our counseling web page has been expanded to include information that will provide answers to questions about TVCC in general-not just TVCC faculty. This is currently being updated.

**Outcome Method**

This is the main area we are trying to get completed for the Fall 2006 semester. The evaluation instrument is currently under construction and being revised. Once this is complete we will be surveying students, faculty, and high school counselors to see if the web site is beneficial to them or not.

**Outcome Criterion**

70% or higher will find web page beneficial.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #1: LEARNING

1.2 Increase student engagement in collegiate life.

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

**Outcome Results**

We developed the instrument and did the survey last year. We are still waiting on the update for these.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY08

**Outcome ID#:** 999

## **Outcome Description**

Increase student engagement with Guidance Offices and services on all TVCC campuses.

## **Outcome Strategy**

We plan to launch this on smaller groups that can be controlled this fall and if there are problems work those out before launching it to the entire freshmen population.

## **Outcome Method**

Groups tested will determine retention rate, withdrawal rate, and gpa.

## **Outcome Criterion**

Determine base line for expected outcome for future assessment.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 in this specific way:

- 1.1 Become a more learning centered institution.
- 1.2 Increase student engagement in collegiate life.
- 1.3 Provides student services that enhance student learning inside and outside of a classroom.

## **Outcome Results**

From TVCC faculty and staff we caught some errors on the test and we were able to get feedback from them to make necessary changes for the better.

We used the Sr. class from Malakoff High School to also take the exam.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

At the present time, we are not making this a mandatory requirement before students enter TVCC. It is "highly" recommended once we make the initial contact with the students.

We are wanting to expand advertising and ways to get this resource out to students.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY08

**Outcome ID#:** 1000

**Outcome Description**

Provide students relevant information for help and crisis situations.

**Outcome Strategy**

Develop system wide web site and referral list.

**Outcome Method**

Track number of times the web site is visited.

**Outcome Criterion**

Establish a baseline for number of visits in the Fall and Spring semesters.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #1-Learning

Trinity Valley Community College will place student learning as the primary design principle in every college policy, procedure, plan, and action.

1.2 Increase student engagement in collegiate life.

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

this outcome also relates to TVCC Goal #3-Success.

Identify and support the success of TVCC students through retention and graduation.

3.1.1 Increase retention rates of students who intend to complete a program of study.

**Outcome Results**

Our list was completed for emergency information at all campuses.

We are still working on the web-site. I am happy to respond that the new site is now available and has replaced the original site. This is going to be an on-going process until we get the site the way that we want it.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The web-site has opened and we are still working to complete it. It provides a lot of helpful information to

students, faculty, and parents. We are very proud of this.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY08

**Outcome ID#:** 1001

## **Outcome Description**

Increase engagement of counselors and students by providing counseling and career services to the Learning Labs on all TVCC campuses.

## **Outcome Strategy**

Purchase and download information online to supply Learning Labs with updated information on the following topics: job placement, career awareness information, student success materials including stress, test anxiety, test taking skills/tips, study skills/tips, plus many other topics too numerous to mention.

## **Outcome Method**

Show increase in distribution and replacement of materials in the labs. We hope to get enough interest from the materials to generate more traffic through the Counseling Offices on each campus. This is a way to get more people to know where the services are and what the services include.

## **Outcome Criterion**

Increase student engagement with counseling and career services at the Learning Labs on all campuses through counselor or web site contact.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1: Trinity Valley Community College will place learning as the primary design principal in every college policy, procedure, plan, and action in this way:

- 1.1 Become a more learning centered institution.
- 1.2 Increase student engagement in collegiate life.
- 1.3 Provides student services that enhance student learning inside and outside of the classroom.

## **Outcome Results**

We have been purchasing brochures and also downloading information because that is a bit cheaper but usually has good information.

On the Athens campus we handed out around 150 brochures during the semester. I feel this got the word in the student's hands. We have a "Counseling" corner at the front of the room and have available many types of literature that can help students.

On the Athens campus we also have an hour per week that is donated to the Student Success Center.

The other campuses are set up differently, but they have reported success as well.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

None. We will continue to distribute material to students. We hope that this will help get them motivated to come to see us in our regular counseling setting.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY09

**Outcome ID#:** 5596

## **Outcome Description**

Will provide more specific guidelines for acceptable documentation.

We hope to inform students of choices and make their transition into college easier.

## **Outcome Strategy**

Revisions to handbook will be according to established standards set by the Association for Higher Education and Disabilities.

## **Outcome Method**

Documentation accepted will conform to guidelines.

## **Outcome Criterion**

Each document must identify disability per standards.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1.

Trinity Valley Community College will place student learning as the primary design in every college policy, procedure, plan, and action.

- 1.1 Learning: Become a more learning-centered institution.
- 1.2 Learning: Increase student engagement in collegiate life.
- 1.3 Learning: Provide instruction, academic support, and student services that enhance student learning inside and outside the classroom.

## **Outcome Results**

We feel the revisions have helped answer questions for our students more so now than in the past.

The guidelines are all updated so they know when they first come to TVCC what we can provide for them or what



cannot be provided for them.

Legally, we are more comfortable having this updated.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Feel confident now that absolutely everything that can be done for students will be done for them.

Students seem to feel comfortable once they have gone over all of this with the counselors.

The teachers seem to feel more comfortable referring them to us as well.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY09

**Outcome ID#:** 5597

## **Outcome Description**

Expand student's awareness of on-line orientation.

## **Outcome Strategy**

Advertise on-line orientation to students, faculty, and staff.

## **Outcome Method**

Student awareness in completing on-line orientation will be enhanced due to this information.

## **Outcome Criterion**

Increase number of students that complete the on-line orientation course from previous year.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1:

Trinity Valley Community College will place student learning as the primary design in every college policy, procedure, plan, and action.

- 1.1 Become a more learning centered institution.
- 1.2 Increase student engagement in collegiate life.
- 1.3 Provide instruction, academic support, and student services that enhance student learning outside the classroom.

## **Outcome Results**

We had posters and bookmarks printed for all campuses.

Our slogan said: "Your future begins here....on-line orientation @the valley. Learn about academic regulations, financial aid, testing, distance education and more.....What does TVCC expect from me???? What does that mean???? Where do I go for what???????"

To take the on-line orientation go to: [www.teachinggear.com/orient/tvcc](http://www.teachinggear.com/orient/tvcc)

We have the School Relations Office on campus send one of these with her prospective student packets.

We hope that with the increased advertising more students will be going on-line early to complete the orientation.

As a result, the numbers have increased in the number that complete this prior registration.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY09

**Outcome ID#:** 5598

## **Outcome Description**

Provide more user friendly site for students.

## **Outcome Strategy**

At present, we are having meetings with the computer department to totally redo the site. We will have the site broken down into Academic Guidance which includes Getting Started, Advisement/Testing, Freshman Orientation, and Registration.

We will have a Career Guidance section including Career Planning, Career Focus Assessment, Job Placement, and Career Ideas.

We have a section on Study Skills including Study Guides and Strategies, Study Skills, Note Taking, and Study Skill Inventory, and a Personal Guidance section including Speaker's Anxiety, Sadness, Depression, plus much more.

We are also listing all campus hours, phone numbers, introducing Counseling staff at all campuses plus pictures of the counseling staff and their secretaries.

This has been a massive undertaking and we are very proud it is coming along so well. I did not know it could take several years to actually get the page redone but will be very happy with it when completed.

## **Outcome Method**

Track progression on web re-design efforts and compare to prior web page.

## **Outcome Criterion**

Work with Computer web page designer. Set up monthly meetings to complete updates.

## **Strategic Plan Relationship**

- 1.1 Become a more learning centered institution.
- 1.2 Increase student engagement in collegiate life.
- 1.3 Provide instruction, academic support, and student services that enhance student learning outside the classroom.

## **Outcome Results**

We have hired a new web design person that is full time now. He is doing an excellent job for the college.

We are currently waiting for our turn to continue to update our web site to match the other sites. We continue to provide information on things that are relative to students, parents, counselors, teachers, faculty, etc.

This is not a project that is complete in one year.

Change is always occurring on our site and we are excited about this.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

More information available to public to help guide them and make transition to TVCC much easier than before.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6073

## **Outcome Description**

Produce a streamlined drop procedure to reduce and hopefully eliminate fax drops by 25%.

## **Outcome Strategy**

All on-line drops will be received by the Counseling Offices.

## **Outcome Method**

Monitor number of faxes received versus number of on-line drops.

## **Outcome Criterion**

Student information will be received in a more timely and efficient manner.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1.

Trinity Valley Community College will place student learning as the primary design in every college policy, procedure, plan, and action.

- 1.1 Learning: Become a more learning centered institution.
- 1.2 Learning: Increase student engagement in collegiate life.
- 1.3 Learning: Provide instruction, academic support, and student student services that enhance student learning inside and outside the classroom.

## **Outcome Results**

We did not actually figure out how we wanted to do this.

We had talked to some computer people on campus to get some ideas and now we are thinking about going in a different direction-I am just not entirely sure how yet. I know we will be getting together this fall to discuss this again.

We plan to carry this over for next year .

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Work with I.T. services more closely and get feedback as to what will work the best.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6112

**Outcome Description**

Provide more user friendly site for students.

**Outcome Strategy**

We continue to update our areas on the web-site. New information will be added to each area including transfer and career, job placement, freshman orientation, help aids for students on any TVCC campus, etc.

This is an on-going process to get our site to be extremely user friendly.

**Outcome Method**

Continue to track progression on web re-design efforts and compare to prior web page.

**Outcome Criterion**

Continue to make our site easier to operate and understand for students, parents, and counselors.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #1: Learning

Trinity Valley Community College will place student learning as the primary design principle in every college policy, procedure, and plan, and action.

**Outcome Results**

We plan to keep this goal each year because we have to constantly update information from colleges, their web addresses, career information updates, etc. This has to be ongoing.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes except updates.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Guidance Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6115

## **Outcome Description**

Link immediate feedback to any TVCC campus.

Could provide better service to TVCC students.

At the present time the Counseling Offices are at a disadvantage because we cannot pull information up immediately when working with a student. Once this goes through it should speed up the process of working with students and link us quickly to what we need.

## **Outcome Strategy**

Present again in the new budget year with the hopes this will be put in the new budget proposal. If it passes, we would then attend training sessions to learn how to operate the equipment.

## **Outcome Method**

We hope to reduce the amount of paper used as well as duplication of information in the Student Services' Departments in Athens, Terrell, Kaufman, and Palestine.

By adding this software and hardware, it will drastically reduce paper generated records and copies.

## **Outcome Criterion**

We will be able to better serve students with a more accurate procedure and find immediate results rather than having to get back to them at another time.

## **Strategic Plan Relationship**

Enhance the facilities and equipment of the institution to ensure the appropriate physical environments are in place to support learning, teaching, and decision making.

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

## **Outcome Results**

We were approved to put this in place.

Our next step is to discuss how it will be best utilized on all of our campuses.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Next steps would be to provide training to counselors on all campuses so we will be able to provide faster and more efficient ways to provide services to our students.

We are excited about this and will be discussing this at our next counselor meeting.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY10

**Outcome ID#:** 6160

## **Outcome Description**

Provide easier and more streamlined registration for concurrent students.

## **Outcome Strategy**

Terrell campus will do more early contacts at high schools with counselors. Paperwork will be submitted much earlier to eliminate extremely long lines. They will continue with having one day of on-campus walk-in registration.

Athens campus plans to work with getting more paper work completed earlier with counselors to eliminate lines.

We plan to hold two days of registration rather than one day. This should help reduce lines.

Palestine campus has had the least amount of problems because they already work with counselors early to get paper work completed. They feel one day of registration is all they need.

## **Outcome Method**

The number of hours spent waiting to register will be reduced by several hours.

## **Outcome Criterion**

Waiting in line will be decreased which means happier students, parents, and advisors.

## **Strategic Plan Relationship**

## **Outcome Results**

Terrell campus worked with high schools earlier than the actual registration times and this helped with the long lines at their campus.

Athens added a day to the concurrent registration and this seemed to help us out. It was still busy but at least the lines were not as long as the original times.

Dr. Hilliard sends correspondence to counselors early and still tries to register as many students early as possible. She has it very organized so it makes it easy for everyone on campus and at the high schools.

Palestine still registers their students as early as possible and that cuts down on the lines as well.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Palestine still has success the way they do concurrent registration and probably will not be changing theirs.

We are pleased with the gradual results especially on Athens and Terrell campuses. The long lines were drastically reduced and the wait to see an advisor was much shorter.

We hope to continue working on this as an on-going process.

We plan to carry this over for next year with more ways to improve concurrent registrations.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6352

## **Outcome Description**

The purpose for this would be:

-----Make sure student talks first with their sponsor before dropping a course

-----Let sponsors be able to keep better records when their students drop classes and help us keep them on track toward graduation

-----Have better counselor/sponsor communication

## **Outcome Strategy**

1. Send e-mail to sponsors to look over first draft of form. Get their comments as to exactly what they might like to have on the form.
2. Get final approval from counselors with their comments and suggestions.
3. Develop form with print shop.

## **Outcome Method**

Forms will be distributed to sponsors at the first of each semester.

Students will be told about the new process for dropping courses.

Student must get permission form signed by sponsor before class will be dropped

## **Outcome Criterion**

Counselors will not have to track sponsors down several times to see if it is ok for one of their students to drop a course. It should be easier for student, sponsor, and counselor.

## **Strategic Plan Relationship**

## **Outcome Results**

This was done on the Athens campus only. We gave to coaches and directors of performing groups to help us monitor when their scholarship students drop a course or courses.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes. They like the procedure so we will continue doing this. It seemed to be helpful for counselors and for sponsors.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6362

**Outcome Description**

Produce a streamlined drop procedure for students that need to drop classes through e-mail.

**Outcome Strategy**

Set up meeting with Mike Abbott to help us decide what needs to be done and how it needs to be done.

Amanda Leyva has briefly visited with him and he is thinking about how we need to approach this.

**Outcome Method**

Monitor number of drops received by e-mail.

**Outcome Criterion**

Student information will be received in a more timely and efficient manner.

**Strategic Plan Relationship**

**Outcome Results**

We had one of our computer reps. attend our counselor meeting to try to get this operational this year. It has been a slow process. We hope to have it operational by the fall semester 2011.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6365

**Outcome Description**

Provide more user friendly site for students.

**Outcome Strategy**

Check sites to see if they have changed or moved to another site. Make sure all are working properly.

Update our career sections, college transfer sections, etc.

**Outcome Method**

**Outcome Criterion**

Keep site updated and more user friendly.

**Strategic Plan Relationship**

**Outcome Results**

At the present time we are still working with the computer center on this project. We have the format submitted and once they get to us we should have our site a little more user friendly.

We are working with Jeremy to provide college contact information from partner universities. Some of this has already been put on our web site but it will be updated continually.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Guidance Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6366

## **Outcome Description**

Link immediate feedback to any TVCC campus.

Provide better service to TVCC students.

## **Outcome Strategy**

Provide training to counselors from Athens, Terrell, Palestine, and Kaufman campuses.

We have waited two years to get this and think it will be very beneficial to all of us.

## **Outcome Method**

Reduce amount of paper used as well as duplication of information in the Student Services' Departments in Athens, Terrell, Kaufman, and Palestine.

By adding this software and hardware, it will drastically reduce paper generated records and copies.

## **Outcome Criterion**

We will be able to better serve students with a more accurate procedure and find immediate results rather than having to get back to them at another time.

## **Strategic Plan Relationship**

Enhance the facilities and equipment of the institution to ensure the appropriate physical environments are in place to support learning, teaching, and decision making.

## **Outcome Results**

The Athens and Palestine campuses will be receiving a scanner. That should be enforced in August sometime. We will then be trained on how to view this information and trained to use it.

Terrell has already been trained and are using it now.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Guidance Office Administration

**Plan Period:** FY11

**Outcome ID#:** 6367

## **Outcome Description**

Make concurrent registration easier for high school counselors, TVCC counselors, students and parents.

## **Outcome Strategy**

Terrell Campus: Sent e-mails to each high school counselor in their area about options for concurrent registration for spring registration (November). They called to remind counselors to have paper work filled out early. A large percentage was completed by December 15. Approximately 500 were complete before January registration. It worked well. The same was done for summer registration.

Athens campus plans to work with getting more paper work completed earlier with counselors to keep eliminating the long lines. We still plan to hold two days of registration as opposed to one day.

At this time Palestine has no problems with their concurrent registration.

## **Outcome Method**

The number of hours spent waiting to register will continue to be reduced which means happier students, counselors, and parents.

## **Outcome Criterion**

## **Strategic Plan Relationship**

## **Outcome Results**

Currently our university partnership pages are being redone. Once this is complete it should provide more current and updated information for students, prospective students, parents, and others that have an interest in transferring to a university.

As stated earlier, these are ongoing changes each semester. We will continue to try to update our pages.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Hopefully, this will provide information to those that will be transferring from TVCC to a university. This should help answer questions before they actually transfer.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 13

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

ERI diagnostic test reports taken in last semester of program.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. The ERI results will identify areas of weakness where improvement is needed in the curriculum. These results guide our curriculum revisions.

## **Outcome Results**

National average for ERI diagnostic test was 63%. Kaufman VN class scored an average of 62%. Palestine VN class scored an average of 68% but those scores were not the first time scores. They didn't keep the 1st time scores and the students were required to take until they passed at higher the national average.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Both groups will be asked to collect the first time scores on the ERI diagnostic test at the end of the program. Curricular improvements decided on at the May VN faculty meeting will be implemented. The scores will be re-evaluated next year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 17

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

ERI diagnostic test reports taken in last semester of program.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. The ERI results will identify areas of weakness where improvement is needed in the curriculum. These results guide our curriculum revisions.

## **Outcome Results**

This is a duplicate of outcome #1.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This is a duplicate of outcome #1. Will be deleted for next year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 18

## **Outcome Description**

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

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last NCLEX-PN Program report.

## **Outcome Method**

Evaluate NCLEX-PN program reports

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. The NCLEX-PN Program Reports identify areas of weakness and where improvement is needed in the curriculum. These results guide our curriculum revisions.

## **Outcome Results**

Both VN programs scored above 30th percentile on all sections of the NCLEX-PN program reports.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Faculty will continue to implement curriculum as developed, incorporating any changes decided on at the May VN faculty meeting.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 19

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile and TVCC VN Graduate Survey

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal "#6 Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career".

**Outcome Results**

93% of the graduates from 2004 (the latest year that data is available on the THECB Annual Data Profile) had successful outcomes, meaning they are employed in the field or pursuing further education.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current curriculum and recruitment strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 20

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Report on results of NCLEX-PN by Board of Nurse Examiners for the State of Texas.

**Outcome Criterion**

Eighty-five percent of VN graduates will pass the National Council Licensing Examination for Practical Nurses on the first attempt.

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal "#6 Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career". When the graduates pass the NCLEX-PN, they are able to be employed as LVNs.

**Outcome Results**

Met. Palestine had 23/26 pass the NCLEX-PN the first time from the class of 2005 and Kaufman has 21/22 pass it the first time from the class of 2005. This was a 92% pass rate for Palestine and 95% pass rate for Kaufman.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current curriculum and diagnostic testing program. Will incorporate any changes decided on during the May VN faculty meeting.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 21

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

## **Outcome Results**

Met. Kaufman had 21 out of 24 students complete the program and graduate for a 88% completion rate. Palestine had 26 out of 37 students complete the program for a 84% completion rate.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current admission criteria and selections processes. We feel that the quality of the student has increased with the new admissions test and the new admission criteria started with the class of 2005 and this has improved the retention rate. Will continue to refer students to counselor as needed.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 22

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

THECB Annual Data Profile and TVCC SGT Graduate Survey

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

## **Outcome Results**

The THECB Annual Data Profile showed that in 2003, 91.67% of the graduates had successful outcomes, either being employed or pursuing further education. The SGT graduate survey from class of 2005 showed that 6 of 8 were employed for a 75% success rate. One of the graduates had a baby and hadn't gone to work and the other was working outside the field.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue with current recruitment practices. Faculty member will let students know of any job openings that she receives notices about.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 23

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Results of Program Assessment Exam (PAE).

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. The results will be used to improve the SGT curriculum.

## **Outcome Results**

Not met. The students from May 2006 had an average score of 67% on the PAE, the program assessment exam for SGT (70% is passing)

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The class of 2006 had higher attrition than usual so only 6 students were tested. Will continue to emphasize the areas of weakness. The syllabi and organization of the SGT curriculum were revised this summer due to recommendations from the SGT accreditation visitors. The next class will be evaluated to see if the changes helped improve the scores.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 24

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of the LCC-ST self-assessment exams.

**Outcome Criterion**

The SGT class as a whole will score at or above the national average on the LCC-ST self-assessment for certification exam (SAE).

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. The results will be used to improve the SGT curriculum.

**Outcome Results**

This exam was not given at the suggestion of the SGT accreditation visitors. They said that more emphasis should be on the PAE instead.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

This outcome will be deleted for next year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 25

**Outcome Description**

Have sufficient number of surgical technology graduates.

**Outcome Strategy**

Continue to implement the current curriculum, utilizing the counselor as needed.

**Outcome Method**

View initial enrollment in the fall and compare to graduation completion rate in May.

**Outcome Criterion**

Eighty percent of students admitted to the SGT program will graduate and receive a SGT certificate or AAS degree within a year.

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

**Outcome Results**

Six of the twelve SGT students completed the program for a 50% graduation rate. Not met. There was one student who was not ready for clinical, one who had a car wreck with health problems, another who had back problems, and two didn't return the next semester, one with drinking problem and another with financial problems. Overall this was not an academic attrition problem but personal problems.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue to work with the students, referring them to the counselor as needed. Will work on changing orientation so that students have a better idea of what they will be getting into.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 26

**Outcome Description**

Have all PCT students pass the nurse aide certifying exam on the first attempt.

**Outcome Strategy**

Implement the current curriculum offering extra practice times before the nurse aide exam.

**Outcome Method**

Percentage of students passing the nurse aide exam through NACES.

**Outcome Criterion**

One hundred percent of PCT students will pass the nurse aide certifying exam on the first attempt.

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. Being nurse aide certified will allow the students to be employed as nurses aides, supporting the RN.

**Outcome Results**

In fall 2005, 18/18 passed the Nurse aide exam the first time. In the spring 16/17 passed the nurse aide exam the first time. The one student who failed had a crisis in this home life the day of the exam. He later retested and passed.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current curriculum. Will continue to offer extra practice for students as needed before the exam.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 27

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile and TVCC PCT Graduate Survey

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

**Outcome Results**

The THECB Annual Data Profile for 2003 showed 92.86% of the PCT graduates had successful outcomes of employment or continuing education. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current recruitment activities. Instructor will let students know about job availabilities as they become known. Instructor will give students ideas for places of employment from where previous graduates have gone to work.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 28

## **Outcome Description**

Have sufficient number of patient care technologists.

## **Outcome Strategy**

Continue current curriculum and utilize the counselor as needed.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

## **Outcome Results**

In the fall of 2005, 188/23 students completed the program for a 78% graduation rate. In the spring of 2006, 18/20 students completed the program for a 90% graduation rate. The outcome was met in the spring but not the fall. The main problems were failing the drug test and attendance issues.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We have instituted a pre-registration process for PCT students because of the revised interpretation of hepatitis B rules. This seems to have resulted in a class of students who really want this program and have their business taken care of. The students were informed of the drug test in orientation during pre-registration and of the attendance policy. This should help improve these results.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 30

**Outcome Description**

The HSC facilities will be kept clean and in good repair.

**Outcome Strategy**

Implement current cleaning and maintenance plan focusing on areas of improvement identified by staff and the results of the last survey.

**Outcome Method**

Survey will be scored and results reviewed.

**Outcome Criterion**

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 facilities being clean and in good repair.

**Strategic Plan Relationship**

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

**Outcome Results**

The survey that was completed had a 4 point Likert scale. The students rated this item as 3.32 out of 4 and the faculty rated it as 2.82 out of 4. Not met for faculty.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The custodian will be informed of these results. He will be asked to pay greater attention to the bathrooms and faculty offices.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 31

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

Since our mission is to prepare EMS personnel who provide safe, competent emergency care, this outcome will increase the number eligible to work as EMS personnel.

**Outcome Results**

The THECB Annual Data Profile showed that 2003 EMT graduates had a 100% success rate for employment or continuing education. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current recruitment activities. Instructors will notify students of any job openings about which they have received information.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 32

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

Evaluate NCLEX-RN program reports

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. The NCLEX-RN Program Reports identify areas of weakness and where improvement is needed in the curriculum. These results guide our curriculum revisions.

**Outcome Results**

All of the areas on the NCLEX-RN program reports were above the 30th percentile. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current curriculum, implementing any changes made at the December 2005 and May 2006 ADN Curriculum faculty meeting and the suggestions made to improve outcomes for LEAPs.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 33

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Survey will be scored and results reviewed.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#4 Enhance educational and students services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

## **Outcome Results**

The survey that was completed used a 4 point Likert scale. The items from faculty survey had means of 3.36, 3.73, 3.55, 3.55 and 3.4. The items from the student survey had means of 3.33, 3.42, 3.25, 3.44 and 3.31. The faculty scores were improved from last year and the student scores were decreased. There were more students completing the survey this year than last year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The results will be shared with the HSC staff and a plan will be developed to try to improve the lowest scores.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 34

## **Outcome Description**

Have sufficient number of students/graduates who pass their appropriate National Registry Exams on the first attempt.

## **Outcome Strategy**

Implement the current curriculum with modifications decided on during the April EMS Faculty curriculum meeting including having review course, and working on practice diagnostic tests.

## **Outcome Method**

Results from National Registry on pass/fail results on each exam.

## **Outcome Criterion**

EMT course completers at all levels (Basic, Intermediate, and Paramedic) will pass their appropriate National Registry Exam at a level at least within 5% of the national passing average.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. When the graduates pass the National Registry exam, they are able to be employed at the appropriate EMS level.

## **Outcome Results**

EMT Basic had 46 of 49 who tested who passed after fall 2005 and spring 2006 for a 94% pass rate. National average pass rate for EMT Basic was 65.09% for 2005.

EMT Intermediate had 2 of 2 who tested after summer 2005 class for 100% pass rate. National average pass rate for EMT Intermediate in 2005 was 61.66%. This test is not required. Summer 2006 students are currently testing now.

EMT Paramedic had 9 of 25 students who tested who passed after graduating in spring 2006 for 36% pass rate. The National average pass rate for EMT paramedics for 2005 was 64.98%. The pass rate for Texas paramedics was 43.34% for 2005.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The EMT Basic and Intermediate classes will continue the current curriculum and continue preparing students for the national registry as they have. Take EMT Paramedic program had 47% pass rate in Palestine and 25% pass rate in Kaufman. After receiving evaluations from the students in the Kaufman class at the EMT National Registry skills testing, the Dean and EMT Program Coordinator decided that the Kaufman EMT instructor was burned out. The caliber of his teaching was not what it used to be. He didn't think that he should be evaluated on first time test taker but whether they ever passed so he was not putting forth the effort we thought was needed to prepare

the students. The instructor was told to take the summer off and he chose not to return in the fall. The EMT program coordinator covered both the Palestine and Kaufman classes this summer and fall via videoconferencing with helpers coming in for skills and for testing. We will be advertising this fall for an instructor for the advanced levels in Kaufman starting in the spring. The paramedic instructor will continue to use whatever practice testing materials are available for the students to prepare them for the national test. The review course will be continued at the end of the program.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 35

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of the HESI diagnostic exam given in the spring.

**Outcome Criterion**

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.

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. This diagnostic test shows whether they are ready for the licensing exam.

**Outcome Results**

The students from the Class of 2006 scored a -1.37 A/B factor meaning that fewer students scored above the recommended score than all of the students who took the HESI test last year. This meant that we scored lower than the norm.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue to implement changes identified for improving the LEAPS scores. Will also adjust time that the HESI exit exam is scheduled for. Students last year complained they were exhausted.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 37

## **Outcome Description**

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

## **Outcome 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".

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal "#6 Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career".

## **Outcome Results**

The 2005-2006 retention rates were - Level I = 82%; Level II = 88%; Transition = 86%; Level III = 88% and Level IV = 88%. Met outcome for Level II and Transition but were much closer than ever before for Level I.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue to implement First Steps to Success for Level I. The students who were helped by this last year will be in Level III and IV this year so we can see if the benefits will continue. We currently have 24 more students in Level III than we did at this time last year. Will continue to emphasize the HESI case studies, will keep implementing Target: Two years project, and will continue to refer to the counselor as soon as a problem is identified.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 38

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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).

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

## **Outcome Results**

71/135 students overall completed the program on time for a 52.5% graduation rate. This is improved from 49% the year before. The generic students had 50.5% graduation rate, LVN Transition students had 71% graduation rate and Paramedic transition students had 33% graduation rate.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Have worked on paramedic transition students this year and retention rates are already better. Retention rates are improved for generic students so far too. Will continue current retention/mentoring plans. This includes First Steps to Success and Target: Two Years projects.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 39

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

THECB Annual Data Profile and TVCC ADN Graduate Survey

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”.

**Outcome Results**

The THECB Annual Data Profile for 2004 showed 100% of the ADN graduates had successful outcomes, either being employed or continuing further education. 96% of the 2005 graduates completing the graduate survey noted they were working in the field 6 months after graduation.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current recruitment activities including the Appreciation/Recruitment luncheon for our clinical facilities; the Monday luncheon recruitment opportunities for hospitals wanting to give the students lunches, and the April job fair at the HSC.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY06

**Outcome ID#:** 40

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Report on results of NCLEX-RN by Board of Nurse Examiners for the State of Texas.

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC goal “#6 Review and modify occupational courses and programs relating to the students’ acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career”. When the graduates pass the NCLEX-RN, they are able to be employed as RNs.

**Outcome Results**

Met. For the class of 2005, 83/87 graduates passed for a 96% pass rate. One graduate has still not been approved to take the licensure exam.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue plans that were developed to improve learning (LEAPS) as they will help improve pass rates on the NCLEX-RN.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 140

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

ERI diagnostic test reports taken in last semester of program.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically relates to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The assessment method evaluated whether learning has occurred.

## **Outcome Results**

The VN class of 2007 in Palestine had a 64 average on the ERI LPN Assessment Test, the diagnostic test given at the end of the program, above the national average of 63.2. The VN class of 2006 in Kaufman had a 63 average on the ERI LPN Assessment Test, equal to the national average of 63. The desired outcome was met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructors of both programs will continue current strategies regarding implementation of the curriculum and LEAPs which should continue to help improve these scores.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 141

## **Outcome Description**

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

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last NCLEX-PN Program report.

## **Outcome Method**

Evaluate NCLEX-PN program reports

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

## **Outcome Results**

In the Palestine program, the NCLEX-PN program reports from October 2007 to March 2007 showed that the students scored above the 30th percentile on all areas. In the Kaufman program, the NCLEX-PN program reports showed that the students scored above the 30th percentile on all areas except for a 24th percentile score on Endocrine/Metabolic area. The Palestine program met the desired outcome. The Kaufman program met the desired outcome in all but one area.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Palestine faculty will continue current strategies, incorporating changes developed to improve LEAP results. The Kaufman faculty will work to reinforce the content from the endocrine unit in Level II during the summer. The instructor will review lectures to make sure that the content is understandable. The program will switch to a new med-surg textbook which explains the material better.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 142

### **Outcome Description**

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

### **Outcome Strategy**

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

### **Outcome Method**

THECB Annual Data Profile

### **Outcome Criterion**

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

### **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.5 - 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.

### **Outcome Results**

In the 2006 Annual Data Profile from the THECB, the latest data available, 37/37 graduates from 2003 -2004 had successful outcomes, being employed or continuing education for 100% success rate. The desired outcome was met.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No changes will be made. Will continue current strategies to prepare students for workforce and to pass the NCLEX-PN. Will continue to share information with students about job opportunities and invite any interested job sites to talk to the students before graduation.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 143

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Report on results of NCLEX-PN by Board of Nurse Examiners for the State of Texas.

## **Outcome Criterion**

Eighty-five percent of VN graduates will pass the National Council Licensing Examination for Practical Nurses on the first attempt.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The licensure exam evaluates whether learning has occurred.

## **Outcome Results**

In the Palestine program 25 of 26 2006 graduates passed the NCLEX-PN on the first attempt for a 96% pass rate. In the Kaufman program, 18 of 19 2006 graduates passed the NCLEX-PN on the first attempt for a 95% pass rate. The desired outcome was met for both programs.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The faculty will continue current strategies, incorporating changes made to improve LEAPs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 144

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.3 - Increase the completion rates in high-need academic transfer and workforce programs. The health care programs are high need.

## **Outcome Results**

In the Palestine program, 22 of 40 students who started in the fall of 2006 graduated in August of 2007 for a 55% retention rate. In the Kaufman program, 19 of 26 students who started in the spring of 2006 graduated in December of 2006 for a 73% retention rate. Neither program met the desired outcome of 75%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue to recruit applicants for the VN program, hoping to increase the pool of qualified candidates, especially in the Palestine area where late applications have been taken for the past few years. Will continue to refer students to the counselor as needed to help students develop skills needed to remain in the program. Beginning with selections for Class of 2009, will require passing of the reading section of HESI admission test the first time for priority selection, along with cumulative GPA of 2.5.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 145

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.5 - 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.

**Outcome Results**

In the 2006 Annual Data Profile from the THECB, the last available data, 17 of 17 graduates from 2003-2004 had successful outcomes, either being employed or pursuing further education for 100% success rate. This number includes those completing the SGT classes and others who may have already graduated with the certificate but came back to finish courses for the associate degree. The desired outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The instructor will continue current strategies to prepare the students for the workforce. She will continue to share information with the students about available jobs.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 146

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Results of Program Assessment Exam (PAE).

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically relates to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The assessment method evaluated whether learning has occurred.

## **Outcome Results**

Ten students took the PAE exam in the spring of 2007. The average score of the class was 107.2 out of 150 possible points for a 71.47 average. Since 70% is the passing score, the class as a whole met the desired outcome of an average above passing.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Since the desired outcome was met, no additional changes will be made except for the changes originally planned to improve LEAPs scores.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 148

**Outcome Description**

Have sufficient number of surgical technology graduates.

**Outcome Strategy**

Continue to implement the current curriculum, utilizing the counselor as needed.

**Outcome Method**

View initial enrollment in the fall and compare to graduation completion rate in May.

**Outcome Criterion**

Eighty percent of students admitted to the SGT program will graduate and receive a SGT certificate or AAS degree within a year.

**Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.3 - Increase the completion rates in high-need academic transfer and workforce programs. The health care programs are high need.

**Outcome Results**

Twelve students started the SGT program in the fall of 2006. Nine of those graduated in May 2007 for a 75% retention rate. One dropped because of health problems that interfered with her learning, and two changed majors. The desired outcome was almost met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The program coordinator will work on orientation, strengthening the information given to the students about the field of SGT so that they will know better what they are getting into. This should help students know what to expect before they enter and should help increase the retention rate.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 149

## **Outcome Description**

Have all PCT students pass the nurse aide certifying exam on the first attempt.

## **Outcome Strategy**

Implement the current curriculum offering extra practice times before the nurse aide exam.

## **Outcome Method**

Percentage of students passing the nurse aide exam through NACES.

## **Outcome Criterion**

One hundred percent of PCT students will pass the nurse aide certifying exam on the first attempt.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The nurse aide exam evaluates whether learning has occurred.

## **Outcome Results**

In the fall of 2006 13 of 13 PCT students passed the nurse aide exam on the first attempt for a 100% pass rate. In the spring of 2007, 12 of 13 PCT students passed the nurse aide exam on the first attempt for a 92% pass rate. The desired outcome was not met. The student not passing was a foreign student with poor English skills.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The instructor will continue to spend time preparing the students for the exam. She will continue to offer extra practice sessions for skills. She will continue to offer extra hours of tutoring if needed. During pre-registration and orientation, the instructor will take note of any ESL problems and meet with the student prior to the beginning of the semester to make sure the student has sufficient English skills to complete the program successfully or if the student should enroll in some adult education for ESL students before starting the program.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 150

## **Outcome Description**

Have sufficient number of patient care technologists.

## **Outcome Strategy**

Continue current curriculum and utilize the counselor as needed.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.3 - Increase the completion rates in high-need academic transfer and workforce programs. The health care programs are high need.

## **Outcome Results**

In the fall of 2006, 12 of 14 PCT students successfully completed the PCT program in one semester for a 86% retention rate. In the spring of 2007, 14 of 17 PCT students successfully completed the PCT program for an 82% retention rate. The overall retention rate is 26 out of 31 for 84% retention rate. The desired outcome was not met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue with pre-registration for the PCT program in July for the fall and November for the spring as this decreases the problems with absences and tardies. During pre-registration, the instructor will hold an orientation and will take note of any obvious problems such as learning disabilities and ESL. The instructor will meet one on one with the students and counselor and advise the students if nurse aide course through continuing ed or adult education courses in ESL might be more appropriate to take first. Will decrease desired outcome to 85% next year as 90% is too unrealistic given the small class size.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 151

## **Outcome Description**

The HSC facilities will be kept clean and in good repair.

## **Outcome Strategy**

Implement current cleaning and maintenance plan focusing on areas of improvement identified by staff and the results of the last survey.

## **Outcome Method**

Survey will be scored and results reviewed.

## **Outcome Criterion**

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 facilities being clean and in good repair.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, the facilities must be kept clean and in good repair to enhance learning.

## **Outcome Results**

The HSC scored an average of 4.65 on a 5 point Likert scale from a survey administered to students and 4.56 on a survey administered to faculty on the item related to facilities being clean and in good repair. Sixty-one students completed the survey and thirty-four faculty completed the survey. However, there are not 34 faculty, so we believe that some students must have accidentally completed the wrong survey. Faculty comments indicate that the bathrooms are dirty, faculty bathroom is terrible at times, dead crickets on floors, the offices are never vacuumed or dusted and that the place is nasty. Student comments indicate that floors have dead crickets and facilities need to be cleaned on a daily basis. The desired outcome was met but written comments show that improvement is still needed.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will work on getting a daily, weekly, and monthly checklist for the janitor to use to clean the facilities in a more organized and timely manner.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 152

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Survey will be scored and results reviewed.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. The support services will help enhance learning.

## **Outcome Results**

The HSC scored averages of 4.53, 4.56, 4.61, 4.5, and 4.57 on a 5 point Likert scale on the survey administered to students in the spring of 2007 on the items related to the effectiveness and efficiency of daily office/library operations. The HSC scored averages of 4.54, 4.64, 4.7 4.54 and 4.54 on a 5 point Likert scale on the survey administered to faculty in the spring of 2007 on the items related to the effectiveness and efficiency of daily office/library operations. However, 50+ students responded to the student survey and 27+ faculty responded to the faculty survey. Since we don't have 27 faculty, some students may have mistakenly answered the wrong survey, giving inaccurate results. Desired outcome was met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies. Will hold staff meeting to brain storm ways to improve effectiveness and efficiency of operations.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



## Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 153

### **Outcome Description**

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

### **Outcome Strategy**

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

### **Outcome Method**

THECB Annual Data Profile

### **Outcome Criterion**

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

### **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.5 - 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.

### **Outcome Results**

In the 2006 Annual Data Profile from the THECB, the latest data available, 21 of 22 graduates from 2003 - 2004 were employed or pursuing further education for 95% successful outcomes. The desired outcome was met.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Will continue current strategies preparing students for the workforce. Will continue to share information with students about available jobs.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 154

## **Outcome Description**

Have sufficient number of students/graduates who pass their appropriate National Registry Exams on the first attempt.

## **Outcome Strategy**

Implement the current curriculum with modifications decided on during the April EMS Faculty curriculum meeting including having review course, and working on practice diagnostic tests.

## **Outcome Method**

Results from National Registry on pass/fail results on each exam.

## **Outcome Criterion**

EMT course completers at all levels (Basic, Intermediate, and Paramedic) will pass their appropriate National Registry Exam at a level at least within 5% of the national passing average.

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The national registry exam evaluates whether learning has occurred.

## **Outcome Results**

In all of the EMT basic classes, 23 of 30 students testing passed the National Registry exam for a 77% pass rate, meeting the national pass rate of 71%. The Kaufman campus had an 89% pass rate, the Athens campus had a 100% pass rate and the Palestine class had a 29% pass rate. For the EMT Intermediate level, 1 of 3 students testing passed for a 33% pass rate, not meeting the national pass rate of 65%. For the paramedic level, 6 of 13 students testing so far passed for a 46% pass rate, not meeting the national pass rate of 62%. The Kaufman paramedic pass rate was 63% and the Palestine pass rate was 20%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The EMT Basic as a whole met the national pass rate but the Palestine class was below the pass rate. The EMS Coordinator will meet with the EMT Basic instructors in Palestine to discuss expectations and ways to improve the pass rate, including increasing the level of test questions, giving them practice test questions, and using the entire class time for teaching/learning. The EMT Intermediate level test is not required but 3 students did test and didn't meet the national pass rate. The instructor will work on getting the students more practice test questions, and other strategies to help them prepare for the test. The EMT Paramedic class in Kaufman did meet the national pass rate but the Palestine class did not. The Palestine Paramedic instructor will work on strategies designed to

improve the pass rate, including having the students do more practice questions, and reinforcing material. Last year, he had to teach by videoconferencing in the summer and fall which was very difficult and probably led to the decreased pass rates. The Kaufman instructor is now back and videoconferencing will not be needed.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 155

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.5 - 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.

**Outcome Results**

In the 2006 Annual Data Profile from the THECB, the latest data available, 23 of 23 graduates from 2003 - 2004 were employed or pursuing further education for 100% successful outcomes. The desired outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The instructor will continue current strategies. The instructor will continue to share information about available jobs as they become available. Will continue classes on resumes and interviewing.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 156

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

Evaluate NCLEX-RN program reports

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically relates to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

**Outcome Results**

The ADN graduates that graduated in May 2006 scored above the 30th percentile in all areas of the NCLEX-RN as reported in the NCLEX-RN Program Reports. Desired outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes as a result of evaluation. Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 157

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of the HESI diagnostic exam given in the spring.

**Outcome Criterion**

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.

**Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically relates to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The assessment method evaluates whether learning has occurred.

**Outcome Results**

The ADN national average on the HESI Exit Exam, the diagnostic test at the end of the program, was 837 this year. The TVCC average for the ADN students in spring 2007 was 865. The desired outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes as a result of evaluation. Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 158

## **Outcome Description**

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

## **Outcome 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".

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

Relationship to Strategic Plan Goal

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.3 - Increase the completion rates in high-need academic transfer and workforce programs. The health care programs are high need.

## **Outcome Results**

The following are the retention rates by class for 2006-2007

Level I in fall 2006 -  $89/130 = 69\%$

Level II in spring 2007 -  $90/98 = 92\%$

Transition in summer 2006 -  $30/36 = 83\%$

Level III in fall 2006 -  $129/138 = 93\%$

Level IV in spring 2007 -  $121/129 = 92\%$

The desired outcome was met for Level II and III and almost met in Transition and Level IV. Level I was not met and was much lower than desired. A big factor in this increased attrition was that the freshman team underwent major change in personnel from the year before. The team leader was new to the team, there were two new faculty and one other faculty that came back from retirement had not worked on that level before. Only 1 of 5 faculty had been on the team the year before. Much of the fall semester was a learning process for the entire team.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

There will be a summer learning lab implemented in the summer of 2007 to help improve the reading and test-

taking skills of incoming freshmen. Readmitting students and those who didn't pass the reading portion of the entrance test the first time will be required to attend this learning lab. There will only be one new faculty member on the freshman team in the fall of 2007, so the retention rate is expected to be much higher. In 2009 the admission criteria will change to make passing the reading portion of the admissions test be required for priority selection. This will improve the students selected.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 159

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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).

## **Strategic Plan Relationship**

Relationship to Strategic Plan Goal

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.3 - Increase the completion rates in high-need academic transfer and workforce programs. The health care programs are high need.

## **Outcome Results**

Of the generic students that began in fall 2005, 75 of 114 or 66% completed the program in 2 years. Of the LVN Transition students that began in May 2006, 17 of 24 or 71% completed the program in 1 year. Of the paramedic transition students 8 of 11 or 73% completed the program in 1 year. All together 100 of 149 new students or 67% completed the program in the minimum amount of time. The desired outcome was met for the first time in many years. This is up from 52% last year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Plan to keep current strategies in place. Will also add Summer Learning Lab for incoming students that focuses on reading skills, study skills and test taking. It will be required for readmitting students and students who failed the HESI reading on the first attempt. Will keep Target: Two Year program in effect. Will change the admission process in 2009 to make passing the reading section of the HESI entrance test on the first attempt required for priority admission.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 160

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

THECB Annual Data Profile and ADN Graduate Survey

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #3 - Identify and support the success of TVCC students through retention and graduation. This specifically relates to critical success factor 3.5 - 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.

**Outcome Results**

In the 2006 Annual Data Profile from the THECB, the latest data available, 101 of 101 graduates from 2003 - 2004 were employed or pursuing further education for 100% successful outcomes. The desired outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies preparing students for the workforce. Will continue Annual Appreciation/Recruitment Luncheon with our clinical facilities. Will continue April job fair. Will continue inviting facilities to talk to the students in their last semester, many of whom provide lunch and other recruitment gifts. Will continue to share information with students about available jobs. Will consider adding After College to our website again.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY07

**Outcome ID#:** 161

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Report on results of NCLEX-RN by Board of Nurse Examiners for the State of Texas.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome directly relates to the TVCC Strategic Planning Goal #1 - TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. This specifically related to critical success factor 1.3 Provide instruction, academic support, and student support services that enhance student learning inside and outside the classroom. In order to meet this outcome, all of this must be provided so that learning can occur. The licensure exam evaluates whether learning has occurred.

## **Outcome Results**

Of the class of 2006, 82 of 85 passed the NCLEX-RN on the first attempt for a 96% pass rate. The desired outcome was met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The only changes that were made as a result of the evaluation were that one of the diagnostic tests was deleted as it was still paper and pencil and students need more computer testing practice. The NCSBN review program was used instead that allowed the students to take questions over a three week period. There were some technological glitches when they changed servers but the quality of the questions was good, so we will continue it another year and re-evaluated. We will continue other current strategies.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1160

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

ERI diagnostic test reports taken in last semester of program.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The VN class in Palestine scored an average of 62% in August 2008 and the VN class in Kaufman scored an average of 63% in December 2007 on the ERI comprehensive diagnostic test. The national average was 61% so this outcome was met by both groups.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies. The ERI company has been sold to ATI so the test next year will have a different name.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1161

## **Outcome Description**

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

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last NCLEX-PN Program report.

## **Outcome Method**

Evaluate NCLEX-PN program reports

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

The Palestine class of 2008 scored above the 30th percentile in all areas of the NCLEX-PN. The Kaufman class of 2007 scored above the 30th percentile in all areas of the NCLEX-PN except for one, renal-urinary. The Palestine class met the outcome and the Kaufman class did not in one area only.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Palestine faculty will continue current strategies. The Kaufman instructor stated he would switch from a self-study format for renal-urinary to a lecture format to make sure the students understood the content.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1162

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The last annual data profile available shows results from 2004 where the VN graduates had 100% success, either employed or pursuing further education. Graduate surveys have not been sent to have any more recent data.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current recruitment strategies. Will send out graduate surveys to see if more recent results can be obtained.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1163

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

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

## **Outcome Criterion**

Eighty-five percent of VN graduates will pass the National Council Licensing Examination for Practical Nurses on the first attempt.

## **Strategic Plan Relationship**

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 licensure exam evaluates whether learning has occurred.

## **Outcome Results**

From the 2008 Palestine VN class, 23 of 23 graduates passed the NCLEX-PN on the first attempt for 100% success rate. In the 2007 Kaufman VN class, 24 of 26 graduates passed the NCLEX-PN on the first attempt for 92% success rate. The expected outcomes were met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1164

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

In the Palestine class of 2007, 31 of 38 students who started in the fall of 2006 graduated within one year by August 2007 for a 82% retention rate. In the Kaufman class of 2007, 19 of 21 students admitted in the spring of 2007 graduated in December for a 90% retention rate. Both classes met the expected outcomes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1165

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The last annual data profile available shows results from 2004 where the SGT graduates had 100% success, either employed or pursuing further education. Outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies with the new SGT coordinator.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1166

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of Program Assessment Exam (PAE).

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The SGT class scored an average of 71.47% on the PAE at the end of the program in May 2008. This is above the passing outcome of 70%. The outcome criterion was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies with the new SGT coordinator.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1167

**Outcome Description**

Have sufficient number of surgical technology graduates.

**Outcome Strategy**

Continue to implement the current curriculum, utilizing the counselor as needed.

**Outcome Method**

View initial enrollment in the fall and compare to graduation completion rate in May.

**Outcome Criterion**

Eighty percent of students admitted to the SGT program will graduate and receive a SGT certificate or AAS degree within a year.

**Strategic Plan Relationship**

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

**Outcome Results**

Eleven SGT students started in the fall of 2007 and 10 graduated in May 2008 for a 91% completion/graduation rate. The outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1168

**Outcome Description**

Have all PCT students pass the nurse aide certifying exam on the first attempt.

**Outcome Strategy**

Implement the current curriculum offering extra practice times before the nurse aide exam.

**Outcome Method**

Percentage of students passing the nurse aide exam through NACES.

**Outcome Criterion**

One hundred percent of PCT students will pass the nurse aide certifying exam on the first attempt.

**Strategic Plan Relationship**

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

**Outcome Results**

In fall of 2007 14/14 PCT students passed the nurse aide exam on the first attempt and in spring of 2008 12/12 PCT students passed it on the first attempt for 100% pass rate for the year. The outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies and preparation for the nurse aide exam with the new PCT coordinator.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1169

**Outcome Description**

Have sufficient number of patient care technologists.

**Outcome Strategy**

Continue current curriculum and utilize the counselor as needed.

**Outcome 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.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

In the fall of 2007, 12/14 PCT students graduated for an 86% completion rate and in the spring of 2008, 12/12 students graduated for a 100% completion rate. The outcome criterion was met for spring but not for fall. Overall 24/26 students graduated for a 92% completion rate.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies. The two students who dropped had issues out of the instructor's control - one with difficulty getting Hepatitis B vaccines and the other who had open heart surgery.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1170

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The last annual data profile available shows results from 2004 where the PCT graduates had 100% success, either employed or pursuing further education. The outcome criterion was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1171

**Outcome Description**

The HSC facilities will be kept clean and in good repair.

**Outcome Strategy**

Implement current cleaning and maintenance plan focusing on areas of improvement identified by staff and the results of the last survey.

**Outcome Method**

Survey will be scored and results reviewed.

**Outcome Criterion**

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 facilities being clean and in good repair.

**Strategic Plan Relationship**

Keeping facilities clean and in good repair provides a service to students that removes barriers to learning.

**Outcome Results**

The HSC survey to faculty resulted in an average of 4.2 on the item related to keeping the facilities clean and in good repair. The expected outcome was met from the faculty perceptions. There were no results for the HSC survey for students. There must have been a miscommunication and the students did not get the information they were supposed to complete the survey.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies but still plan to create checklists for the custodian to complete for daily, weekly, monthly and other schedules to help him get organized. Will make sure that students receive the information about the survey next spring.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1172

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Survey will be scored and results reviewed.

**Outcome Criterion**

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.

**Strategic Plan Relationship**

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

**Outcome Results**

The HSC survey completed by faculty resulted in an average of 4.72 for items related to general office/library operations. Expected outcome was met for faculty perceptions. There were no results for the HSC survey for students. There must have been a miscommunication and the students did not get the information they were supposed to complete the survey.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies. Will make sure the students get the instructions to complete the HSC survey next spring.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1173

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

THECB Annual Data Profile

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The last annual data profile available shows results from 2004 where the EMS graduates had 95% success, either employed or pursuing further education. The outcome criterion was met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1174

## **Outcome Description**

Have sufficient number of students/graduates who pass their appropriate National Registry Exams on the first attempt.

## **Outcome Strategy**

Implement the current curriculum with modifications decided on during the April EMS Faculty curriculum meeting including having review course, and working on practice diagnostic tests.

## **Outcome Method**

Results from National Registry on pass/fail results on each exam.

## **Outcome Criterion**

EMT course completers at all levels (Basic, Intermediate, and Paramedic) will pass their appropriate National Registry Exam at a level at least within 5% of the national passing average.

## **Strategic Plan Relationship**

Increasing the number of graduates who pass the certification or licensing exam will increase the proportion of graduates who obtain employment and instruction, and academic support will have to be provided so that learning can occur. The national registry exam evaluates whether learning has occurred.

## **Outcome Results**

For EMT Basic in fall 2007 and spring 2008, 19 of 32 students taking the national registry passed for a 59% pass rate. The national registry national pass rate for EMT Basic was 69%. This did not meet the outcome criterion. Breaking this down further, In Kaufman 10/14 passed for 71% pass rate, in Palestine 3/10 passed for 30% pass rate and in Athens, 6/8 passed for 75% pass rate. The outcome was met for Athens and Kaufman. For EMT Intermediate 0/1 students passed for a 0% pass rate. The national average is 69%. This outcome was not met. For paramedics, 2/5 graduates passed for a 40% pass rate. The national average is 65%. The outcome was not met. The pass rate was 50% for Kaufman and 33% for Palestine.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Coordinator wants to evaluate curriculum to delete card courses such as ITLS, ACLS and PEEP and spend more time on the areas of medical emergencies, trauma, and cardiology. This will be addressed at the fall advisory committee meeting. The part-time Palestine instructor will not be teaching this year. Another instructor has been hired. There has been a diagnostic test developed for EMS so this will be used to help students identify weaknesses before the students test. It will also be given on the computer which will help prepare the student for

computerized testing for national registry. The review course was not given to graduating paramedics because of the low number of graduates. The coordinator is working with CE department to offer the review course next year and open it to other programs to break even.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1175

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

Evaluate NCLEX-RN program reports

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The ADN Class of 2007 scored at or above the 30th percentile in all areas. The expected outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1176

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of the HESI diagnostic exam given in the spring.

**Outcome Criterion**

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.

**Strategic Plan Relationship**

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.

**Outcome Results**

The ADN class as a whole made an 840 average on the HESI Exit Exam at the end of the program. The national average was 832 so this outcome was met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1177

## **Outcome Description**

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

## **Outcome 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".

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The retention rates for the classes in Summer 2007 - Spring 2008 are:  
Level I - 83% (close); Level II - 89% (met); Transition - 94% (met); Level III - 82% (not met); Level IV (97%) met.  
Three levels met the expected outcomes and two did not.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

For level I, separated summer learning lab initiatives for new students and returning students to better meet their needs. Will participate in the East Texas Nursing Consortium Grant Project on retention for the fall of 2008. For level III will work on offering more PODS. Will continue with Target: Two Years project. Will refer students to counselor earlier.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1178

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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).

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Overall 90 of the 150 students who started in the fall of 2006 as generic students or in May of 2007 for transition students graduated within two years for generic and one year for transition for an overall retention rate of 60%. This met the expected outcome on the nose. The generic retention rate was 59/114 for 52% retention; LVN to ADN transition was 23/25 for 92% retention and Paramedic to ADN was 8/11 for 73% retention.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies. Will also participate in the Nursing Support Strategies grant from THECB with the East Texas consortium of schools in 2008 - 2009.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1179

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

THECB Annual Data Profile and ADN Graduate Survey

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The last annual data profile available from the THECB showed data from 2004 which had 100% of ADN graduates being employed or pursuing further education. The graduate survey of the class of 2007 had 44 responses and 100% were employed or pursuing further education.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies including Appreciation/Recruitment Luncheon, April job fair, and Monday presentations/lunches from prospective employers.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1180

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

For the class of 2007, 108 of 121 passed the NCLEX-RN on the first attempt for a 89% pass rate. The expected outcome was not met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The faculty analyzed the data on the failures and discovered the only trend was that 4 of the students were those who were allowed a 2nd readmission due to extenuating circumstances. The faculty will be more stringent in its acceptance of petitions for 2nd readmissions, especially in the last semester. The faculty decided to add a Target: Two Year option for Level IV students. Will make review course mandatory so that WIA and other programs will pay for it.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5680

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

ERI diagnostic test reports taken in last semester of program.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The Kaufman class which graduated in December of 2008 scored an average of 67.82 on the comprehensive ERI exit exam where the North American Average was 60. Met. The Palestine class which graduated in August of 2009 scored an average of 59 on the first attempt on the comprehensive ERI exam when the North American Average was 60.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Kaufman faculty will continue current strategies and use of the remediation part of the ATI testing package. The Palestine faculty will evaluate the timing of the exit testing and make sure that the students are well rested and ready. They will impress on the students the importance of the exit exams in their preparation for the NCLEX-PN. They will continue the use of the remediation part of the ATI testing package.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5681

## **Outcome Description**

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

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last NCLEX-PN Program report.

## **Outcome Method**

Evaluate NCLEX-PN program reports

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

For Palestine, all areas were above the 30th percentile except for Psychiatric nursing and Integumentary/musculoskeletal nursing. The Kaufman results showed all areas above the 30th percentile except for reproductive. Not met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Palestine faculty plan to add common psychiatric medications to the pharmacology course. They plan to rework the tests for both areas. They will have hands on traction for first time next year. They will look for more visual aids to help with retention of material. They will move Integ/musculoskeletal unit from spring to fall to give it more time when the A&P will be gone (Fall 2010). The Kaufman faculty member plans to give students a project covering the reproductive system. The BIOL 2404 will give students a better foundation for the reproductive system (starting January 2011).

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5682

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The 2006 THECB Annual Data Profile (the latest available) showed 100% of the 2004 graduates being successful (employed or pursuing further education). Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5683

### **Outcome Description**

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

### **Outcome Strategy**

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

### **Outcome Method**

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

### **Outcome Criterion**

Eighty-five percent of VN graduates will pass the National Council Licensing Examination for Practical Nurses on the first attempt.

### **Strategic Plan Relationship**

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 licensure exam evaluates whether learning has occurred.

### **Outcome Results**

The Palestine class of 2008 had an 85% pass rate on the NCLEX-PN - 29/34. Not met. The Kaufman class of 2008 had a 95% pass rate on the NCLEX-PN. Met.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The Palestine faculty plan to continue with the ATI testing program and having the students complete the remediation if they don't score high enough on the diagnostic exams. They plan a curriculum revision deleting Nutrition and adding BIOL 2404 Intro to A&P. This will allow them to delete the VNSG A&P and add more time to VNSG 1400 and add a nutrition class. More time in VNSG1400 will let the students get a better foundation in the beginning nursing process material.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5684

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

Increasing 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.

## **Outcome Results**

In Kaufman, 21 of 25 students who started in January of 2008 graduated in December of 2008 for an 84% retention rate. Met. In Palestine 29 of 39 students who started in August of 2008 graduated in August of 2009 for a 74% retention rate. Not quite met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Palestine faculty will work on identifying the at risk students and refer them to the counselor early. The program faculty need to work on a recruitment plan to build larger pools of applicants. With a larger pool, better qualified students will be selected and will be more successful.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5685

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

In the latest THECB Annual Data Profile available (2006), 100% of the SGT 2004 graduates were successfully employed or pursuing further education.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies. Will continue to have students take the certifying exam at the end of the spring semester as they will be more marketable once they are certified.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5686

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of Program Assessment Exam (PAE).

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

Not met. The average score of the class of 2009 was 62.28 and 70 is the passing score.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Last year was the SGT instructor's first year in teaching. She focused more on the practical aspects of the profession and plans to focus more on the core curriculum this year. She will cover areas she didn't dwell on last year that were tested but not used much in the clinical area. She will review test questions in an exam review book written by someone she knows. She will have the students take the practice PAE. She will review and possibly use test questions used by the previous SGT instructor.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5687

## **Outcome Description**

Have sufficient number of surgical technology graduates.

## **Outcome Strategy**

Continue to implement the current curriculum, utilizing the counselor as needed.

## **Outcome Method**

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

## **Outcome Criterion**

Eighty percent of students admitted to the SGT program will graduate and receive a SGT certificate or AAS degree within a year.

## **Strategic Plan Relationship**

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

## **Outcome Results**

7 of the 12 students who started in the fall of 2008 graduated in May of 2009 with an AAS degree for a 58% retention rate. Not met. One dropped to concentrate on nursing, one dropped because she couldn't wear a mask for an extended period of time. One was dropped when he couldn't pass the practicum.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

SGT instructor will get with counselor to work on recruitment strategies to develop a larger pool of SGT applicants. More applicants who are interested in SGT and not just something to do while they wait to get into nursing school. A larger pool will provide more qualified students and result in a better retention rate.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5688

**Outcome Description**

Have all PCT students pass the nurse aide certifying exam on the first attempt.

**Outcome Strategy**

Implement the current curriculum offering extra practice times before the nurse aide exam.

**Outcome Method**

Percentage of students passing the nurse aide exam through NACES.

**Outcome Criterion**

One hundred percent of PCT students will pass the nurse aide certifying exam on the first attempt.

**Strategic Plan Relationship**

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

**Outcome Results**

In the fall of 2008 8/9 students passed the nurse aide exam on the first attempt for 89% pass rate and in the spring of 2009, 14/15 passed on the first attempt for 93% pass rate. Not met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The instructor will continue to work extra with the students as needed to make sure they are ready to perform the skills for the certification exam. She will work with the students so that they can get past their anxiety over testing.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5689

**Outcome Description**

Have sufficient number of patient care technologists.

**Outcome Strategy**

Continue current curriculum and utilize the counselor as needed.

**Outcome 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.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

In the fall of 2008, 9/11 students who started graduated for 82% graduation rate and in the spring of 2009, 13/15 students who started graduated for 87% graduation rate. Not met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

PCT instructor will work on improving orientation so that students are aware of the expectations before actually beginning the program. The instructor will work on early identification of students at risk and will refer them to the counselor in a timely manner.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5690

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The latest THECB Annual Data Profile available (2006) showed 100% of the 2003 - 2004 graduates were successful being employed or pursuing further education. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5691

**Outcome Description**

The HSC facilities will be kept clean and in good repair.

**Outcome Strategy**

Implement current cleaning and maintenance plan focusing on areas of improvement identified by staff and the results of the last survey.

**Outcome Method**

Survey will be scored and results reviewed.

**Outcome Criterion**

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 facilities being clean and in good repair.

**Strategic Plan Relationship**

Keeping facilities clean and in good repair provides a service to students that removes barriers to learning.

**Outcome Results**

The HSC survey in spring of 2009 showed a 4.44 average on the item relating to facilities being kept clean and in good repair by the students. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5692

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Survey will be scored and results reviewed.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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

## **Outcome Results**

The spring 2009 HSC survey had the following results:

1. Average 4.34 - communication of messages
2. Average 4.44 - assisted in friendly, professional manner
3. Average 4.46 - library materials up to date
4. Average 4.38 - reference requests answered professionally, timely
6. Average 4.5 - orientation to use of media equipment/computers

Met in all areas

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue current strategies to stay student friendly campus.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5693

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The 2006 THECB Annual Data Profile (the latest available) showed a 95.45% success rate of 2004 EMT graduates employed or pursuing further education. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5694

## **Outcome Description**

Have sufficient number of students/graduates who pass their appropriate National Registry Exams on the first attempt.

## **Outcome Strategy**

Implement the current curriculum with modifications decided on during the April EMS Faculty curriculum meeting including having review course, and working on practice diagnostic tests.

## **Outcome Method**

Results from National Registry on pass/fail results on each exam.

## **Outcome Criterion**

EMT course completers at all levels (Basic, Intermediate, and Paramedic) will pass their appropriate National Registry Exam at a level at least within 5% of the national passing average.

## **Strategic Plan Relationship**

Increasing the number of graduates who pass the certification or licensing exam will increase the proportion of graduates who obtain employment and instruction, and academic support will have to be provided so that learning can occur. The national registry exam evaluates whether learning has occurred.

## **Outcome Results**

Of the 68 students completing the EMT basic courses, 44 took the certifying exam and 31 passed on the first attempt for a 70% pass rate across the 3 campuses. National average for same time frame was 67%. Met. Of the 24 students who completed the paramedic program, 9 took the certifying/licensure exam and 4 of the 9 passed for a 44% pass rate. National average during the same time frame was 73%. Not met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

One of the paramedic instructors was burned out last year and it was mutually agreed on that he would not return this year. New instructors were found for EMT basic classes in Palestine and EMT Paramedic classes in Kaufman and Palestine. Current EMT faculty are enthusiastic and energetic and have met several times to plan for improvements in the program. The program adopted the FISDAP testing package and will require passing of the FISDAP final before students are allowed to graduate. Use FISDAP package throughout the program will help the students be better prepared for the certification testing. The seasoned EMT basic instructor will share tests with new faculty to increase reliability across campuses and improve level of questions on tests.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5695

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

Evaluate NCLEX-RN program reports

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

All areas were above the 30th percentile on the NCLEX-RN for the graduates of 2008.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue the curriculum and teaching strategies as already planned.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5696

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of the HESI diagnostic exit exam given in the spring.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The ADN class of 2009 scored 853 on the HESI exit exam. The average HESI composite score for nursing students in all ADN programs nationwide in the last year was 836 which reflects the 51.76 percentile level. The average HESI composite score for TVCC ADN students was 853 which reflects the 56.02 percentile. TVCC was higher than the ADN norm. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies and will mandate increased use of the NCLEX 4000 Study Software.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5697

## **Outcome Description**

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

## **Outcome 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".

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Met for all levels except for Level I.

Level I = 77%; Level II = 85%; Level III = 92%; Level IV = 97%; Transition = 88%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

1. Hire enough faculty to meet the needs of the students in Level I. In the fall of 2008, all but 1 of the freshmen faculty had to do a sophomore clinical which led to higher attrition. 2. Keep students in skills lab when they have done all their skills and do retention activities like the test taking module, study groups, etc. 3. Add retention specialist if THECB Over 70 grant funds are received.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5698

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome 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.

**Outcome Criterion**

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).

**Strategic Plan Relationship**

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.

**Outcome Results**

Had highest retention rate ever. 103/148 total students completed the program in the minimum time for a 69.6% retention rate. 71/110 generic (64.5%); 23/26 LVN Transition (88%) and 9/12 paramedic (75%)

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue current strategies such as First Steps to Success and Target: Two Years. Add retention specialist if possible. Work on improving retention in Level I.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5699

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

THECB Annual Data Profile and ADN Graduate Survey

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

Latest THECB Annual Data Profile is still 2006 which reflects 100% success rate in employment/continuing education for 2004 graduates. The 2008 Graduate Survey showed 100% employment in nursing (40 full time and 1 part-time). Return rate 41/117.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies for job fairs, recruitment luncheons and visits by potential employers.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5700

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Not met. For the class of 2008, 107/117 students passed the NCLEX-RN on the 1st attempt for a 91% pass rate. This rate was commended by the Texas Board of Nursing. It is higher than the national average.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies and will mandate that the students complete a certain number of questions on the NCLEX 4000 study software.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5891

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

ATI diagnostic test reports taken in last semester of program.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Kaufman - The Class of 2009 scored an average of 63.35 on the ATI Comprehensive exam and the national average was 63. Met.

Palestine - The Class of 2010 scored an average of 66.49 on the ATI comprehensive predictor and the national average was 67.9%. Not quite met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Kaufman faculty will continue current strategies. The Palestine faculty will increase the amount of detailed explanation and practice of nursing interventions with case studies, lectures, group work and written reports as well as incorporating concepts of comfort/rest/activity/mobility into med/surg, OB, pedi, and geriatrics which were the areas of weakness noted on the NCLEX program reports.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5892

## **Outcome Description**

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

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last NCLEX-PN Program report.

## **Outcome Method**

Evaluate NCLEX-PN program reports

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

Kaufman - All areas above 30th percentile. Met

Palestine - All areas above 30th percentile except for Implementation and Comfort/rest/activity/mobility. Not met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Kaufman faculty will continue current strategies. The Palestine faculty will increase the amount of detailed explanation and practice of nursing interventions with case studies, lectures, group work and written reports as well as incorporating concepts of comfort/rest/activity/mobility into med/surg, OB, pedi, and geriatrics.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5893

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

in 2006 - 2007, the last year that data is available from the THECB, 37 of 41 VN graduates were employed or pursuing additional education within one year of graduation for a 90.24% placement rate. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Current strategies will be continued.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5894

### **Outcome Description**

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

### **Outcome Strategy**

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

### **Outcome Method**

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

### **Outcome Criterion**

Eighty-five percent of VN graduates will pass the National Council Licensing Examination for Practical Nurses on the first attempt.

### **Strategic Plan Relationship**

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 licensure exam evaluates whether learning has occurred.

### **Outcome Results**

Kaufman - 17 of 17 graduates from December 2009 passed the NCLEX-PN on the first attempt for a 100% pass rate. Met

Palestine - 26 of 29 graduates from August 2009 passed the NCLEX-PN on the first attempt for a 89.6% pass rate. Met

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Continue current strategies including the new ATI testing program with remediation.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6033

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

Increasing 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.

## **Outcome Results**

Kaufman - 16 of 24 students starting in January 2009 graduated in December 2009 for a 67% retention rate. Not met.

Palestine - 31 of 39 students starting in September 2009 graduated in August of 2010 for a 79% retention rate. Met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Palestine will continue current strategies.

Kaufman instructor will do individual test counseling with students who are struggling and will refer students to HSC counselor as needed.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6034

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

In 2006-2007, the last year data is available from the THECB, 9 of 9 SGT graduates were employed or pursuing additional education within one year of graduation for 100% placement rate. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies including joining the ADN students in the annual recruitment/appreciation luncheon in the spring.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6035

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of Program Assessment Exam (PAE).

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The SGT class graduating in May 2010 scored an average of 71.62 on the PAE assessment which is above the passing standard of 70%. Met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6036

**Outcome Description**

Have sufficient number of surgical technology graduates.

**Outcome Strategy**

Continue to implement the current curriculum, utilizing the counselor as needed.

**Outcome Method**

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

**Outcome Criterion**

Eighty percent of students admitted to the SGT program will graduate and receive a SGT certificate or AAS degree within a year.

**Strategic Plan Relationship**

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

**Outcome Results**

8 of 8 students starting in the fall of 2009 graduated with a SGT certificate or AAS degree in May of 2010 for 100% retention. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current retention strategies but will also work on improving recruitment with the hope of starting with a full class of 12 students.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6037

**Outcome Description**

Have all PCT students pass the nurse aide certifying exam on the first attempt.

**Outcome Strategy**

Implement the current curriculum offering extra practice times before the nurse aide exam.

**Outcome Method**

Percentage of students passing the nurse aide exam through NACES.

**Outcome Criterion**

One hundred percent of PCT students will pass the nurse aide certifying exam on the first attempt.

**Strategic Plan Relationship**

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

**Outcome Results**

In fall of 2009, 9 of 9 students taking the NACES nurse aide exam passed it on the first attempt. In spring of 2010, 22 of 22 students taking the NACES nurse aide exam passed it on the first attempt. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6038

**Outcome Description**

Have sufficient number of patient care technologists.

**Outcome Strategy**

Continue current curriculum and utilize the counselor as needed.

**Outcome 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.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

In fall of 2009, 9 of 10 students starting the program graduated at the end of the semester for a 90% retention rate. In the spring of 2010 20 of 23 students starting the program graduated at the end of the semester for an 87% retention rate. Met in fall but not met in spring.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will refer any students experiencing difficulty and thinking about dropping to the HSC counselor and will support his recommendations.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6039

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The new outcome measures from the THECB Perkins Data resources include AAS nursing and PCT certificates together. In 2006-2007, the latest data available showed 144 of 146 (AAS & certificate nursing graduates) were employed or pursuing further education one year after graduation for a 98.63% placement rate. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue Current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6040

**Outcome Description**

The HSC facilities will be kept clean and in good repair.

**Outcome Strategy**

Implement current cleaning and maintenance plan focusing on areas of improvement identified by staff and the results of the last survey.

**Outcome Method**

Survey will be scored and results reviewed.

**Outcome Criterion**

The HSC will score an average of 4 on a 5 point Likert scale from a survey administered to faculty and students on items related to facilities being clean and in good repair.

**Strategic Plan Relationship**

Keeping facilities clean and in good repair provides a service to students that removes barriers to learning.

**Outcome Results**

The spring and summer came and went without us getting the HSC survey completed so there are no results for 2009 - 2010. The Provost noted no complaints during that time. Not assessed.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will make a concerted effort to get the survey completed in spring 2011.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6041

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Survey will be scored and results reviewed.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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

**Outcome Results**

The spring and summer came and went without us getting the HSC survey completed so there are no results for 2009 - 2010. The Provost noted no complaints during that time. Not assessed.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will make a concerted effort to conduct the HSC survey in spring 2011.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6042

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

THECB Annual Data Profile

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

In 2006 - 2007, the latest year that data is available from the THECB, 20 of 20 graduates were employed or pursuing further education within a year of graduation for a 100% placement rate. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6044

## **Outcome Description**

Have sufficient number of students/graduates who pass their appropriate National Registry Exams on the first attempt.

## **Outcome Strategy**

Implement the current curriculum with modifications decided on during the April EMS Faculty curriculum meeting including having review course, and working on practice diagnostic tests.

## **Outcome Method**

Results from National Registry on pass/fail results on each exam.

## **Outcome Criterion**

EMT course completers at all levels (Basic, Intermediate, and Paramedic) will pass their appropriate National Registry Exam at a level at least within 5% of the national passing average.

## **Strategic Plan Relationship**

Increasing the number of graduates who pass the certification or licensing exam will increase the proportion of graduates who obtain employment and instruction, and academic support will have to be provided so that learning can occur. The national registry exam evaluates whether learning has occurred.

## **Outcome Results**

At the paramedic level, 4 of 8 graduates from May 2010 passed the national registry exam on the 1st attempt for a 50% pass rate. The national pass rate for the same time period was 73%. Not met.

At the intermediate level, TVCC did not have any students test.

At the EMT Basic level, 38 of 48 students from fall 2009 and spring 2010 who tested passed the national registry exam on the first attempt for a 79% pass rate. The national pass rate for the same time period was 67%. Met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The EMT basic faculty will continue current strategies. The paramedic faculty have changed books to one which is easier for students to understand and should help with pass rates. They will be requiring the students to complete the workbook. They will require ACLS and ITLS books in the spring. They will highly encourage the students to take the NREMT prep course which will be offered at the end of the program before national registry testing.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6045

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

Evaluate NCLEX-RN program reports

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The ADN graduates of 2009 scored above the 30th percentile on all areas of the NCLEX-RN program reports. No weaknesses noted. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6046

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

Results of the HESI diagnostic exit exam given in the spring.

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

The ADN class of 2010 had a mean score of 876 which was above the national mean of 823 but below the national norm for ADNs by 0.4 percentile. Not quite met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The faculty will implement the suggested changes made in May 2010 after evaluation of the HESI scores from Level II, III and IV. The new retention coordinator will make sure that students know about all the retention resources available to them that should help increase their knowledge and ability to test.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6047

## **Outcome Description**

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

## **Outcome 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".

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The ADN students completed each level of the ADN program at the following retention rates: Level I – 77% (did not meet 85%); Level II – 89% (met 85%); Transition Level – 87% (met 85%); Level III – 89.7% (almost met 90%); Level IV – 98% (met 93%). Met 3 levels, almost met 1 level and did not meet the first level.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Have hired an ADN Instructor/Retention Coordinator on the Nursing Shortage Reduction Over 70% grant to work 80% of FTE. She will concentrate on working with the Level I students in the fall of 2010. Will continue other retention strategies including Target: Two Years.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6048

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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).

## **Strategic Plan Relationship**

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.

## **Outcome Results**

102 students of the new 162 students who started the generic and transition programs in fall 2008 (generic) and May 2009 (transition) graduated in May 2010 for a 63% retention rate. Met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies. Have hired an ADN retention coordinator with nursing grant funds who will work (80% FTE) with ADN students to improve this, especially with the Level I students. Will continue Target: Two Year program in Levels II, III, and IV.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6049

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

THECB Annual Data Profile and ADN Graduate Survey

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

In 2006 - 2007 the last year that data is available from the THECB, 144 of 146 nursing graduates (AAS and certificate) were employed or pursuing further education within a year after graduation for a 98.63% placement rate. On the graduate survey for the class of 2009, 31 of 32 graduates reported they were working in nursing for a 97% placement rate. Met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies but also add others in light of the economy which affected the 2010 graduates. Will work to help students stand out in relation to graduates from other programs such as completing a professional portfolio to take to interviews and encouraging students to take advantage of bonus points to improve their GPA.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY10

**Outcome ID#:** 6050

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

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

**Outcome Criterion**

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

**Strategic Plan Relationship**

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.

**Outcome Results**

For the class of 2009, 118 of 124 graduates passed the NLCEX-RN on the first attempt for a 95% pass rate. Received commendation from the Texas Board of Nursing. Met

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue current strategies!

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6234

## **Outcome Description**

The health occupations graduates will have sufficient knowledge and skills for employment and passing their respective licensure exams.

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last administrative outcomes results.

## **Outcome Method**

ATI diagnostic test reports for VN students, HESI diagnostic exams for ADN students and FISDAP final exam results for EMT students.

## **Outcome Criterion**

The health occupation classes as a whole will score at or above the national norm on their respective diagnostic exams - ATI comprehensive diagnostic tests for VN students, HESI exam tests for ADN students, and FISDAP exams result for EMT students.

## **Strategic Plan Relationship**

This will help determine if the health occupations students are prepared for their respective licensing exams.

## **Outcome Results**

The results of the diagnostic exams for 2010-2011 are:  
VN Kaufman - ATI - 68.0% - National Mean 67.8% - Met  
VN Palestine - ATI - 70.5% - National Mean 67.9% - Met  
Paramedic - FISDAP - 65% - National Mean 65% - Met  
ADN - HESI - 845 - National Mean 840 - Met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

VN Kaufman, VN Palestine, EMT and ADN programs will continue current strategies.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6235

## **Outcome Description**

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

## **Outcome Strategy**

Implement the current curriculum with increased emphasis on areas which were areas of weakness shown on the last NCLEX-PN and NCLEX-RN Program reports.

## **Outcome Method**

Evaluate NCLEX-PN and NCLEX-RN program reports

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This will help determine if there are any weaknesses in the VN and ADN program curricula that need to be strengthened so that the VN and ADN students will be better prepared for the licensing exam.

## **Outcome Results**

Results:

ADN - all areas above 30th percentile - met

VN Kaufman - all areas above 30th percentile except 1 - Older adult - not met

VN Palestine - all areas above 30th percentile except 6 - Reduction of Risk Potential; Comfort, Rest, Activity, Mobility, Endocrine/Metabolic; Integumentary/Musculoskeletal; Renal/Urinary; Natal;

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

ADN - will continue current strategies

VN Kaufman - has started requiring textbook for Geriatrics course

VN Palestine - to help with reduction of risk potential, and comfort, rest, activity and mobility the faculty have switched to a new skills book which focuses on patient safety. They will have more time in skills which will reinforce skills, safety, nursing process and outcomes. For Endocrine/Metabolic the faculty will stress labs, disease processes, nursing process and outcomes. For Integumentary/musculoskeletal the faculty will focus on safety, nursing process and outcomes related to that content. For Renal/Urinary the faculty will use more case studies, and focus on disease processes, nursing process and outcomes related to that content. For natal - the faculty will use more case studies, concept mapping, and stress nursing process and outcomes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6236

## **Outcome Description**

Have sufficient number of health occupations graduates who are employed in their health occupation's field or continuing their education.

## **Outcome Strategy**

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

## **Outcome Method**

THECB Annual Data Profile and program graduate surveys

## **Outcome Criterion**

Ninety percent of health occupations graduates (ADN, VN, SGT, EMT and PCT) will be employed in the field or pursuing further education within six months of graduation.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

From the latest Annual Data Profile - Perkins Data Resources for 2011-2102 (date from 2008-2009)

EMT - 94% placement rate - met

ADN - 96% placement rate - met

VN & PCT - 93% placement rate - met

SGT -92% placement rate - met

From graduate surveys ADN - 33/35 placement rate - 94%

All met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes required but faculty have noted a decrease in available jobs and will be proactive in strategies to keep placement rates up. ADN students will be encouraged to make portfolios more professional. They will be encouraged to work as PCT or nurse tech in facilities they might like to work at. Available jobs will be posted on Blackboard. After College will be continued and students will be directed to it. The ADN program is also working on a partnership/articulation with UT Arlington so graduates will be able to say they are already enrolled in RN to BSN program. Instructors will pay special attention to reference letters. Students will be advised to look for jobs early.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6237

## **Outcome Description**

Have sufficient number of health occupations graduates who pass their respective licensure examinations on their first attempt (National Council Licensing Examination for Practical Nurses (NCLEX-PN, National Council Licensing Examination for Registered Nurses (NCLEX-RN, National Registry examination for paramedics, AST examination for SGT graduates, NACES exam for PCT)

## **Outcome Strategy**

Implement the current curricula with modifications decided on during the respective health occupations faculty curriculum meetings.

## **Outcome Method**

Report on results of NCLEX-PN and NCLEX-RN by Texas Board of Nursing, National Registry report for paramedics, AST report for SGT graduates, and NACES exam for PCT students.

## **Outcome Criterion**

Eighty-five percent of VN graduates will pass the NCLEX-PN on the first attempt, 90% of ADN graduates will pass the NCLEX-RN on the first attempt, 100% of PCT graduates will pass the nurse aide exam on the first attempt, 70% of SGT graduates will pass the AST certification/licensure exam on the first attempt, and EMT/paramedic graduates will pass the national registry exam on the first attempt within 5% of the national average.

## **Strategic Plan Relationship**

This directly relates to increasing professional licensure/certification of health occupations' graduates.

## **Outcome Results**

ADN - 2010 Graduates has 93% pass rate on NCLEX-RN - met  
VN Palestine - 2010 Graduates - 79% pass rate on NCLEX-PN - not met  
VN Kaufman - 2010 Graduates - 91% pass rate on NCLEX-PN - met  
EMT - 2011 Graduates - 53% - national average 59%  
PCT - Fall 2010 and Spring 2011 graduates had 100% pass rate on nurse aide exam - Met  
SGT - 2011 Graduates - 3/5 passed CST for 60% success rate. Not met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

VN Kaufman, PCT & ADN will continue current strategies.  
For EMT program - they will switch to the HESI diagnostic exam which will give better feedback as to what concepts they need to remediate on. They will add more kinesthetic learning and add more case scenarios.  
For SGT Program - The instructor will focus on improving the two lowest areas from last year's exams - For intra-op sterile content, the instructor will have the students wear their operating room garb - gown, hat, shoe covers, etc. the whole time they are in skills lab. She will frequently quiz the students about what is sterile, clean and

dirty. She will talk to the students about bad habits they may observe in the clinical setting. The instructor has assigned students to do group projects for each body system to help get them more exposure to basic science concepts from Anatomy & physiology.

VN Palestine faculty have worked on self-study for the Board of Nursing which has included several improvements. They will work on better communication with students and will e-mail PowerPoints to students who so desire. They will review A&P during med/surg. They will change their testing procedures to no open book tests and no bonus points. They will identify at risk students and send them for mandatory tutoring. They will form mandatory study groups and make sure they are functioning. They will have students buy new skills book which has DVD. They will require regular ATI tutorials and practice tests to correlate with courses. They will have ATI rep talk to students about use of ATI system, Nurse Logic, Learning System PN and remediation. They will make specific changes to courses as noted in LEAPs.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6238

## **Outcome Description**

Have sufficient number of health occupations graduates to be able to take the licensing/certification tests.

## **Outcome Strategy**

Continue to implement the admission criteria and selections processes for those programs with selective admissions and evaluate their effectiveness and modify as needed. Implement and evaluate health occupations program curricula and make changes as needed to keep up with health care trends.

## **Outcome Method**

1. Calculate the number of students graduating:
  - a. one year after beginning the VN program divided by the number of students admitted to the program one year ago times 100.
  - b. two semesters after beginning the SGT program divided by the number of students who started the program times 100.
  - c. one semester after starting the PCT program divided by the number of students who started the program times 100.
  - d. two years (one for transition) after beginning the ADN program divided by the number of students admitted to the program times 100.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

Increasing the retention rate in the health occupations programs will help increase graduation rate.

## **Outcome Results**

VN Kaufman - 23/25 VN students graduated in 1 year (92%) Met  
VN Palestine - 26/41 VN students graduated in 1 year (63%) Not Met  
SGT - 5/11 SGT students graduated (45%) Not met  
PCT - In fall 2010 - 12/13 PCT students graduated (92%); in spring of 2011 13/13 PCT students graduated (100%) - Met  
ADN - 77/128 generic ADN students completed in 2 years (59.3%); 10/12 Paramedic transition students completed in 1 year (83%); 32/42 LVN transition students completed in 1 year (76%); Total - 119/182 = 65% retention - Met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

VN Kaufman, PCT and ADN will continue current strategies.

SGT has evaluated the attrition and the majority comes from those deciding surgical technology is not for them, not from academic reasons like most of the other health occupations programs. The instructor will show a video in orientation which covers what SGTs do to hopefully give them a more realistic idea about what will be expected of them and what being a SGT will be like. If they are more prepared for what to expect, more students may stay.

VN Palestine faculty will have students form study groups and make sure they are functioning well. They will work on better communication with students. They will identify at risk students and refer them for mandatory tutoring. They will have students use the ATI system better including Nurse Logic, Learning System PN and remediation.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6258

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Survey will be scored and results reviewed.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This will help improve efficiencies of TVCC operations of HSC office and LRC and building maintenance.

## **Outcome Results**

I forgot to run the HSC services survey in the spring of 2011 so created the survey in Survey Monkey and administered it to the ADN sophomore students who were at the HSC in the spring and summer of 2011 - and received 39 responses. The average overall score was 3.97 so the criterion was not met. The item averages were: 3.64, 4.17, 4.31, 3.94, 3.92, and 3.90. The best was related to library materials and the worst was related to communicating messages to faculty and students in a timely manner.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will share results with the HSC staff and will work to improve areas below 4.0, especially communicating messages. Will also work harder to remember to administer the survey in the spring when scheduled for a better response.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6263

## **Outcome Description**

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

## **Outcome 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".

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

Increasing the ADN retention rate will lead to increased graduation rates for workforce programs.

## **Outcome Results**

The retention rates for 2010 - 2011 are:

Level I - 84% (86%K;69%A)- almost met

Level II - 87% (87%K;83%A) - met

Transition - 87% (85%K;93%A) - met

Level III - 95% (94%K;100%A)- met

Level IV - 94% - (95%K;88%A) -met

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Will continue current strategies - especially Summer Learning Lab; Target: Two Year project; use of retention coordinator; and participation in the Nursing Innovation Grant (NIGP) program.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Health Science Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6270

**Outcome Description**

Plans for expansion of the HSC will be developed and implementation will be started.

**Outcome Strategy**

The HSC Provost will work with the Associate Vice-President of Physical Facilities, the architect, the TVCC Board of Trustees, the TVCC President and Vice-Presidents and the HSC faculty to develop acceptable plans for expansion of the HSC.

**Outcome Method**

Review the Board of Trustees meeting minutes. View visible progress on groundbreaking.

**Outcome Criterion**

The TVCC Board of Trustees will approve plans for the expansion of the HSC. The groundbreaking will have taken place by May 2011.

**Strategic Plan Relationship**

The expansion of HSC will provide for future expansion of health occupations students.

**Outcome Results**

Provost has been working diligently with the architects and Asst. VP of Physical Facilities to finalize plans for the building. The Board of Trustees has directed the group to look at alternative sites for the building. The report from this group will be presented to the Board at the September Board meeting. Not met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Will continue to work with the planning group to get information needed by the Board of Trustees and hopefully will get a positive result within the next year.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY07

**Outcome ID#:** 640

## **Outcome Description**

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

## **Outcome Strategy**

Develop a structured schedule for honors faculty meetings.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This administrative outcome supports TVCC goals 1,3, and 4. Communication and idea exchanges should make the honors program more attractive and provide a rich curriculum for students.

## **Outcome Results**

All goals were difficult to accomplish this year because of a change of directors, however, there were meetings with the honors faculty at both the Terrell and Athens campuses, which were well attended. The meetings tended to focus on what the director could do to help the faculty better serve the students, and the evaluating of honors syllabi. It was agreed that new syllabi would be turned in at the beginning of Fall 2007 semester.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I believe the discussions were very productive, and have every intention of continuing this dialogue. As the new director becomes more familiar with the day to day running of the program, more meetings will take place and more focused discussions will be possible. I believe that the faculty have much to share, and that these meetings will continue to improve the program.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Honors Program Administration

**Plan Period:** FY07

**Outcome ID#:** 641

## **Outcome Description**

Students will learn about the needs and will experience contributing to their community.

## **Outcome Strategy**

Develop a graduation status that would recognize honors students who have completed community service experiences.

## **Outcome Method**

We will record the number of honors students who pursue and complete the community service requirements that lead to graduation as an "Honors Student with Distinction".

## **Outcome Criterion**

The percentage of honors graduates who complete the "distinction" requirements should increase by 10% for each of the next two May graduations.

## **Strategic Plan Relationship**

This administrative outcome supports TVCC goals 1 and 4 as the program encourages activities that will help students connect their academics to an awareness of the diversity and needs of a community.

## **Outcome Results**

Due to a change in leadership, this goal was not emphasized or met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will evaluate this goal. Realizing how important community service is to our mission, I feel that some method of encouraging stronger participation from our honors students is very important. I think that this goal will be will be addressed by closer cooperation with Ohi Theta Kappa, and that we will replace it with another goal for the next cycle.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY07

**Outcome ID#:** 642

## **Outcome Description**

Additional course offerings are necessary to make honors more accessible to students and to increase their opportunity to graduate through the honors program.

## **Outcome Strategy**

The honors director will offer meeting times for interested faculty to visit and discuss possible honors courses and curriculum design. These meetings will be convenient to faculty from all three campuses, Athens, Terrell and Palestine.

## **Outcome Method**

The number of courses and sections available on the honors schedules should be increased by the Fall of 2007. This should include the addition of all core curriculum offerings on all three of the identified campuses.

## **Outcome Criterion**

During the fall of 2007 the number of students enrolled in honors courses should increase by 20% on each of the three campuses.

## **Strategic Plan Relationship**

This administrative outcome is designed to support the program's commitment to TVCC goals 1 and 3. The Honors Program should expand its offerings to make the honors instruction and activities more available to all students.

## **Outcome Results**

The discussions of increasing the course offerings were well received by the faculty, but due to changes in college personnel-the loss of Brenda House and Mary Bracken for instance-we actually had fewer offerings in the Fall 2007 semester. We hope to have at least restored the number of classes to Fall 2006 levels by the Spring semester, 2008. I have also negotiated with Charlotte Renk to provide a Humanities course that would be 100% honors students, about which she is very enthusiastic. We hope this course will be on the Spring 2008 schedule.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY08

**Outcome ID#:** 5580

## **Outcome Description**

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

## **Outcome Strategy**

Develop a structured schedule for honors faculty meetings.

## **Outcome 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.

## **Outcome Criterion**

## **Strategic Plan Relationship**

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.

## **Outcome Results**

While there were no meetings involving all of honors faculty at one time, I did meet with many of them individually. We had good discussions about the on going problems of time and resources, and we identified several new instructors to add to our group. Some of these include faculty from TDCJ, and two new honors sections were piloted there as a result of these talks.

It reaffirms my earlier statement that communication is vital to this program.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to seek input from faculty individually, as they seem to communicate more with each other than in specific meetings.

I think the meetings shall be structured around the due dates for the applications and contracts, and this will be a good time to address new classes and any questions the new instructors may have.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY08

**Outcome ID#:** 5581

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

We added several new courses/instructors to our unit this semester, including two at the TDCJ units. Some of these were new faculty, and they seemed very intent on become part of the project.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to look at the expansion of the program at TDCJ, paying particular attention to the lack of supplemental materials available to these students. While growth is good, it must be productive and maintained at the highest possible standards.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY08

**Outcome ID#:** 5582

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Improvements to the web site included the addition of course offerings and application/re-application forms. This has increased student interest in the program, with many more applications being submitted this Fall than the previous two semesters.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to evaluate the user friendliness of the site, and redesign it to reflect that of the new TVCC template.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY09

**Outcome ID#:** 5881

## **Outcome Description**

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

## **Outcome Strategy**

Develop a structured schedule for honors faculty meetings.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

## **Outcome Results**

TVCC honors faculty held a general meeting in the Spring of 2009. During this meeting the honors committee discussed a number of items designed to increase our enrollment and distribute funds for scholarships.

Faculty voted to approve the use of scholarship money to fund any honors course after the first course completed.

Faculty also discussed the need for honors courses to be listed in a very conspicuous way in the catalogue, perhaps with a special character designating the courses available. Discussions have been held with Dr. McMillen to explore options for this.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY09

**Outcome ID#:** 5882

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

## **Outcome Results**

The number of honors offerings on the Athens campus have been increased, including a stand alone honors Humanities course offered for the first time in the Spring of 2010.

Plans were made to be create a program for learning day which would allow more exposure for the program, specifically among the new faculty members.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY09

**Outcome ID#:** 5883

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

## **Strategic Plan Relationship**

## **Outcome Results**

Many changes have been made to the REACH website, including the addition of schedules, application forms, and contact information for TVCC honors faculty. These changes have been received very well by the students, and many questions can now be answered by viewing the new web page.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Honors Program Administration

**Plan Period:** FY10

**Outcome ID#:** 6166

## **Outcome Description**

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

## **Outcome Strategy**

Develop a structured schedule for honors faculty meetings.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

## **Outcome Results**

the meeting for this semester centered around a reworking of how student scholarships are to be distributed

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of our meeting, students are now to have a scholarship equal to the tuition and fees for any honors courses they take after the first successful completion of an honors course. We feel that this method will promote the continuation of a students involvement with the honors program.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY10

**Outcome ID#:** 6167

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

## **Outcome Results**

Our honors offering have continued a slow but steady growth on all campuses as a result of speaking to individual instructors.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I have been speaking to those instructors I feel would make a real difference to an honors student's success. I have decided however that I need to reach more faculty, and so I will be presenting a workshop at the Spring 2011 learning day.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY10

**Outcome ID#:** 6168

**Outcome Description**

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

**Outcome 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.

**Outcome 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.

**Outcome Criterion**

**Strategic Plan Relationship**

**Outcome Results**

The availability of information online has dramatically increased the number of applications received.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Our goal is to work a bit closer with the webmaster to increase the interactive aspects of our application. While many documents (transcripts, some test scores) must be received in paper form, the application itself would be very easily emailed to my office for the creation of the initial file and preapproval.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY11

**Outcome ID#:** 6498

## **Outcome Description**

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

## **Outcome Strategy**

Develop a structured schedule for honors faculty meetings

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

## **Outcome Results**

The honors faculty were unable to attend an overall meeting. We were however able to communicate on the issues of syllabi and other concerns via email, with all instructors being copied and having the opportunity to reply. We found this system to be very effective in gathering the suggestions and comments from faculty on the various campuses.

Instructors submitted electronic versions of their honors syllabi, and these are waiting to be put on the honors website. The IT department has asked that we wait until some key changes in our system are completed, which will be in the Spring of 2012.

We did however, refer students to the online syllabi that have been posted for every TVCC course offering, and students reported that this was very helpful in helping them decide on a course.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue to develop ways to meet in the virtual environment, as this seemed to be very well received by a faculty that is spread over many campuses, with vastly different schedules.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY11

**Outcome ID#:** 6499

## **Outcome Description**

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.

## **Outcome Strategy**

The honors director will hold a session at the Spring Learning Day, I will also 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

## **Outcome Results**

In an effort to create new honors offerings and interest a new group of faculty in the program, a session was offered at learning day. It was well attended, and resulted in the addition of three new instructors offering six new honors offerings.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue to have a learning day session in each of the semesters, and this will result in ever greater numbers of faculty being aware of the opportunity.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Honors Program Administration

**Plan Period:** FY11

**Outcome ID#:** 6500

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

## **Strategic Plan Relationship**

## **Outcome Results**

A meeting was held with the webmaster, and new instruction on the use of online forms was learned. Students will be able to enter all of the required information online, and submit the forms from the website.

Additional documentation will still have to be delivered to the director, although many students submitted this information through electronic means this semester, and we expect this to continue.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will be implementing even more electronic forms, although this will have to wait until the spring of 2012, when our new web format will be completed.

Soon students will be able to submit the forms directly to the instructors, and all signatures and approvals can be handled electronically

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY06

**Outcome ID#:** 434

## **Outcome Description**

Decrease the antidotal evidence about reading levels for TVCC students.

## **Outcome Strategy**

Pre and post a large sample of TVCC students in all degree and certificate areas for reading.

## **Outcome Method**

Give approximately 500 pre and post Pre-TASP one and two reading tests to students pursuing AA, AAS, and certificates in Fall 2005.

## **Outcome Criterion**

Students reading scores will improve by 5% from pre to post.

## **Strategic Plan Relationship**

The goal relates directly to #4 of TVCC's goal to enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

## **Outcome Results**

In the fall of 2005, 650 students from Developmental Reading, Computer Science, and a few misc. classes were given pre-TASP reading tests at the beginning of the semester. Of the 650, 415 students successfully completed the post reading tests too. Based on the data gathered, non-developmental students have higher scores than developmental students in both the pre-and post-tests. Also, developmental reading and writing students appear to gain ground in reading, while non-developmental students lose ground.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because of the large successful sample gathered in the fall, it was decided that data would continue to be gathered but based on a different set of criteria with the exception of Developmental Reading. All reading students (except at prison units) will continue to be tested for reading by two versions of the pre-TASP. Other reading data will be gathered based on Learning Initiative pilot programs as designated by the LI office and the LI Council.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY06

**Outcome ID#:** 435

**Outcome Description**

Decrease the lack of student engagement in a number of classes due to newly instituted pilot programs.

**Outcome Strategy**

The Learning Initiative Council will develop a pilot program and recruit faculty to try pilot in spring '06.

**Outcome Method**

Students in those pilot classes will be pre and post tested for reading and engagement levels.

**Outcome Criterion**

Students in classes that are participating in the pilot program will increase their reading and engagement levels by 10% over same classes that did not participate.

**Strategic Plan Relationship**

This goal relates to TVCC goal #5 to review and modify academic courses and programs relating to the students' achievement of courses competencies, acquisition of general knowledge, preparation for completion of advanced courses and degrees, and achievement of appropriate levels of competence in communication and computation.

**Outcome Results**

A pilot program was attempted in the spring 2006 semester called "Student Networking Groups." Four faculty members took part in the initial trial and they gave their students pre and post reading tests and short engagement surveys. Though the data has been collected there has not been sufficient time to analyze the data properly as of this report period.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Because some of the faculty doing this pilot felt unprepared to conduct this successfully and because numerous faculty considered the pilot but did not feel confident to attempt it at this time, numerous "Student Networking Groups" workshops are being held in the fall of 2006 to better prepare for the continuation of this project. One faculty member is conducting the "Student Networking Groups" and testing will be done.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Institutional Effectiveness Administration

**Plan Period:** FY06

**Outcome ID#:** 436

## **Outcome Description**

Decrease the number of faculty that have no training in shifting from an instruction centered to a learning centered classroom.

## **Outcome Strategy**

Faculty will be recruited to join a Learning Academy that will meet and function much like a graduate course.

## **Outcome Method**

The faculty chosen to participate will redesign one course, produce a portfolio, and take part in a learning day activity for all faculty.

## **Outcome Criterion**

The number of courses that are instruction based will decrease by 5% from FY05 to FY06 as they shift to learning based.

## **Strategic Plan Relationship**

This goal will fulfill TVCC goal #7 to enhance the maintenance of an excellent faculty and staff committed to students and quality education through the enhancement of professional development opportunities and activities.

## **Outcome Results**

Twelve faculty and staff members became part of the Learning Academy Scholars Project in the fall of 2006 and will complete their work in one last presentation in early fall of 2006. They met eleven times throughout the 2006-07 school year and shared new innovations for shifting from the teaching to the learning paradigm and altered at least one course with new concepts.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A new group of faculty/staff are being recruited to join the next class of Learning Academy Scholars and should begin to meet soon. By having at least ten in each class, the goal will be to have seventy faculty/staff as members of the Academy Scholars alumni by 2011.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY07

**Outcome ID#:** 431

## **Outcome Description**

Students will increase their abilities to learn from college textbook by reading more and understanding them better.

## **Outcome Strategy**

The Learning Initiative will develop five Discipline Specific Reading Tests that faculty can administer as pre and post reading tests in five program areas.

## **Outcome Method**

Pre and post reading tests from these five areas will be compared to the reading level changes in Developmental Reading courses.

## **Outcome Criterion**

Students reading tests scores in these five programs will improve at the same statistical rate as those in Developmental Reading Level Two.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 that TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. Specifically #1.1 is the goal of becoming a more learning-centered institution which will be done here with developing and administering a new form of reading test that can lead to intervention measures that will increase reading abilities.

## **Outcome Results**

Developmental Reading classes continued to be pre and post tested by pre-TASP reading tests in the fall and spring. Five subject areas were sought to develop Discipline-Specific Reading tests based on current textbooks. The following eight areas prepared tests for the fall '06 testing: Biology 2401 (A&P), Physics1401, Physical Science 1415, Intro. to Prof. Nursing 1523, General Psychology 2301, Fundamentals of Speech 1311, History 1301, and Intro. to Sociology 1301. Approximately 1800 students were tested. A much smaller testing sample was taken in the spring '07 semester because most of the Discipline-Specific areas felt that their tests were not as well developed as needed along with the fact that we got such a large sample in the fall. Though the analysis did not differentiate in the Developmental Reading courses, those students improved in fall '06 in pre to post from 55.9% to 56.4% or 0.6% improvement. The Discipline Specific pre results was 77.0% overall mean correct to the post of 76.9% overall mean correct with a loss of -0.1%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The entire process of Discipline-Specific Reading Tests is being reevaluated. All materials were sent to a reading-assessment consultant from Central Texas College, Dr. Sharon Pate, to review. Wendy Mays, local Assessment Team Chairman is assisting the faculty in these subject areas in polishing and refining their tests. There was considerable faculty opposition expressed to the amount of class time used for assessment purposes so these

Discipline-Specific tests have been put on WEB CT so that students can take them outside of class. The processing, evaluating, and reporting of reading data for Developmental and Discipline Specific is being reviewed and improved by the Institutional Research Department. Faculty is being challenged to imbed these tests into their syllabi so that the students in the "DS" group will take the post test seriously.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY07

**Outcome ID#:** 432

## **Outcome Description**

Another major pilot program will be implemented that will increase student involvement in the Learning Initiative project.

## **Outcome Strategy**

A pilot open Learning Lab will begin in the fall 06 semester.

## **Outcome Method**

Student use volume will be determined in the pilot open Learning Lab.

## **Outcome Criterion**

Student engagement in a supplemental learning environment will reach 5% of overall TVCC student population in 06-07 school year.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 that TVCC will place student learning as the primary design principle in every College policy, procedure, plan, and action. Specifically 1.1 to Become a more learning-centered institution and 1.2 to Increase student engagement in collegiate life will be accomplished through this outcome. Goal #3 to Identify and support the success of TVCC students through retention and graduation will also be related to this outcome. Specifically 3.1 to increase retention rates of students would be impacted by this pilot project.

## **Outcome Results**

A temporary home for the open Learning Lab was found in the fall '06 semester but a permanent place in the new Baugh Tech Center was designated for the spring '07 semester. Based on enrollment figures provided by the registrar for each semester, the numbers were compared to see if the 5% goal was reached. Fall enrollment for the Athens Campus was 2,717 minus the 445 designated distance students leaving 2272. Lab records indicate that 400 student visits were made to the lab with 188 distinct students using the services provided. That number far exceeds the 5% figure of 114. Spring enrollment for the Athens Campus was 2595 minus the 430 designated distance students leaving 2165. Lab records indicate that 507 student visits were made to the lab with 178 distinct students using the services provided. That number far exceeds the 5% figure of 108.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because the pilot program open learning lab was so successful, it has now become a permanent program. A full-time lab coordinator has been approved by the TVCC board. Additional budget monies have been designated by the Learning Initiative office to cover additional supplies and equipment for the lab. A student work/study has also been allotted in the budget to assist the coordinator.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY07

**Outcome ID#:** 433

## **Outcome Description**

Increase faculty involvement in learning-centered professional development activities developed out of the Learning Initiative.

## **Outcome Strategy**

Expand recruitment methods and present more programs that will increase faculty development in the teaching to learning cultural shift. Get more support from Deans and Chairpersons in recruiting for the Learning Academy and hold more training sessions such as Lunch and Learn activities.

## **Outcome Method**

Documentation will be gathered through the combined efforts of the Learning Academy Team Chairperson and the Director of the Learning Initiative.

## **Outcome Criterion**

5% more faculty will take part in the Academy, Student Networking Groups, Lunch and Learns, discipline specific reading tests, textbook website programs, and Open Learning Labs (Learning Initiative faculty activities) in 06-07 than 05-06. Lunch and Learn activities will be held and not just considered in 06-07 as opposed to 05-06.

## **Strategic Plan Relationship**

This outcome relates to Goal #1 .1 of TVCC becoming a more learning-centered institution. Faculty and Staff would not only be learning new things but they would be learning more about the needed paradigm shift from emphasis on teaching to emphasis on learning.

## **Outcome Results**

The goal of a 5% increase in faculty participation in a Learning Initiative project was met due to the creation of a single new activity called "Learning Day." Most of the faculty and professional staff took part in a new intensive day of training and teaching started in the fall of '06. Though 10 faculty/staff had taken part in the Academy in '05-'06 and only 7 took part in '06-'07, those seven have requested to create a sophomore class for the Academy in '07-'08. Student Networking Groups were such a challenge to faculty that we backed off of the total revamping of a course and held Networking Workshops so that faculty could learn and experiment. One Lunch and Learn was held with approximately 15 attending. The Open Learning Lab was piloted and was such a success that it has become permanent.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Learning Day is now a part of the permanent college calendar. The Academy will conduct a new class and a sophomore class in '07-'08. A new on-line approach to Networking has begun that will help faculty make "baby steps" toward new concepts of group or team work in classes. Discipline Specific Reading Tests have been placed on-line to keep from using too much class time. All of the Learning Initiative projects that were being formulated in '05-'06 were piloted in '06-'07 and now have become permanent programs for '07-'08. Participation is now

tracked with Activity Logs for the faculty/staff as of '06-'07 and the importance of the programs has become much more evident. Provosts, Deans, and Chairpersons have been well informed and are supporting the Learning Initiative with greater understanding of the cultural shift from teaching to learning.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY08

**Outcome ID#:** 1080

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

A local engagement survey is administered to a select group of classes at the beginning and end of the fall and spring semester. The sample in Fall '06 included 1471 students who scored an average 2.91 which constitutes a somewhat engaged level in their pre (beginning of semester) tests. Of those 1471 students, 510 completed a post test and averaged 2.42 or at an unengaged level. The spring measures for '06 were 2.78 (somewhat unengaged) pre with 409 reporting and 2.07 (unengaged) post with 213 reporting. The results for fall'07 were 990 students averaged 2.99 pre (somewhat engaged) and 593 averaged 2.85 (somewhat engaged) post. Spring '08 had 641 students averaging 3.01 (somewhat engaged) pre and 405 students with a 2.96 (somewhat engaged) post average. The goal of a 5% increase in local engagement scores was met or exceeded in all areas except fall pre from '06 to '07 which showed a 3% increase.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

It is challenging but needful to compare each semester (two) a year and then compare pre and post scores. The



populations change every test cycle and the pre reflects a perception whereas the post represents reality. The sample numbers drop dramatically from pre to post each semester. There is consistently a drop in overall engagement from pre to post because students do not apparently take the post test as seriously as the pre even though it reflects their actual experience. There is an effort underway to get teachers to emphasize the importance of the post tests and to get students to take it seriously. There was improvement in all major engagement benchmarks in the Community College Student Survey of Engagement (CCSSE) from '05-'07 except in Academic Challenge. The CCSSE will be administered again in spring '09. We are expecting improvements in all areas of engagement that CCSSE measures because of the increased levels of awareness engendered by the LI.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY08

**Outcome ID#:** 1102

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

Student and faculty engagement will be increased through the technology advancements and class time 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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The new online process was initiated and successful. In fall '06 there were 1502 students (developmental and discipline specific) tested and their pre test average was 69.05 with 460 completing a post test averaging 70.2. Spring '07 had 163 students with a pre average of 53.59 and 113 post testing with a 53.85 average. Fall '07 had 1110 students pre testing with a 68.8 average and 594 with a post 70.65 average. Spring '08 had 636 students with a pre reading average of 67.2 and 405 with a post 66.13 average. From fall to fall there was a loss on the pre reading scores and a very slight increase (less than 1%) on the post reading scores. The spring semesters yielded a result that reflected a meeting or exceeding of the 2% or more goal in reading for both pre and post.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

There is a continuing effort to get faculty and students to recognize the importance of these reading tests. There is also a strong effort to get students to take advantage of the intervention ideas that are provided those having trouble reading. It is possible that we had a group in spring '08 that just read better from the start but unfortunately, their pre to post scores dropped. We believe that these students did not put much stock in the post testing because the semester was ending; so their test scores did not accurately reflect their ability or the success of our intervention. Instructions for students and teachers have been improved as a result of this evaluation.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY08

**Outcome ID#:** 1103

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Activity logs for faculty/professional staff have been analyzed but unfortunately did not reflect well. The self-report form was completed by only a portion of those eligible. Using individual project logs, we obtained a better picture of actual participation. For example, based on the Activity Logs, there was a participation rate of 205 for the '06-'07 year with a total of 139 for '07-'08. With the pressure of reaccreditation past as of the end of '07, reporting declined. However, despite the overall decrease in self reporting totals per project from '07 to '08, we met our initial goals. The goal of 20 distinct faculty tutoring in the Student Success Center (SSC) formerly the Learning Lab was met. Self-reporting by faculty and staff tutors for '06-'07 totaled 37, whereas 25.5 was the average number of tutors for '07-'08. SSC documentation more accurately reported that 32 had tutored in '06-'07 and 37 had tutored in '07-'08. The goal of a 2% increase over the original 20 was easily met. In the Learning Academy, the Activity Logs indicate that 9 faculty/staff took part in '06-'07 and 13 in '07-'08. The logs kept by the Learning Initiative office show that 8 participated in '06-'07 and 21 participated in '07-'08. Again, our initial goal

of 8 to 12 was met by either set of data and exceeded by more than 2%. The self-reporting Activity Logs indicated that PODS had 24 participants in '06-'07 and 10 in '06-'07. The Great Explanations project had 15 self-reporting in '06-'07 and 8 in '07-'08. Our stated goal of five faculty participants has been met but we did not show a 2% increase. The latter two projects are not tracked as closely because they are conducted independently.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Activity Logs are still used for some activities, but the Learning Initiative Department and Institutional Research offices are monitoring the strongest LI projects separate from the self-reporting Activity Log system. Records are being compiled in a manner where progress can be easily monitored from one year to the next. Efforts to communicate the essential nature of these projects are on-going.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY09

**Outcome ID#:** 5599

## **Outcome Description**

More students will use the Learning Lab in '08-'09 as compared to '07-'08 usage.

## **Outcome Strategy**

A number of positive changes are taking place that will increase the student usage of the Learning Lab and will track usage more accurately. A request for a part-time Assistant Lab Coordinator is being processed to allow for some evening and weekend hours. This will give the extra-curricular groups that practice in the afternoons time to make use of the lab. A computerized sign-in system is also being developed so that the tracking of students will be more accurate. An agreement with Adult Education (AE) will provide their students access to the Learning Lab. Due to their program requirements, lab use will be tracked differently. requirements.

## **Outcome Method**

All students using the Learning Lab will sign in via a new computerized system which will log lab use. This method will eliminate unreadable names and ID numbers and will hopefully entice everyone to sign in without anyone slipping under the radar. The AE student logins will be hand written but the Community Services Department will compile their reports and provide us with copies so that we can include them in our totals.

## **Outcome Criterion**

Because of expanded hours of operation and more accurate tracking, student use of the Learning Lab will increase by 10% in this school year as compared to last school year.

## **Strategic Plan Relationship**

This Administrative Outcome is directly related to the first Strategic Goal of Learning because it is about supplemental instruction that is provided by the Learning Lab. Just by using the lab, students will increase their engagement especially when they use the computers or take advantage of the tutoring provided by the faculty/staff. Learning and using new study skills will hopefully impact their reading comprehension even if indirectly.

## **Outcome Results**

Visits by distinct students to the Student Success Center (formally the Learning Lab) for the '07-'08 year totaled 1186. Visits in '08-'09 totaled 1731. This means that our goal of a 10% increase in student use was not only met but exceeded. Our increase of 46% can be attributed to increased awareness by students and faculty. Teachers have brought entire classes and some athlete groups have been brought by coaches. The socials held once a semester during finals have had a positive effect as well.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Having met our goal and then some, we are going to continue the Student Success Center in much the same manner. We are in the process of adding some aesthetic pictures and signage. We are looking at the possibility of

expanding our area of use but will have to work with other departments in terms of moving lab classes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY09

**Outcome ID#:** 5605

## **Outcome Description**

There will be improvement in all five benchmark areas of student engagement based on the CCSSE administration for spring '09.

## **Outcome Strategy**

Numerous projects aimed at increasing engagement levels for faculty and students continue. The Learning Academy (Scholars Project) includes freshmen and sophomore classes that along with Learning Day put major emphasis on increasing engagement. The Learning Lab has remained open for the summer and will have expanded hours in the coming school year with the intent of increasing student engagement.

## **Outcome Method**

The Community College Survey of Student Engagement (CCSSE) will be administered again in spring '09. A random sampling of all campuses and departments will be conducted and results will be analyzed by the summer of '09. The five benchmark areas of Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners will be measured for this year and will be compared to results for '05 and '07.

## **Outcome Criterion**

Because of continued efforts to increase awareness and increased opportunities for engagement, all five engagement benchmarks will increase by one decile from '07 to '09.

## **Strategic Plan Relationship**

This Administrative Outcome is directly connected to the desire to increase student engagement in collegiate life and the CCSSE is one of the most widely accepted and respected measures of engagement. The data from CCSSE is certainly used extensively to assist in decision making at all levels.

## **Outcome Results**

The goal was met of increasing in all five CCSSE benchmarks by a decile from '07 to '09. Active and Collaborative Learning increased from 40th to 70th decile. Student Effort increased from 10th to 40th decile. Academic Challenge increased the least from 10th to 20th decile but goal of moving at least one decile was still met. Student-Faculty Interaction went from 20th to 50th decile. Support for Learners went from 70th to 80th decile which had been our best category overall in all administrations of the CCSSE.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Institutional Research Department administered the CCSSE themselves this time and made sure that the students and faculty understood the importance of this survey. They also took extra care that all answer sheets were scanable before being sent back to CCSSE for analysis. The Learning Initiative Department made faculty aware of the type of things that the CCSSE measured so that their efforts would be recognized by their students. These changes contributed to the positive increase in all benchmarks. These methods will be continued and



possibly expanded as we prepare for the '11 administration of the CCSSE as planned.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY09

**Outcome ID#:** 5611

## **Outcome Description**

The original goals of adding five discipline specific reading areas a year to those already being used was revised due to the suggestions from the SACS team in '07. Refinement of the total project to add to the validity and reliability has also taken development time, but we are moving forward with the plan to add to the subject test areas.

## **Outcome Strategy**

Faculty teaching classes on the difficult course list will be invited to prepare discipline specific reading tests with the assistance of a team from the LI Council. The steps will include selecting the readings, developing the pre and post tests, getting the tests online in Blackboard, getting all needed materials to teachers and students, analyzing all of the data, and getting reports to faculty, students and proper administrators.

## **Outcome Method**

A count of all courses offering developmental reading and discipline specific reading tests will be maintained. The goal of adding two discipline specific reading tests each year will be tabulated. These reading results will be added to those already being done for data analysis.

## **Outcome Criterion**

The count will increase by two discipline specific areas each full semester. As we are increasing the number of tests, we will also be gathering baseline reading data from each new group. Once a baseline is established we will expect the reading comprehension levels to improve by 2% yearly as expected for those disciplines already being tested.

## **Strategic Plan Relationship**

This outcome has direct relationship to the Strategic Goal of Learning in multiple ways. Since the reading tests occur at the first of a semester, the prescriptive measures given to test takers with their reading results suggest supplemental instruction and identify tools that are readily available to our students. Hopefully these suggestions will lead to improved study skills and reading comprehension.

## **Outcome Results**

The Discipline Specific Reading Tests did expand to include Economics and Government for this past year. Unfortunately the data for all of the Discipline Specific Reading Tests have not yielded the quality of data that we had expected. Some faculty offered incentives and other did not. Most students did not place much value in the post test because they were eager to complete the course and that test was not a final. The over all data showed little increase or decrease. The average reading score was 67.27 for '07 fall and spring, 69.44 for '08 fall and spring, and 66.96 for '09 spring only. Obviously our intervention efforts were having no positive visible effect. The goal of a 2% increase was shown between '07 and '08 but then the decline reflected in the '09 average score was an indicator of the need for major changes.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The Committee on College Planning and the Learning Initiative Council voted in the spring of '09 to seek new direction in the reading portion of the Quality Enhancement Plan (QEP) for the college. The data was not yielding the desired or expected results. A new reading pilot is being developed for the fall '09 semester. Emphasis is being placed on the Developmental Reading program that has shown significant gains with appropriate intervention.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY10

**Outcome ID#:** 5989

## **Outcome Description**

More students will use the Student Success Center in '09-'10 for professional tutoring purposes as compared to '08-'09 usage.

## **Outcome Strategy**

The improvements in the electronic sign-in system have provided more accurate data in terms of the purpose for using the SSC. Students are asked to self-report their purpose for using the SSC when they enter so hopefully the indicated purpose for using the SSC will reflect more of them taking advantage of the professional tutoring being offered by faculty and trained tutors.

## **Outcome Method**

All students using the Student Success Center sign-in are asked to select the primary reason for that particular visit. The Institutional Research Department will analyze the data and determine the number of students using the SSC for tutoring as their primary reason for use. The use for this particular service will be determined for '08-'09 and then compared for '09-'10.

## **Outcome Criterion**

Because of a general increase of usage and because of more emphasis on tutoring in the summer, an anticipated increase of 5% of students using the SSC for tutoring as their primary reason will be reflected in the coming year as compared to this report year.

## **Strategic Plan Relationship**

With the goal to create a more learning-centered college, the Student Success Center has contributed dramatically to this effort. This concept of supplemental instruction has caused students and faculty/professional staff to increase their "outside of class" engagement. The desire to increase that engagement remains. Though many students use the SSC for personal reasons or for e-courses, the push to use more tutoring is being emphasized.

## **Outcome Results**

The total number of distinct students using the SSC for tutoring services in '08-'09 was 1316. The number for '09-'10 was 1162. The goal of an increase of 5% was not met. The number of professional tutors only changed by one faculty member ('08-'09 had 33 tutors and '09-'10 had 32 tutors). One factor that may have impacted the total was the PODS (Professionals Offering Departmental Study Sessions) that occur in designated classroom areas such as the science labs and are not recorded with the SSC numbers.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

One of the areas of emphasis for the SSC will be to better facilitate the professional (faculty) tutors. As the '10-'11 school has begun, the SSC has doubled in size and there is now a better physical arrangement for tutoring to occur. The original full time SSC Coordinator has received a promotion to a different position and a new SSC

Coordinator is about to begin work and will focus on the tutoring aspect of the SSC.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY10

**Outcome ID#:** 5990

## **Outcome Description**

The pilot group will improve their developmental reading scores more significantly than the non-pilot groups based on the same instructor.

## **Outcome Strategy**

A Developmental Reading II class (or designated students) will be selected to be mentored in areas of Student Success after having been administered the LASSI. Along with their developmental reading course they will have tailored mentoring sessions based on their LASSI scores. The LASSI will be administered pre and post along with the pre-TASP which will indicate the amount of gain in reading due to their reading course and to individual mentoring.

## **Outcome Method**

Pre and post pre-TASP and pre and post LASSI will be compared to look for improvements. Also, this pilot class will have their pre-Tasp scores compared with the other developmental classes not having the LASSI or individual mentoring.

## **Outcome Criterion**

The developmental reading pilot group will score 3% higher on their reading scores (on the average) over the other developmental reading classes by the same instructor.

## **Strategic Plan Relationship**

By using two professional staff mentors that will supplement the developmental reading teacher, student engagement levels and reading abilities in the pilot class will be enhanced. With the mentors emphasizing study skills as prescribed by the administration of the LASSI (study skills inventory), students should show an increase in reading comprehension. The skills gained in this pilot should prepare these students for success in non-developmental courses within a few years.

## **Outcome Results**

Framework classes were selected to participate in this pilot and the Developmental Reading teacher was going to act as their individual reading coach. This was a slight variation in the original plan. Though the students were presented the opportunity for this individual assistance, the students were not willing to take advantage of the mentoring or tutoring. Unfortunately we did not have adequate participation so the pilot had to be abandoned.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Learning Initiative Council discussed this situation in depth and determined that the proposed pilot had to be cancelled. Without requirements imposed on the students, there was no way to guarantee participation. A new program that had been successful in the summer seemed to present a possibility for future study.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY10

**Outcome ID#:** 5991

## **Outcome Description**

The pilot group will improve their engagement levels more significantly than the non-pilot groups based on the same instructor.

## **Outcome Strategy**

A Developmental Reading II class or students will be selected to be mentored in areas of Student Success after having been administered the local engagement instrument based on CCSSE. Along with their developmental reading course they will have tailored mentoring sessions which will address their engagement strengths and weaknesses. A post engagement assessment will be administered so that individual progress can be measured.

## **Outcome Method**

Pre and post engagement scores (based on local engagement instrument) will be compared to indicate individual improvement. Also this pilot class will have their pre and post pre-TASP scores compared with the other non-pilot developmental reading II classes taught by the same instructor.

## **Outcome Criterion**

The developmental reading pilot group will improve their engagement scores by 2% from their pre to their post engagement score.

## **Strategic Plan Relationship**

By using two professional staff mentors that will supplement the developmental reading teacher, student engagement levels in the pilot class will be enhanced. The mentors will provide academic support outside of the classroom and thus increase staff involvement in this learning-centered project.

## **Outcome Results**

The proposed pilot program was modified slightly as the school year started. The idea to use the Frameworks classes and then have the Developmental Reading teacher as a mentor seemed to be a great way to increase engagement. Unfortunately, the students were not willing to take us up on the offer for supplemental assistance. Because of the lack of participation, we were unable to get reliable data.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A special summer intensive grant program that coupled Developmental Math and Frameworks (student success course) seemed to yield good data. A new grant for a similar program during a regular semester may yield reading and engagement data that can be used to achieve improvement in both areas for students.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Institutional Effectiveness Administration

**Plan Period:** FY11

**Outcome ID#:** 6435

## **Outcome Description**

An annual dashboard of Learning and Administrative Outcomes will be prepared and presented at the annual Committee on College Planning Meeting held in the spring.

## **Outcome Strategy**

This process will be built into the overall strategic plan annual evaluation.

## **Outcome Method**

We will be creating a consistent reporting system in which all outcomes can be reported in their current state of progress. This will allow for a better method of evaluating our commitment to Institutional Effectiveness and our progress toward creating and fulfilling our goals on an annual basis. These annual goals will then feed directly into the four year Strategic Plan process.

## **Outcome Criterion**

An annual reporting system will be made available for all administrators so that 100% of administrators will be aware of this needed aspect of Institutional Effectiveness. This Dashboard Report will become an expected annual report that will lead to yearly discussions of needed improvements of establishing and fulfilling college-wide goals.

## **Strategic Plan Relationship**

The goal of an adequate reporting system to better track annual outcome goals will enhance the college. The Learning Resources will be guaranteed through the establishment and fulfillment of proposed outcomes. The Committee on College Planning will be able to assess our advancement and will also be able to plan ways to make improvements in all areas of the operation of the entire college.

## **Outcome Results**

The new Dashboard reporting system was created and reported on at the annual Committee on College Planning meeting held in April 2011. The response was positive to the report and created a better sense of awareness by all administrators of where each department was in setting, implementing, and reporting their annual goals. Each department was given a green, red, or yellow light to indicate their progress. This did create a 100% departmental involvement.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This type of reporting should increase the direct involvement of all departments in the planning and institutional effectiveness process for the college. This report also allows for a gentle prod by the IPRE Department to remind all administrators to keep their planning processes going and up to date. Hopefully, the excuses for not completing this task have been eradicated.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Institutional Effectiveness Administration

**Plan Period:** FY11

**Outcome ID#:** 6436

## **Outcome Description**

The Strategic Planning Committee established 15 Action Areas that would represent the entire college. Each one of those areas has a leader or leaders that established a four year goal for each area that would meet one of three major goals: enhance the college, enhance learning, or enhance community life. The next step in that process is the focus of this particular Administrative Outcome. The goal here is to have at least one Administrative Outcome that will yield data for each of the Action Area Strategic Plan goals.

## **Outcome Strategy**

This goal will be fulfilled by periodic update reports and committee meetings that will direct administrators to work with their areas of supervision. Instructions and encouragement will be given to get annual goals established and implemented so that annual data can be collected.

## **Outcome Method**

The yearly Administrator's Retreat or Committee on College Planning will have a report that will indicate if all goals have been established and implemented based on the Institutional Research data collection.

## **Outcome Criterion**

The goal is for 100% of all Action Areas of the new TVCC Strategic Plan to have at least one annual measure so that the four year goal or measure can be adequately data driven.

## **Strategic Plan Relationship**

The entire mission of the college is to promote academic success whether a student is seeking some particular classes, training, a certificate, or degree. This particular goal is to keep the entire college on track of fulfilling our overall strategic goals.

## **Outcome Results**

The new Strategic Plan for TVCC is now in full force. Strategic Plans overlap, so one four year plan has to be completed before the next four year plan can be fully implemented. The Research Department worked with every one of the 15 Action Areas to make sure that each one had at least one annual goal that would correspond to their Strategic Plan four year goal. Because of that oversight, we have 100% coverage.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As the annual goal results are analyzed and evaluated, the concept of tying those annual goals into the Strategic Plan goals will become more meaningful. We trust that the "second nature" feel about these reporting practices will become evident. But, we have determined that the Research Department will continue to issue reports for the administrators on their progress in this process, trusting that more and better reporting will result.

## **Planned Distance Learning Improvement as an Outcome Result**

# Institutional Effectiveness Administration

**Plan Period:** FY11

**Outcome ID#:** 6437

## **Outcome Description**

The Institutional Planning, Research and Effectiveness Department will be separated into four areas of individual reporting. These areas will be the Institutional Research area, the Institutional Planning area, the Student Success Center, and the Faculty Learning Academy. Each area will collaborate to establish an annual goal that will be reported to the Assistant Vice President of that area.

## **Outcome Strategy**

The team leader for each area will be responsible to confer with the Assistant Vice President and their fellow workers to establish annual goals to increase awareness and departmental collaboration.

## **Outcome Method**

All four departmental areas will establish and implement goals to help determine successes and determine the need for improvement or changes in their particular responsibilities.

## **Outcome Criterion**

100% of the four departmental areas will create and implement an Administrative Outcome for the annual database collection.

## **Strategic Plan Relationship**

This goal will help provide a broader learning resource for the IPRE Department by creating buy-in for all members of the IPRE group. This new process will make the staff more aware of the role that institutional effectiveness plays in creating a data driven process for the entire college.

## **Outcome Results**

All four designated areas of the IPRE Department created an annual goal and have worked toward fulfilling that goal. Each supervisor took ownership of their area and subsequent goal. Everyone was most cooperative and provided 100% participation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This expanded coverage of the IPRE Department in creating Administrative Outcomes will continue. This type of goal setting added a layer of collaboration and responsibility to our department and has proven to be positive.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 62

## **Outcome Description**

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

## **Outcome Strategy**

Communicate with faculty and the Learning Initiative Council to encourage their efforts in achieving a learning centered environment. Promote, support and communicate the work and progress of the Learning Initiative Council to the College community. Meet regularly with the Director of the Learning Initiative and the Dean of Planning and Institutional Effectiveness to determine progress, provide guidance when necessary, assist in providing information or records, and other assistance as necessary in achieving the institution's goal to move toward a learning centered environment.

## **Outcome Method**

Reports validating involvement of faculty in the Learning Initiative process. Progress reports from the Dean of Planning and Institutional Effectiveness and the Director of the Learning Initiative. Draft of the QEP.

## **Outcome Criterion**

The first phase of the Learning Initiative (QEP) process will be completed. Documentation of baseline data collected, pilot program implemented, and the final draft of the QEP will be completed by August 1, 2006.

## **Strategic Plan Relationship**

## **Outcome Results**

The Learning Initiative Council made significant progress toward the planning, evaluation, and implementation of the Learning Initiative (QEP). The Learning Initiative Council was appointed in teams organized in, and base line data collected throughout the year. The Council consisted of members who represent a cross-section of the institution. The Council members had a choice of serving on one of five teams—Learning Academy, Engagement, Reading, Technology, Assessment, and Update teams.

The following activities and the number of faculty and staff participating in each make up the significant events of the Learning Initiative (QEP).

- 12 - Learning Academy Scholars Project
- 4 - Student Networking Groups Pilot
- 4 - Campus Reading Locations Established
- All Faculty/Staff - In-Service Fall
- All Faculty/Staff - In-Service Spring
- 5 - Textbook Website
- 13 - Reading Pre-TASP Surveys
- 5 - Development of Local Engagement Instrument

8 - Assessment Team  
4 - Learning Academy Team  
6 - Engagement Team  
7 - Reading Team  
6 - Update Team  
6 - Technology Team  
All Faculty/Staff - Engagement Edge  
11 - Learning Initiative Council

The final draft of the QEP was completed by September 10, 2006.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The Learning Initiative Council(LIC)made great strides in moving the college toward a learning centered environment. The activities of the LIC are outlined in the data summary section, and these activities are discussed in depth in the Quality Enhancement Plan entitled "Engaged Learning: Pathways to Success." It is anticipated that the 5 teams comprising the LIC will continue to function throughout the next academic year. The LIC will be sponsoring a Learning Day on September 22,2006. The Learning Day will focus on moving the college forward in its mission of being a "learning-centered college." There will be keynote speakers and breakout sessions presenting a variety of topics appropriate to faculty and professional staff. All faculty and professional staff will be expected to attend this event. Another anticipated pilot project is the opening of an open learning lab which will be available to students two day per week in the fall semester of 2006.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 63

## **Outcome Description**

Increase the number of activities that promote awareness of cultural diversity. Increase the number of participants in these activities.

## **Outcome Strategy**

The Cross-Cultural Committee will plan, organize, and implement activities that promote awareness and appreciation of cultural diversity.

## **Outcome Method**

The Cross-Cultural Committee will plan, organize, and implement activities that promote awareness and appreciation of cultural diversity.

## **Outcome Criterion**

Five additional activities will be planned, organized, and implemented by the Cross-Cultural Committee and the Vice Presidents for Instruction and Student Services. Participants will increase by 10%. 70% of the respondents to the Graduating Student Survey will indicate they have a positive perception of diversity and racial harmony as it relates to campus environment.

## **Strategic Plan Relationship**

## **Outcome Results**

As a result of the increase in numbers of participants, the chair of the Cross-Cultural Committee has recommended that the number of committee members be increased. Also, members will be assigned to specific projects.

The fact that the means for AA students were lower on both surveys than the means for all other students, although still favorable, poses an intriguing question. There may be a need to further investigate the basis for these responses, and implement changes that influence the perception of the AA students.

In addition, the Committee believes the activities should include, in addition to the entertainment and exhibits, more student participation in lectures, discussion groups, and panel discussions that examine the more complex issues related to cultural and ethnic diversity.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The changes recommended by the committee will be implemented. The administrative liaison for the committee has been changed from the Vice-President of Instruction to the Assistant to the President.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Instruction Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 64

## **Outcome Description**

Improved communication with adjunct instructors will provide them an opportunity to participate in curriculum planning and professional development activities.

## **Outcome Strategy**

Provide a complete list of adjunct faculty to Network Services for the assignment of e-mail addresses. Ensure that adjunct instructors have access to all of the announcements that are sent via e-mail to full-time employees. "Innovation Abstracts" and other professional publications, when available, notices of cultural events, memorandums, and invitations to meetings that relate to their instructional responsibilities and disciplines will be sent to adjunct faculty. Encourage deans and directors to ensure that adjunct faculty receive all information that relates to their teaching areas and are included in the dialogue related to their teaching disciplines.

## **Outcome Method**

A master list of adjunct faculty mailing and e-mail addresses will be completed. A record of the information shared with adjunct faculty, and a survey to determine their satisfaction with the communication efforts.

## **Outcome Criterion**

100% of adjunct faculty will receive e-mail addresses. A master list, that includes 100% of the adjunct faculty's e-mail addresses and mailing addresses, will be compiled during the fall 2005 semester. At the end of the academic year, adjunct faculty will be surveyed. 75% of adjunct faculty, who respond to the survey, will indicate they are satisfied with the improved communication efforts.

## **Strategic Plan Relationship**

## **Outcome Results**

The list of adjunct faculty was compiled during the fall semester, and Network Services assigned an email address to each adjunct faculty upon his or her employment with TVCC. Adjunct faculty receives all college information and announcements. The survey of adjunct faculty indicates over 71% of the respondents are using the email account provided by TVCC and 79% find it to be beneficial. 57% responded that TVCC provides adequate communication to help them function in their job, and 64% responded that communication with TVCC is easier with the TVCC email account.

An attempt to recruit adjunct faculty was supported by newspaper ads as well as postings on the TVCC website. This caused division chairs, instructional deans, and center deans to analyze and discuss the available applicant pool and to develop strategies for communicating with adjunct faculty beginning with the recruitment phase.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Communication processes will continue to be developed with adjunct faculty.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 624

## **Outcome Description**

Specific assessment measures will be developed for the ten general education goals of the college, and timelines will be established for completing the assessments.

## **Outcome Strategy**

The General Education Committee will research a variety of assessment measures and methods and will recommend appropriate assessment measures for each of the ten general education goals of the college. These assessment measures will be distributed to the faculty for comment and suggestions. After receiving faculty feedback, the assessment measures will be finalized, and timelines for implementing the assessments will be established. An assessment action plan will be developed.

## **Outcome Method**

An assessment criteria sheet will be developed to assist in the development of appropriate assessment measures for each general education outcome.

## **Outcome Criterion**

A minimum of 3 assessment measures will be developed for each general education goal. 3-5 LEAPs will be written for each of the ten general education goals of the college. The assessment action plan will be written centered around the LEAPs which will include the assessment measures, strategies for implementation, evaluation criteria, and timelines.

## **Strategic Plan Relationship**

The development of assessment measures for the general education goals of the college clearly relate to strategic goal # 1 which focuses on learning. Assessment of the general education goals will identify areas of strength and weakness and will help TVCC to become a more learning-centered institution which is sub-goal 1.1. The data received from these assessments will assist in the decision making process at the course, program, division, and institutional level which relates to sub-goal 1.5.

## **Outcome Results**

A minimum of 3 assessment measures were developed for each general education goal. 3-5 LEAPs were written for each of the ten general education goals of the college. The assessment action plan included the assessment measures, strategies for implementation, evaluation criteria, and timelines.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Enhancement of the general education program by identifying assessment measures for the ten general education goals of the college

## **Planned Distance Learning Improvement as an Outcome Result**

# Instruction Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 625

## **Outcome Description**

To develop methods for encouraging academic innovation and excellence and to identify instructional programs which have the potential of achieving state, regional, and/or national recognition.

## **Outcome Strategy**

An Instructional Innovation and Excellence Committee will be established to evaluate the success of current initiatives in the areas of innovation and excellence and to recommend additional strategies and resources which could be utilized in these areas. The committee will consist of both instructional administrators and faculty.

## **Outcome Method**

The Instructional Innovation and Excellence Committee will develop procedures and criteria for assessing current and future college initiatives relating to innovation and excellence. The committee will also develop a process for identifying programs with the potential for state, regional, and/or national recognition.

## **Outcome Criterion**

The committee will establish benchmarks of academic excellence to be used in identifying potential programs for state, regional, and/or national recognition.

## **Strategic Plan Relationship**

This goal relates to the TVCC strategic goal # 1 of "Learning." Obviously, student learning is one of the key measures to determine that innovation is making a difference in the classroom and to prove program excellence. This goal relates more specifically to sub-goal 1.4 which deals with identifying one or more instructional or service programs that will be recognized as excellent within the state of Texas or the nation.

## **Outcome Results**

The Instructional Innovation and Excellence Committee established benchmarks of academic excellence to be used in identifying potential programs for state, regional, and/or national recognition.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A method of evaluating academic excellence for assessing current and future college initiatives related to innovation and excellence

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 626

## **Outcome Description**

Develop and publish a web page for the Vice-President of Instruction containing pertinent information for the various populations of the college as well as the public in general.

## **Outcome Strategy**

The Vice-President of Instruction will work with appropriate college personnel to develop and publish the Vice-President of Instruction web page.

## **Outcome Method**

The web page will be developed and published during the 2006-2007 academic year.

## **Outcome Criterion**

Faculty, administrators, students, and the general public will be able to access information on the Vice-President of Instruction web page.

## **Strategic Plan Relationship**

This goal relates to TVCC strategic goal # 1 of Learning which states that "Trinity Valley Community College will place student learning as the primary design principle in every college policy, procedure, plan, and action." The primary focus of the Vice-President of Instruction's web page will be to provide an overview of the instructional programs of the college, to present the learning opportunities available at TVCC, and to present the major learning initiatives in progress.

## **Outcome Results**

An Instructional web page was developed and placed on the TVCC homepage.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Improvement of communication between administrators, faculty, students, and the community.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY08

**Outcome ID#:** 5583

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Accomplishments: 1. Handbooks and Procedural Manuals were sent to adjuncts 1-23-08; 2. Email addresses and directions for accessing email and other IT services; 3. Adjunct faculty were surveyed and results returned 4-9-08; 4. Blueprint completed 4-17-08.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Ninety-eight adjunct instructors were surveyed during the spring 2008 semester. Forty-two responses were received. The results of the survey revealed the following:

Forty eight percent of the responses indicated that demands on their time' was the biggest barrier to attending professional development activities followed by 20 percent who said 'awareness' were the biggest barrier.

However, almost 55 percent of the adjunct faculty responding indicated they were likely or very likely to attend face to face workshops; 43.9 percent were likely or very likely to attend lectures; 42.8 percent responded they were likely or very likely to attend group meetings; 42.8 percent would participate in online sessions, and 47.5 percent would choose web-based interactive sessions. From the responses, it seems that a combination of face to face and online sessions would be effective in delivering professional development and orientation to adjunct instructors. A positive note is that 81 percent of the respondents indicated an interest in being notified of professional development opportunities. A cautionary note is that less than half of the adjunct faculty responded. Therefore, the different avenues of delivering professional growth programs may have to be explored through trial offerings.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY08

**Outcome ID#:** 5584

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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%.

## **Strategic Plan Relationship**

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%.

## **Outcome Results**

The number of participants in each of the Learning Initiative projects increased by a minimum of 5% in each project.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to promote and support faculty involvement in achieving a learning centered environment

## **Planned Distance Learning Improvement as an Outcome Result**



NA

# Instruction Programs Administration

**Plan Period:** FY09

**Outcome ID#:** 5814

**Outcome Description**

Develop new, update existing, and promote formal transfer/articulation agreements with universities and colleges to enhance the transferability of TVCC students transfer

**Outcome Strategy**

Meet with university and college administrators to develop new and update existing formal transfer/articulation agreements, promote the articulation agreements on the TVCC homepage, and develop a transfer brochure

**Outcome Method**

Develop new and update existing formal transfer/articulation agreements, place a transfer/articulation link on the TVCC homepage, develop a transfer brochure

**Outcome Criterion**

Develop a minimum of 5 new and/or updated formal transfer/articulation agreements, develop a transfer link on the TVCC homepage, and develop a transfer brochure

**Strategic Plan Relationship**

The administrative goal will increase the proportion of Associate of Arts graduates transferring to Texas Public universities within one year of program completion by developing new, updating existing, and promoting formal transfer/articulation agreements with universities and colleges.

**Outcome Results**

Agreement negotiated with TAMU Commerce

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Instruction Programs Administration

**Plan Period:** FY09

**Outcome ID#:** 5815

### **Outcome Description**

Implement a 4-Day instructional class schedule on the Athens Campus to match the Terrell and Palestine schedule for the 2009-2010 school year

### **Outcome Strategy**

Plan, analyze, develop, and implement a 4-Day instructional class schedule on the Athens Campus for the 2009-2010 school year.

### **Outcome Method**

Approval and implementation of 4-Day instructional class schedule on the Athens Campus for the 2009 Fall semester

### **Outcome Criterion**

Students will be able to enroll in a 4-Day instructional class schedule on the Athens Campus that matches the Palestine and Terrell Campus for the 2009 Fall semester

### **Strategic Plan Relationship**

An implementation of a 4-Day instructional class schedule will provide greater accessibility for students and better utilization of resources. TVCC Classes will be on the same schedule, thus allowing Interactive Video technology to be used to help make small classes on Athens, Terrell, and Palestine Campuses. In addition, one teacher will be able to teach on all three campuses at the same time with interactive video classes.

### **Outcome Results**

4 Day instructional week implemented in Fall 09

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY09

**Outcome ID#:** 5816

**Outcome Description**

Enhance the academic advising, academic counseling, academic support, tutoring/mentoring, proctoring, and facilitating for dual credit high school students

**Outcome Strategy**

Create a job description and obtain funding and approval to hire a Dual Credit/Tech-Prep Coordinator

**Outcome Method**

Hire a Dual Credit/Tech-Prep Coordinator in the FY08-FY09 school year

**Outcome Criterion**

5% increase in dual credit enrollment for the 2009-2010 fall semester

**Strategic Plan Relationship**

The addition of a Dual Credit/Tech-Prep Coordinator will enhance the academic advising, academic counseling, academic support, tutoring/mentoring, proctoring, and facilitating for dual credit high school students

**Outcome Results**

URRS project with Malakoff, Successfully partnered with Athens HS for early College High School, and continue to increase registration of dual credit students.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6180

## **Outcome Description**

Creation of orientation and training opportunities for students enrolled in e-courses.

## **Outcome Strategy**

1. Creation of Distance Learning Committee to represent the instructors who currently teach using the e-course learning management system. This committee will meet regularly to discuss various approaches that might provide immediate and relevant assistance to our newer distance learning instructors.
2. Creation of e-course student orientation shell that includes e-course orientation, FAQ page, blog access to students, plug in access, etc.

## **Outcome Method**

1. Minutes of DE committee meetings.
2. Student tracking of e-course orientation shell.

## **Outcome Criterion**

Distance Ed students will become more equipped to utilize the features of e-courses with confidence. Student retention in online courses will possibly increase with the improved student confidence.

## **Strategic Plan Relationship**

Improve student training opportunities for e-course features.

## **Outcome Results**

An e-Course orientation for both WebCT and Blackboard Platform was created and uploaded to the TVCC Distance Learning Website. Also incorporated a "FAQ" page that provides instructions to commonly asked questions regarding distance education.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Provided greater information to distance learning students and faculty to minimize questions

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6181

## **Outcome Description**

To assist in the development of an open reading and writing lab which provides professional and web-based tutoring services to enhance student learning and engagement for developmental reading and writing students

## **Outcome Strategy**

The open reading and writing lab will be staffed with a full-time professional lab coordinator, as well as a part-time coordinator and open and equipped to meet the needs of the students.

## **Outcome Method**

Student usage of the open reading and 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. Additionally, the number of students will be tracked and compared to participation information from FY09.

## **Outcome Criterion**

The number of students who receive developmental tutoring will increased

## **Strategic Plan Relationship**

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 reading and writing 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.

## **Outcome Results**

In the area of reading and writing, there was a desire to modify the lecture/lab approach to include more consistency for students. A new developmental reading lab (facility) was developed, the faculty selected a new textbook, and faculty decided to move to new lab software that promises to deepen student learning. In developmental writing, the faculty decided to move to new lab software to strengthen student writing abilities. In the case of both reading and writing, an additional faculty position was designated for a new Developmental Language Lab Coordinator position. These moves have promise to transform our success in developmental language courses.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

New Dev. Language Lab Coordinator, new developmental reading and writing lab, and new textbooks/software

Student completion of developmental programs and success in subsequent courses will be evaluated based on the changes

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6182

## **Outcome Description**

Greater opportunity for students to use the Student Success Center for learning and assistance in their TVCC courses

## **Outcome Strategy**

Expand the Student Success Center with additional space that will be available for students

## **Outcome Method**

Additional space created to expand the Student Success Center and increased student usage and availability from the previous year

## **Outcome Criterion**

Expansion of the Student Success Center and increased student usage from the previous year

## **Strategic Plan Relationship**

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 Student Success Center is to provide students with supplemental instructional assistance designed to help them be more effective and engaged learners.

## **Outcome Results**

The total number of students using the SSC for tutoring services in '08-'09 was 1316. The number for '09-'10 was 1162. The goal of an increase of 5% was not met. The number of professional tutors only changed by one faculty member ('08-'09 had 33 tutors and '09-'10 had 32 tutors). One factor that may have impacted the total was the PODS (Professionals Offering Departmental Study Sessions) that occur in designated classroom areas such as the science labs and are not recorded with the SSC numbers.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

One of the areas of emphasis for the SSC will be to better facilitate the professional (faculty) tutors. As the '10-'11 school has begun, the SSC has doubled in size and there is now a better physical arrangement for tutoring to occur. The original full time SSC Coordinator has received a promotion to a different position and a new SSC Coordinator is about to begin work and will focus on the tutoring aspect of the SSC.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Instruction Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6480

## **Outcome Description**

Review and update student e-Course orientation in which all online students must read and review. Specifically focus on "how-to" videos that will benefit students' navigation through the blackboard platform, and the basics of successful online education for students

## **Outcome Strategy**

1. Review and inventory current files and resources that are available in the student e-Course orientation.
2. Update files and resources to reflect the blackboard version that is being used now.
3. Create video sessions that clearly demonstrate key applications that are available in the blackboard e-Course system.

## **Outcome Method**

1. Student enrollment in e-Course orientation

## **Outcome Criterion**

Distance education students will experience less frustration and be more comfortable using the applications available within the blackboard e-Course system, affording them the opportunity to experience fully the applications and tools of the course.

## **Strategic Plan Relationship**

Improving student orientation availability will alleviate student frustration and allow them to confidently enroll in courses that are transferrable to public universities.

## **Outcome Results**

At the completion of the Spring 2011 semester, 6 online courses, taught by 6 different instructors, have undergone the TVCC Distance Learning Course Certification Process to become Cardinal Certified. Additionally, there are four courses scheduled for review during the Summer 2011 semester and five courses to be reviewed during the Fall 2011 semester.

4844 students enrolled in the Student Orientation to Online Learning course which has been significantly enhanced to include a wealth of resources for TVCC online students. Many instructors have embedded the link to this course within their own courses so that their students will be directed to the online orientation

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Instructors have become better prepared and more aware of potential areas of concern or confusion in their online courses and have restructured the format to alleviate and minimize confusion for students.

Fewer contacts have been made by students needing assistance in using the blackboard components by the Distance Learning Office and TVCC online instructors

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6481

## **Outcome Description**

The library on the Terrell Campus has been functioning as the Testing Center for the campus. In fall 2009 semester, 1700 students were administered tests (proctored) for internet courses.

It is anticipated that plans for a room be developed for a the testing center that would be available for testing.

## **Outcome Strategy**

Plans for the creation of a testing center, the location to be determined, with appropriate wiring, networking, electrical, and desks

## **Outcome Method**

Plans developed for a testing center will determine its level of success. Appropriate tests usage numbers will be maintained daily and will be available for review and evaluation at the end of each year.

## **Outcome Criterion**

Plans to create a testing center developed. Depending on funding, the testing center could be functional as soon as possible.

## **Strategic Plan Relationship**

The testing center would permit greater access to a testing facility by all students in an environment conducive to such.

## **Outcome Results**

Due to budget constraints, the testing center was not funded. The need for a testing center continues to be evaluated as the need for proctored and testing needs increase on the Terrell Campus.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes. However the need for a testing center on the Terrell Campus continues to be evaluated.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6483

**Outcome Description**

Plans for expansion of the HSC will be developed and implementation will be finalized

**Outcome Strategy**

The HSC Provost will work with the Associate Vice-President of Physical Facilities, the architect, the TVCC Board of Trustees, the TVCC President and Vice-Presidents and the HSC faculty to develop acceptable plans for expansion of the HSC

**Outcome Method**

Board of Trustees minutes verifying approval of plans and implementation

**Outcome Criterion**

The TVCC Board of Trustees will approve plans for the expansion of the HSC.

**Strategic Plan Relationship**

The expansion of HSC will provide for future expansion of health occupations students

**Outcome Results**

The need for expansion of the Health Science Center continues to be evaluated and discussed.

Building plans and a cost-benefit analysis were developed and finalized. A new building project will be contingent on available funding, college financial capabilities, and TVCC Board approval.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

No changes at this time.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Instruction Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6484

**Outcome Description**

Additional workforce programs will be implemented in the City of Palestine/TVCC facility

**Outcome Strategy**

The Associate Vice President for Workforce Education and Provost-Palestine Campus will develop and implement workforce education programs, Community Services, and GED programs in the City of Palestine/TVCC facility.

**Outcome Method**

Approval and implementation of workforce programs, community services program, and GED programs in the City of Palestine/TVCC facility.

**Outcome Criterion**

Implementation of workforce programs, community services program, and GED programs in the City of Palestine/TVCC facility.

**Strategic Plan Relationship**

The expansion of the workforce programs will provide for future enrollment, graduation, and employment of TVCC students

**Outcome Results**

Workforce programs were expanded in the "Palestine Mall" facility. A new lease was finalized for TVCC to utilize the facility for workforce and other educational programs.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The LVN program, Nurses Aid program, and Engineering program are operating in the new facility.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY06

**Outcome ID#:** 774

### **Outcome Description**

To offer students enrolled in first aid and safety the opportunity to acquire red cross or American heart association certification.

### **Outcome Strategy**

Work in conjunction with the American Heart Association and the Red Cross to provide materials and certified instruction that would allow students to become CPR certified.

### **Outcome Method**

The actual implementation of this opportunity and the participation of 50% of students enrolled.

### **Outcome Criterion**

To CPR certify at least 50% of all students enrolled in first aid and safety beginning spring semester 2006.

### **Strategic Plan Relationship**

This outcome relates directly to TVCC goals; #1, #2, #3, #4, and #6 in that it will improve classroom instruction, expand and enrich opportunities, promote community involvement, enhance services offered to students, and possibly equip students with necessary job skills.

### **Outcome Results**

this goal was not accomplished during the 05-06 academic year. The instructor for the First Aid class resigned his position mid-year. the instructor that was hired to replace him was not informed of the planning goals and therefore, did not inform the enrolled students of the certification process.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

We have since hired another instructor to teach the First Aid classes and he will be responsible for following the proper procedures which will allow enrolled students to gain certification at the conclusion of the course.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY06

**Outcome ID#:** 775

**Outcome Description**

To purchase two commercial grade treadmills, recumbent bikes, and Stairmaster climbers.

**Outcome Strategy**

Include in budget request for 2005-2006 budget year.

**Outcome Method**

Actual purchase of and use of equipment.

**Outcome Criterion**

This will increase the training opportunities and expand the course curriculum to include more advanced as well training as well as providing for special needs students.

**Strategic Plan Relationship**

This outcome relates directly to TVCC goals; #1, #2, #3, #4, and #9 by enhancing the classroom environment and increasing opportunities for all students. It also improves the facility.

**Outcome Results**

due to budget restrictions and limitations, no exercise equipment was purchased during the academic year.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

the existing exercise equipment was moved from the back locker-room area to the "ready room" when the gym was remodeled over the summer. the equipment is now more accessible and situated to better serve the students enrolled in the weights and conditioning classes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY07

**Outcome ID#:** 771

**Outcome Description**

To purchase two grade treadmills, recumbent bikes and Stairmaster climbers.

**Outcome Strategy**

Include in budget requests for 2007-08 budget year.

**Outcome Method**

Actual purchase and use of equipment.

**Outcome Criterion**

This will increase the training opportunities and expand the course curriculum to include more advanced training as well as providing for special needs students.

**Strategic Plan Relationship**

This outcome relates directly to TVCC goals #1.3 and 3.2 by enhancing the classroom environment and increasing opportunities for all students and for the improvement of the facility.

**Outcome Results**

We have yet to receive the budget for 2007-08 to determine how much money will be available to purchase any new equipment for the coming year. As we end the 2006-07 fiscal year we are also evaluating our current budget to see what monies are available to purchase some equipment immediately.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

We have moved our current equipment to a new room in the Cardinal Gym that is more readily available for our students to utilize during activity classes. We are also looking for used equipment to be purchased or donated that would meet some of our needs.

**Planned Distance Learning Improvement as an Outcome Result**

NA



## Kinesiology Division Administration

**Plan Period:** FY07

**Outcome ID#:** 772

### **Outcome Description**

Provide our students with more options for attaining kinesiology activity credit hours to be used for transfer to universities.

### **Outcome Strategy**

Work in conjunction with department chair and kinesiology instructors on the development of the course curriculums.

### **Outcome Method**

The addition of these classes to the available class offerings list.

### **Outcome Criterion**

To have both tennis and golf access as part of the kinesiology curriculum for the 2008 spring semester.

### **Strategic Plan Relationship**

Relationship to TVCC goals #1.3 in that it will improve classroom instruction, expand and enrich opportunities, promote community involvement and enhance services offered to students.

### **Outcome Results**

After considering our current limitations in facilities and lack of an area to adequately teach these activity classes, we have decided against adding them to the curriculum.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

We are looking into the logistics and possibility of using the Pit for a partial practice range for a golf class. There are severe limitations to this area, but is the only logical area on campus. We also might look into the possibility of working on an arrangement with the local Par 3 driving range as a place to conduct the class off-campus.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY07

**Outcome ID#:** 773

### **Outcome Description**

To increase the course offerings and availability for our students to attain kinesiology credit hours.

### **Outcome Strategy**

Work in conjunction with Terry Spurlock on the addition and implementation of the online courses into the computer system.

### **Outcome Method**

Having both classes on the class listing schedule for Fall 2007.

### **Outcome Criterion**

Both Kine 1306 and Kine 1346 will be offered as part of the Fall semester course listings for Fall 2007.

### **Strategic Plan Relationship**

The outcome relates directly to TVCC goals #1.3 and 3.2 in that it will improve instruction abilities, expand and enrich opportunities, promote community involvement, enhance services offered and possibly equip students with necessary job skills.

### **Outcome Results**

We added Kine 1346 Substance Use as an internet class for the Spring 2007 semester. There were 35 students enrolled in the first class offering. Kine 1346 was also offered as an internet class for the Summer with 17 students enrolled. We will continue to offer Kine 1346 as an online class for the Fall and Spring semesters, as well as during the Summer.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

After conversations with our kinesiology instructors we have decided that Kine 1306 would better serve our students if not offered online at this time. Some of the lecture material and laboratory assignments could not be adequately covered in an internet offering.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1114

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome 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.

### **Outcome Criterion**

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.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

We have completed several improvements to the weight room over the past academic year. Members of the WBB coaching staff volunteered 2 days to paint the entire weight room. We also had staff members reupholster every bench in the weight room. We removed several machines that were outdated or not functioning safely. We added 3 exercise bikes to allow for different workout programs to be utilized.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The weight room is now a more conducive environment for administering the KINE activity classes. The weight benches are now all functional, which allows for more people to be engaged at one time. The exercise bikes provide a new option for students to improve their physical fitness.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1115

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome 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.

### **Outcome Criterion**

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.

### **Strategic Plan Relationship**

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

### **Outcome Results**

KINE 1118 Golf was added to the schedule and taught in the Summer I 2008 session. We had a total of 12 students enrolled in the class. We have worked out an arrangement with Athens Country Club to use their facility as part of the teaching portion of the class.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

KINE 1118 is going to be added to the Spring 2009 class schedule. Teaching the class in the spring and summer semesters is more sensible due to weather and the need to be outside for a major teaching part of the class.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1117

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome 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.

### **Outcome Criterion**

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.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

We completed a Budget Initiative in the Spring and the program was approved by the VP Council. We have hired Bobbie Greenhaw from ETMC Rehabilitation Center in Tyler as an adjunct faculty member to teach the athletic training courses. We actively recruited students for the program and have seven students enrolled for the Fall 2008 semester.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

We will need to create a separate budget in the 2009-10 fiscal year for the athletic training program. We have multiple expenses in operating the program that would be better suited and managed in a separate account. We are also going to add a graduate assistant athletic trainer in conjunction with ETMC to help monitor, teach, and train the students in the program. This position will be filled in January 2009.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5860

### **Outcome Description**

Through proper planning and following the budget development process at TVCC, we will create and request a budget solely for athletic training purposes for the 2009-10 academic year.

### **Outcome Strategy**

Work with the contracted athletic trainer provided by ETMC-Tyler on the equipment, supplies, teaching aids, and other necessities of the athletic training program to develop a budget to request for a fiscal year. Currently, the trainer uses money from each existing sport budget and from the kinesiology budget to piece meal a supply inventory to be used for classes, training room equipment, etc. In the spring, the trainer and director of athletics will formulate and submit a proposed budget that will be used specifically for the athletic training program.

### **Outcome Method**

Pending approval from each step in the budget planning process forward to the Board of Trustees, we will hopefully have a separate budget for the athletic training program on Sept. 1, 2009

### **Outcome Criterion**

We expect to have a independent athletic training budget for the 2009-10 fiscal year. This will help better serve the students directly involved in the program, as well as the student-athletes that benefit from the services provided.

### **Strategic Plan Relationship**

Having a centralized budget will allow the instructor designated for the program more access to funds to buy equipment, teaching aids, and supplies that will allow the instructor to better utilize their classroom and laboratory experiences with the students in the athletic training program.

### **Outcome Results**

Worked as planned, allowing the athletic training department to completely self sustain as its own department.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The ability to have one person run the medical budget in lieu of 6 different persons ordering on the behalf has allowed for a more productive and efficient ordering process. Also has eliminated a lot of the overspending and waste from some departments.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Kinesiology Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5861

## **Outcome Description**

We plan to decrease the number of courses that must be cancelled after registration due to low enrollment numbers. We also plan to increase the variety of activity classes offered each semester and adjust the number of semesters that particular lecture and activity classes are offered.

## **Outcome Strategy**

The Kinesiology division chair will gather data from the Asst. Vice President of Instruction and the Registrar's office on past enrollment figures to determine which class offerings or sections have a history of low enrollment numbers. We will then evaluate which sections or course offerings should be deleted or decreased to better serve those students wishing to enroll in kinesiology classes.

## **Outcome Method**

The kinesiology division chair will evaluate enrollment figures for the Spring semester in kinesiology classes and note any sections that have to be cancelled due to low enrollment numbers.

## **Outcome Criterion**

We expect revising the course offerings in the Spring schedule and adding some different activity courses will increase the number of students enrolled in each section and decrease the number of cancelled classes.

## **Strategic Plan Relationship**

The low number of enrolled students in certain activity classes is actually a hindrance for the instructor in teaching the necessary materials. Increasing the number of students enrolled in each section that is offered will allow for more effective instruction and a better learning environment for the students enrolled.

## **Outcome Results**

The need for more kinesiology lecture options courses was discovered during this process, as well as the elimination of some conditioning and weight training activity courses.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We now have KINE lecture courses available on both MW and TTH days as well as Fridays, and both morning face to face and night face to face. This has allowed many more opportunities for students to take the KINE classes they desire and not just the same two each semester.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Kinesiology Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6546

## **Outcome Description**

In the previous semesters we have always had only a few sections of both Varsity Sports (KINE 1122, 1123, 1142, 1143) and Conditioning & Weight Training (KINE 1111, 1131, 2111, 2131) available so all scholarship athletes and/or variety athletes would be in a few sections of very large enrollments. Making the end of the year tasks of grade entry very difficult for the instructor because of the unfamiliarity with the other sport's rosters.

## **Outcome Strategy**

Opening a section of each class under the direction of a full-time instructor from each sport will allow the instructors to track much easier the progress of each student and allow easier assessment of grade distribution to those students.

## **Outcome Method**

The Kinesiology Chair will assign the sections of the classes to the instructors/coaches each semester.

## **Outcome Criterion**

each semester the instructors should be able to get accomplished in 10 minutes (entering grades) what previously took a day or two.

## **Strategic Plan Relationship**

The 3 strategic goals listed above I feel best relate to this outcome

## **Outcome Results**

Implementing this objective did exactly as hoped and allowed each instructor/coach to directly track the progress of the student athletes under their direction, and no one needed to track down other instructors/coaches to find out who the students were.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More efficient grade reporting at the end of each semester has resulted because of this. Also, we have found that there have been much fewer mistakes of non student athletes being placed in these classes by the counseling office.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6547

### **Outcome Description**

The class that will allow us to monitor closely the student athletes that enroll in TVCC specifically to play football. Giving the program more opportunities for players to join the program and contribute to the team in the future.

### **Outcome Strategy**

Students will be put through training regimens similar to that of a college student athlete each class to build strength, flexibility and coordination for the purpose of playing intercollegiate athletics. Coaching staff will use strength training in the Cardinal Field House, and speed training as well as agility training outside on the practice fields.

### **Outcome Method**

Enrollment numbers in the class will allow us to assess the interest in the class. The amount of players from the class that contribute to the team during the fall will allow us to assess the success of the class.

### **Outcome Criterion**

I expect numbers in the class to be anywhere from 15 to 30, and expect at least 3 players each year to move on to our varsity roster.

### **Strategic Plan Relationship**

This plan will increase student engagement by giving the random football walk on athlete a place to report to and give awareness to his intentions, and not let them just float around TVCC without a purpose. Also any student athlete that makes the roster will then be required to attend study halls and have his degree plans and academic progress followed closely by the football staff. Also, student involvement with activities can be a major factor in the student's retention.

### **Outcome Results**

First semester enrollment in the class (fall 2010) was at 23, showing that there is definite interest in a class such as this. The current enrollment in the class is at 48, and at least 5 to 8 members of the class had shown enough initiative and value that they were invited into varsity training exercises and practices.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The "red shirt" program has allowed our football team to develop athletes and easily transition them into our football program. The class has allowed those here for the purpose of joining the team an idea of what it will entail to do just that and they can more easily decide if that is what they truly want to do if the opportunity presents itself. currently there are 5 members of the Trinity Valley football team on scholarship and will be recruited and earn scholarships at 4 year universities next semester.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Kinesiology Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6548

### **Outcome Description**

For several years we have only offered our student body very few alternatives when it came to selecting activity courses within the kinesiology department. Reopening Softball & Volleyball will give another alternative to the students, as well as give a place for the softball and volleyball programs can place and monitor any potential walk ons to their programs (as football and basketball started).

### **Outcome Strategy**

Add to spring schedule and have head softball and head volleyball coaches named as instructors.

### **Outcome Method**

Will use enrollment numbers as assessment method.

### **Outcome Criterion**

I feel enrollment in the class will be small at first but will increase each semester.

### **Strategic Plan Relationship**

This allows the students to have more selection and variety on their degree path. Also allows future walk ons of the sports of softball and volleyball a way to get involved faster.

### **Outcome Results**

The class attendance has grown as expected. There are 21 currently enrolled this semester, spring 2012. Although the majority of the students placed in the class were from the softball and volleyball programs, there are 3 general students using it towards completion of their degree.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The volleyball program has started to use the course as a structured environment for those students who want to tryout for the volleyball team. This will allow as the staff hopes to find a few players that had fallen under the radar in recruiting. The softball program really has not been able to use the course for the same structure because of their competition in both semesters.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Kinesiology Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6892

## **Outcome Description**

The use of an actual golf course and practice area during instruction will help the students build a better physical foundation of how the sport is played, as well as a greater understanding of the rules and etiquette involved.

## **Outcome Strategy**

I will work with the general manager of Athens Country Club and the golf pro to gain access in the manner following. After the initial classroom instruction of the history, rules and etiquette of golf, the instructor would be able to meet with the students once a week at the practice range. The students would also be able to play a round of golf during the semester.

## **Outcome Method**

We will either be allowed access or we would not.

## **Outcome Criterion**

The use of the Athens Country Club would add to the experience for the students enrolled in KINE 1118, and will add to the enrollment of the class.

## **Strategic Plan Relationship**

To be able to play the sport of golf instead of relying on lecture and hitting practice balls in the pit will help the student feel like they are given more of a chance to learn the sport of the class they enrolled in.

## **Outcome Results**

The relationship has been established with ACC and used during the spring, summer and fall semesters. This worked well for all involved including the country club, instructor and students. After the lecture portion of rules and etiquette, the class moves to the practice facility and gets hands on work with the sport. The students get 2 rounds of 9 holes at the end of the semester to experience the sport at depth.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No question the learning environment is enhanced since being able to use this resource.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY06

**Outcome ID#:** 70

## **Outcome Description**

Language Arts and Developmental Studies will have improved student access to eMaterials employed in our laboratory sessions.

## **Outcome Strategy**

Professors will observe more hours each student is logged on to the computer. Additionally, each student's tracking on the eWorkbooks and related software will be recorded each week of the semester.

## **Outcome Method**

The Thomson Learning Software tracking of activity on the remote server will be measure foreign language student usage. The reading software programs will track the reading student time spent on task for reading labs.

## **Outcome Criterion**

The average number of hours of students use per week will increase by 25% from the beginning of the academic year in August to the end of the year in May.

## **Strategic Plan Relationship**

This relates to goal 9 in that it will improve the quality of the computer laboratory for student use.

## **Outcome Results**

Due to unexpected equipment failures in faculty offices, we were able to purchase only four slaves during 2005-2006.

Looking at summary "time on task printouts" of e-lab materials, we did not have enough accessibility for each student and the 25% increase was not reflected on total hours of lab activity in these reports. They, time on task reports, are housed on the Publisher's server. It is on this server that the students are tracked by performance and time on task.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Equipment budget requests were increased for 2006-2007.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY06

**Outcome ID#:** 71

### **Outcome Description**

There will be less "down time" due to computer abuse by user.

### **Outcome Strategy**

By purchasing and installing "Deep Freeze" software, the shared lab computers will allow only part of the computer hard drive for student storage of lab assignments and papers. .

### **Outcome Method**

By tracking repair requests, our computer repair episodes will decrease by 10% for the year.

### **Outcome Criterion**

Maintenance and repair costs should be lower. This software will allow the shared computers to only allow a certain part of the C drive for student storage of lab assignments and papers.

### **Strategic Plan Relationship**

This goal relates to two of TVCC's Goals:

1. Increase emphasis on improving the quality of classroom instruction. More lab computers will be available for student work. Quantity and quality of student work will increase.
9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environment is in place to support learning, teaching, and decision making.

### **Outcome Results**

The software was successfully purchased and installed.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

We experienced less "down time" in our two labs, because the "Deep Freeze" software blocked student downloads of harmful attachments. There were no repair requests for FY 06!

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 171

**Outcome Description**

To continue to maintain current and up to date lab equipment.

**Outcome Strategy**

If this year's equipment budget is approved, a purchase from the recommended supplier would be executed. IT services recommends institutional hardware suppliers. Three bids would be solicited from potential suppliers.

**Outcome Method**

The equipment budget would be approved at a level to cover this purchase.

**Outcome Criterion**

The lab computers will be purchased during the first few weeks of October.

**Strategic Plan Relationship**

This goal relates to the ninth goal of TVCC:

Enhance the facilities and equipment of the institution to ensure that the appropriate physical environment is in the place to support learning, teaching, and decision making.

**Outcome Results**

The computer slaves were purchased before the start of FY06-07 per President Baugh's request. 100% of the slaves were received for this reporting cycle.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Due to developments at the state level, our on-going lab equipment needs are in jeopardy. I do intend to request equipment as the need is arises.

**Planned Distance Learning Improvement as an Outcome Result**

NA



## Language Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 174

### **Outcome Description**

To protect and partition the hard drive on each computer.

### **Outcome Strategy**

There would have to be sufficient funds to cover the cost of \$13.08 for each computer.

### **Outcome Method**

Depending on state and other funding sources, our budget requests should cover the cost of 2005-2006.

### **Outcome Criterion**

Maintenance and repair costs should be lower. This software will allow the shared computers to only allow a certain part of the C drive for student storage of lab assignments and papers.

### **Strategic Plan Relationship**

This goal relates to two of TVCC's Goals:

1. Increase emphasis on improving the quality of classroom instruction. More lab computers will be available for student work. Quantity and quality of student work will increase.
9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environment is in place to support learning, teaching, and decision making.

### **Outcome Results**

The software did reduce downtime by 100% for everyone using the lab. The eWorkbook and eLab ancillaries were blocked by the software. This was unfortunate and was remedied by the IT personnel the same week that it was discovered.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

I will continue to use this software for the FY07-08 cycle.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 176

## **Outcome Description**

I hope to improve response time from division faculty to students e-mail queries.

## **Outcome Strategy**

By creating virtual office hours, students would be able to access their professor at times the professor is at a conference.

## **Outcome Method**

A departmental "shared laptop" will produce a virtual office should the professors be at conferences. Student satisfaction should increase on faculty evaluations in related queries.

## **Outcome Criterion**

Students would be able to access their professor via e-mail and increase satisfaction as indicated in the comments on the faculty evaluation form by 20% = 1 point rating on items referring to teacher contact.

## **Strategic Plan Relationship**

This relates to 1.3 – Provide instruction, academic support, and student services that enhance student learning inside and outside of the classroom.

## **Outcome Results**

Due to decisions regarding the budget, the laptop for departmental use was not purchased. I know that 100% of our division members are trying to use the latest e-materials in their classes. Most are using their own laptops. If we are to become a more learning-centered institution, consideration should be given to equipping the teachers as they present materials to a generation which is entering a wireless world to conduct business.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

I will continue to lobby for this assistance and encourage the division faculty to contact their state representatives regarding the funding needs of community colleges.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY07

**Outcome ID#:** 177

**Outcome Description**

This should decrease congestion as students turn in their lab assignments at the end of each period, in foreign language and reading.

**Outcome Strategy**

Pending budget approval, the said equipment will be purchased by October, 2006. This will provide each student with a computer, providing more student time on the lab software.

**Outcome Method**

Software tracking tools in our labs will report student time “on task” weekly.

**Outcome Criterion**

Students will be on eAssignments by an additional 10% each semester.

**Strategic Plan Relationship**

This relates to 1.1—Becoming a more learning-centered institution.

**Outcome Results**

100% of the lab computers and printers were purchased for the writing lab in the LRC 247 and the Baugh Technical Building.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

We will continue requesting this equipment as needed, providing that funding is available.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1040

### **Outcome Description**

Orientation of new and adjunct faculty will become efficient and reliable. Each change in personnel during the teaching year will be enhanced.

### **Outcome Strategy**

The construction of the syllabi will begin at this fall's division meeting. Committees will be appointed at that time for each course.

### **Outcome Method**

All faculty syllabi will be collected this fall by October 31. The new template will be available by spring 08 and by February 23, faculty will submit syllabi that reflect the new pattern.

### **Outcome Criterion**

I expect that 100% of the syllabi will be converted to the new format by February 23.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

Administrative syllabi were completed and are currently being utilized.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This resulted in a smoother transition when new faculty were brought on board.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1128

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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

## **Outcome Results**

This hasn't been completed. It is an ongoing process. The transfer courses adopted materials with online ancillaries. They are being used at the present.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More work is needed in the online tutorial area for developmental offerings.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1129

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

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

**Outcome Criterion**

80% of the comments will be favorable.

**Strategic Plan Relationship**

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

**Outcome Results**

This was a wonderful success that included joint participation with the Athens High School!

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

We shall continue to host this event, including more schools in our service area.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5808

**Outcome Description**

Orientation of new and adjunct faculty will continue to be efficient and reliable. Each change in personnel during the teaching year will be enhanced.

**Outcome Strategy**

Committees will be appointed to review the syllabi for each update.

**Outcome Method**

A review of the syllabi will be conducted by division members.

**Outcome Criterion**

I expect that 100% of the syllabi will be updated.

**Strategic Plan Relationship**

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.

**Outcome Results**

All syllabi were updated.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Our division will continue to monitor the syllabi and update them promptly.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5809

## **Outcome Description**

By the end of spring 2009, 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.

## **Outcome 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, 2009 will be imposed.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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

## **Outcome Results**

This was dependent on Mike hiring a webmaster. Our students do visit our web pages because of lost syllabi and other handouts that are posted. This is evident through emails received requesting this information.

Only 30% of students used the web pages per comments in campus e-mails.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We are in line to have our web pages made current with IT services.

We will continue to encourage students during each class to visit web pages for additional information for future enrollment and course information.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Language Arts Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5810

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

80% of the comments will be favorable.

## **Strategic Plan Relationship**

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

## **Outcome Results**

The money was made available in our budget. The event was a wonderful success.

115 people attended the event based on sign-in sheets. 20% were not current students.

An evaluation of the event, included at the event was needed.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Charlotte Renk has requested that others in the division lead the effort for our next festival.

An evaluation will be constructed for the April 2010 year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5955

## **Outcome Description**

This will be discussed during the August in-service and basic, minimum information will be determined for web pages.

## **Outcome Strategy**

At in-service, faculty will determine a deadline to submit the revisions to the webmaster.

## **Outcome Method**

A review of each division member's page will be conducted by a committee appointed by the division chair.

## **Outcome Criterion**

100% of faculty within the division will have agreed minimum information on their web page

## **Strategic Plan Relationship**

Students are very involved with online notifications, and this provided instant access to the documents posted at the website.

## **Outcome Results**

At the August in-service, our Language Arts and Developmental faculty voted to have the web pages deleted due to the New House Bill. It requires all vitae and course syllabi to be posted online for the public to see. This includes all potential students. Therefore, a web presence is not as important as it was at the beginning of the year when the goal was established. Also, the College Webmaster is working on a way to have faculty easily manage their personal web pages.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The faculty will continue to comply with HB 2504 and commented that they felt over exposed by the new legislation.

Specifically, the syllabi and vitae are online for all faculty, therefore, a web presence is not as important as it was at the beginning of the year when the goal was established. Also, the College Webmaster is working on a way to have faculty easily manage their personal web pages.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6157

### **Outcome Description**

Orientation of new and adjunct faculty will continue to be efficient and reliable. Each change in personnel during the teaching year will be enhanced.

### **Outcome Strategy**

Committees will be appointed to review the syllabi for each update.

### **Outcome Method**

A review of the syllabi will be conducted by division members.

### **Outcome Criterion**

I expect that 100% of the syllabi will be updated.

### **Strategic Plan Relationship**

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.

Student will be up to date with accurate syllabi and start the semester prepared with an accurate psychological contract(1.2 and 1.3 sub-goals).

### **Outcome Results**

Due to HB 2504 the syllabi are now being constantly changed semester by semester, by course and section number. Syllabi are being posted to the College's website every semester by the College's ongoing compliance with HB2504.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

There has been an increased work load due to this legislation. It has made each aware how important it is to keep up to date syllabi posted. Syllabi are being posted to the College's website every semester by the College's ongoing compliance with HB2504.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6158

### **Outcome Description**

At least 100 community and students will be in attendance. The event will be evaluated with an instrument designed by the division.

### **Outcome 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.

### **Outcome Method**

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

An evaluation instrument will be distributed for assessment and design of future events.

### **Outcome Criterion**

80% of the comments will be favorable.

### **Strategic Plan Relationship**

LEARNING - 1.3--Provide instruction, academic support, and student services that enhance student learning inside and outside the classroom.

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

### **Outcome Results**

We have had a minimum of 150 in attendance at the last event, this past spring. This was tracked with a sign in sheet.

We were honored to have Karla Morton, the 2010 Poet Laureate of Texas. She judged the entrants, and read from her work.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

We have decided to start the planning process each fall. This will give us more time to advertise, plan, line up speakers, and judge the entries. Our first meeting is the 17th of September.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6396

**Outcome Description**

Orientation of new and adjunct faculty to this process will continue to be efficient and reliable. Each change in personnel during the teaching year will include training in the syllabi needs for HB 2504.

**Outcome Strategy**

Committees will be appointed to review the syllabi for each update.

**Outcome Method**

A review of the pertinent syllabi will be conducted by division members.

**Outcome Criterion**

I expect that 100% of the syllabi will be updated.

**Strategic Plan Relationship**

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.

**Outcome Results**

100% of the syllabi were be updated. Some faculty had to be remediated in order to use the system. The steps to upload the syllabi were not intuitive. This caused some to miss the deadline.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Due to the cyclical nature of the process, and the fact that many new "imbedded faculty" are added from semester to semester, we plan to use "webshots" to train the new adjuncts.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Language Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6397

### **Outcome Description**

By the end of each semester, all faculty of the Language Arts and Developmental Studies Division will have created updated vitae to reflect accomplishments, honors, publications, new course work and degrees earned.

### **Outcome Strategy**

The division will start this process at our fall meeting. This information will be passed on to the appropriate web manager.

### **Outcome Method**

By the end of each semester, all division faculty in Athens will have revised vitae for the students to view.

### **Outcome Criterion**

100% of students will have a direct web reference to each professor's vitae.

### **Strategic Plan Relationship**

LEARNING - 1.1--Become a more learning-centered institution.

### **Outcome Results**

Any student can instantly visit the vitae for our faculty. They will view the most recent data for each professor.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

There will not be a need for changes. This area has worked well for us.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Language Arts Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6398

## **Outcome Description**

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

## **Outcome Strategy**

This event's plan will be launched by the division each September. 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

## **Outcome Method**

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

## **Outcome Criterion**

80% of the comments will be favorable.

## **Strategic Plan Relationship**

LEARNING - 1.3--Provide instruction, academic support, and student services that enhance student learning inside and outside the classroom.

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

## **Outcome Results**

This event was attended by 55 community members, and all feedback was positive. The lone exception was a query as to why we were holding the events off-campus.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Due to the need to have our community visit the campus, future poetry events will be housed on the TVCC's campus.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY06

**Outcome ID#:** 120

## **Outcome Description**

More efficient operations in the LRC's. Users will be able to search the entire collection.

## **Outcome Strategy**

Add video collections at all campuses to the system. Implement academic reserves on appropriate campuses. Complete book and video inventory on all campuses.

## **Outcome Method**

Statistics and reports from automation system.

## **Outcome Criterion**

All campuses will show use of academic reserves. Video collections on all campuses will be searchable on the system.

## **Strategic Plan Relationship**

1. Increase emphasis on improving the quality of classroom instruction.
4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

## **Outcome Results**

Approximately 1,129 videos were added to the automation system so that all campus collections are now searchable through the online catalog. The academic reserves module is only being used on the Athens campus at this time. Book and video inventories were completed on the Athens, Palestine, and Health Science Center campuses, but the inventory at Terrell was not done because of the move into the new facility. The Sirsi automation software was upgraded to Unicorn 2003 and migrated to a new server for more efficient use and longevity.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Library patrons can now search all video holdings through the online catalog. After the software upgrade approximately 28,000 ebook records were added to the catalog as they are available to TVCC students through TexShare. Athens campus will continue to take advantage of the academic reserves module and other campuses will use the module as it becomes feasible.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Learning Resource Center Administration

**Plan Period:** FY06

**Outcome ID#:** 121

## **Outcome Description**

Library collections at each campus will meet the needs of the faculty and students.

## **Outcome Strategy**

Weed outdated and obsolete materials from LRC collections.  
Purchase print and nonprint materials to update and expand the collections.

## **Outcome Method**

Statistics from the automation system and database usage.  
Survey of faculty and students during the spring semester.

## **Outcome Criterion**

Collections will be more relevant and useful, and users will find that their needs are met.

## **Strategic Plan Relationship**

2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.
4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.

## **Outcome Results**

The LRC survey of faculty and students was not conducted in the spring semester as had been anticipated. Instead, librarians collaborated to create an improved and updated survey instrument to be used during the 2006-07 academic year. Approximately 2,400 items were removed from the collection because of obsolescence after the inventory process was complete.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Updated print and nonprint materials will be added in those areas where many out-of-date materials were removed. This is especially true in the nursing and computer areas. Approximately 200 ebook titles were purchased and added to the collection to fill in the gaps in those areas. The average publication date of the book collection before these changes was 1979. The current average publication date of the book collection is 1988.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY06

**Outcome ID#:** 122

## **Outcome Description**

Through discussion and feedback from users, librarians will be able to identify areas where improvement is needed and policies should be revised.

## **Outcome Strategy**

Librarians will meet regularly to discuss needed changes in procedures and possible improvements to service. LRC Policy Manual will be updated as needed.

## **Outcome Method**

Survey of faculty and students during the spring semester. Summaries of all meetings will be written and distributed.

## **Outcome Criterion**

LRC Manual will be updated and all LRC's will operate more consistently and efficiently.

## **Strategic Plan Relationship**

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

9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.

## **Outcome Results**

No survey was conducted as had been planned. Instead, librarians collaborated to create an improved and updated survey instrument to be used during the 2006-07 academic year. Librarians did meet each semester to discuss policies and procedures and needed changes.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The improved LRC survey will be conducted during the 2006-07 academic year to determine further changes that need to be made. Summaries of the librarians' meeting, containing policy and procedure changes, were distributed to all campus libraries. The LRC manual has not been officially updated as a result, but that will need to be completed.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY07

**Outcome ID#:** 162

## **Outcome Description**

LRC policies, environments, and implementation strategies will reflect best practices and procedures.

## **Outcome Strategy**

Librarians will participate in professional meetings at the local and state level and read professional journals to learn of new trends and developments. Campus librarians and representatives will meet each semester to discuss these trends and discuss ways to implement needed changes in the library program. Summaries of discussions will be distributed after each meeting. Librarians will consider suggestions from the suggestion boxes and surveys to seek ways to improve the learning environments in each LRC. The LRC Policy Manual will be updated as needed.

## **Outcome Method**

Librarians will document professional growth and attendance at professional meetings through TVCC's procedures. At least 70% of students and faculty will indicate on the LRC surveys that the LRC environments are conducive to the student learning experience at TVCC.

## **Outcome Criterion**

Librarians will stay abreast of trends and discuss needed improvements to enhance student learning and use of the library. Students will see the library as a place to help meet their current informational needs.

## **Strategic Plan Relationship**

This goal relates to Strategic Plan Goal #1: Learning, particularly 1.1 and 1.2.

## **Outcome Results**

Campus librarians met each semester to collaborate on improvements needed in the LRC's and meeting summaries were distributed after each one. All librarians have met TVCC's requirements for professional growth. Responses on the LRC surveys conducted in April 2007 indicate that 81.7% of students and 67.3% of faculty and staff think that the library environments are conducive to the learning experience at TVCC. Only 2.8% of students and 5.1% of faculty and staff thought the library environments were not conducive to the learning experience. Faculty satisfaction was not as high as had been hoped, but student satisfaction exceeded the 70% goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Campus librarians will continue to collaborate and seek ways to enhance student learning as we become a more learning centered college. Information from the monograph, THE ROLE OF THE LIBRARY IN THE FIRST COLLEGE YEAR, will be utilized, for example. Librarians will continue to participate in professional growth activities and opportunities. Administrative Outcomes for the 2007-08 academic year will include goals which support TVCC's Learning Initiative on reading and student engagement.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY07

**Outcome ID#:** 163

## **Outcome Description**

Student and faculty will be able to find and use available information and resources in the Learning Resource Centers at all campuses.

## **Outcome Strategy**

Librarians will evaluate the LRC webpage and Sirsi automation system to determine if information that should be available is accessible. Faculty and students will be surveyed to determine areas where access is needed. Additional information will be added to the webpage and Sirsi system as needed. Training will be provided by librarians in the use of the automation system to locate materials. Library tours, orientations, and individual assistance will be documented. The LRC webpage will be modified to increase availability to resources and information about the LRC. Sirsi automation software will be upgraded to GL.3.

## **Outcome Method**

Information from the LRC surveys will be evaluated to determine if handouts, online instructions, and tutorials are useful and if students feel confident in using LRC resources.

## **Outcome Criterion**

At least 70% of students and faculty will indicate on the LRC survey that they are satisfied with LRC handouts, online instructions, and tutorials and feel confident in using LRC resources.

## **Strategic Plan Relationship**

This goal is directly related to Strategic Plan Goal #1: Learning, particularly Success Factor 1.3.

## **Outcome Results**

A survey of students and faculty given in April 2007 revealed that 80.3% of students responding felt confident in using LRC resources, and only 1.4% of those responding did not feel confident. (8.5% had no opinion). Those students were also asked if they found the LRC handouts, online instructions, and tutorials useful. 67.6% replied that they agreed or strongly agreed with the statement, but only 2.8% disagreed; 21.1% had no opinion. While this is short of our goal of 70% satisfaction as an expected outcome, it was a good sign that less than 3% actually considered those tools to be of no help. In the same areas, a little over half of the faculty and staff (53%) indicated that the instructional materials were useful, but 44.9% had no opinion. There was no negative feedback from the faculty on this subject, however. A total of 27 classes used the library for instruction and orientation, involving 520 students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Some changes were made to the LRC webpage in an attempt to provide better instruction and information for users. This will be an ongoing project as materials and access to those materials change. Because fewer faculty seemed to find handouts, online instructions, and tutorials helpful, librarians will try to address this problem by

offering a session at Learning Day on available materials in the TVCC libraries. This will be a concentrated effort to make faculty more aware of materials available to their students and tools available to help them use those materials.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY07

**Outcome ID#:** 164

## **Outcome Description**

Quality print, nonprint, and online resources will be available to support student assignments and research needs.

## **Outcome Strategy**

LRC Staff will evaluate the print and nonprint collections and weed obsolete and outdated materials using the CREW method (continuous review, evaluation, and weeding). An annual inventory of books and other materials will be conducted to update the collection database. Faculty members will be encouraged to make suggestions for purchase of print and nonprint materials. Librarians will compare print collections and periodical holdings with peer institutions to determine if budgetary adjustments and increased purchases are needed in the future.

## **Outcome Method**

Faculty surveys will include questions to evaluate the quality of materials provided. Student and faculty surveys will include questions to determine if LRC materials support student research and learning.

## **Outcome Criterion**

At least 70% of faculty and students will indicate on the LRC survey that books, magazines and journals, and online materials are adequate to support student assignments and research needs. At least 70% of faculty will indicate satisfaction with the quality of LRC materials.

## **Strategic Plan Relationship**

This goal is directly related to Strategic Plan Goal #1: Learning, particularly Success Factor 1.3.

## **Outcome Results**

The annual inventory of books and video materials was conducted in July 2007. Some weeding of the collection at each campus was conducted prior to the inventory. Students and faculty were asked on the spring LRC survey if they thought the supplies of books, magazines and journals, and online materials were adequate to support their class assignments. Of the students responding, 66.2% indicated that there were adequate books, 67.6% indicated that the magazines and journals were adequate, and 64.8% indicated that the online materials were adequate. All these are slightly below our goals of 70%. While less than 5% of students indicated that they were dissatisfied with the supply of books, magazines, and journals, 10% of the students indicated dissatisfaction with the supply of online materials available. The other respondents had no opinion. Of the faculty and staff responses, 51% agreed that the book supply was adequate, 54.7% that the magazines and journals were adequate, and 52.1% that the online materials were adequate for their class assignments. In addition, 7.2% thought the books were inadequate, 2% that the magazines and journals were inadequate, and 2% that the online materials were inadequate. The percentage of faculty and staff who were satisfied with the number of available materials in the collection was further below our goal of 70% satisfaction, and more indicated dissatisfaction than the student responses had indicated. Also, 63.3% of faculty and staff who responded to the survey were satisfied with the quality of materials available, and 5.1% were dissatisfied. Several comments were made by students on the Athens campus that more nursing materials were needed.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The 2007-08 library budgets at all campuses reflect a slight increase in funds designated for the purchase of library books and an increase in funds for periodicals at the Athens and Health Science Center campuses. A concentrated effort will be made to improve the number of materials, especially in the area of nursing on the Athens campus. Instructors will be encouraged to submit suggestions for purchases on all campuses.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Learning Resource Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1108

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Librarians continued to give tours and presentations on library materials available to students. In addition, presentations to interested faculty were given at Learning Day and at the spring in-service on available resources in the LRC's. Increased usage was evidenced by an increase in circulation of books from 4845 in 2006-07 to 5450 in 2007-08, increased use of reference materials from 722 in 2006-07 to 1266 in 2007-08, and increased searches on the online databases from 47,428 in 2006-07 to 66,134 in 2007-08. Library tours and orientation sessions increased by 50% this year over last year. A survey of students was not conducted during this academic year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students and faculty members will be surveyed during the 2008-09 academic year to ascertain if the increased usage is truly evident that the library is meeting the needs of its users.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1109

## **Outcome Description**

Students will practice reading skills by reading materials they enjoy.

## **Outcome Strategy**

Promote the books acquired through the McNaughton Adult Leasing Program for pleasure reading.

Investigate the use of audiobooks in various formats, including playbacks, to encourage reading.

Provide comfortable reading areas in LRC's.

Create posters to promote reading featuring TVCC students and faculty.

Investigate ways to implement a reading initiative, such as One Book, One Community, at TVCC.

## **Outcome Method**

Statistics on the use of the books and magazines being read for enjoyment will be kept, as well as counts of student use of comfortable reading areas.

## **Outcome Criterion**

Circulation and usage statistics have not been divided by categories in the past. However, it is expected that at least 20% of the recreational reading materials available to students will be used during the 2007-08 academic year.

## **Strategic Plan Relationship**

This goal relates to Strategic Plan Goal 1.3 by providing materials that will enhance student learning outside the classroom and Goal 1.6 to increase reading comprehension skills among TVCC students. As students practice reading by engaging in materials they enjoy, their skills will improve.

## **Outcome Results**

Comfortable reading areas were provided in the Athens, Terrell, and Palestine libraries, although the Athens furniture did not arrive until late in the summer term. Audiobooks in the form of playaways, books on CD, and downloadable audiobooks were introduced to the collection.

An analysis of the circulation statistics kept over the academic year reveals that of the 574 items which were available to students, a total of 483 were checked out at least one time during the year. That means that 84.1% of the materials available for reading just for enjoyment were used, far exceeding our goal of 20%. In addition, on the Athens campus (which is where the pleasure reading materials are housed), 20.3% of the total circulation of materials (other than computers and videos or DVD's) was from that category. Athens, Palestine, and Terrell campuses all reported students who appeared to be actively engaged in reading for pleasure in the libraries during the long semesters for an average of 73 for Athens, 20 in Terrell, and 71 in Palestine. Average numbers for the summer were 40 in Athens, 11 in Terrell, and 33 in Palestine.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of the evaluation, more of the book budget will be directed toward the purchase of reading materials available for lease through the McNaughton reading program. The LRC's will continue to promote reading for enjoyment to encourage more reading among students.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY08

**Outcome ID#:** 1110

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Campus librarians have made efforts to accommodate the needs of networking groups and collaborative working groups by providing space for those groups to meet and work together. Statistics reported during the 2007-08 academic year show that the total number of groups working in the LRC's were 91 in the fall, 88 in the spring, and 25 in the summer sessions. The use of study rooms increased from 134 in 2006-07 to 210 in 2007-08, an increase in usage of 56.7%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The LRC's will continue to assess the needs of student groups and work to accommodate those needs. With the availability of wireless internet access, the Athens campus will investigate making laptop computers available for checkout and use in the study rooms.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5868

## **Outcome Description**

Because the Library of Texas is a federated search service, TVCC students will be able to search for information in multiple locations (library catalogs, databases, other online sources) with a single search query. More information will be available with a single search.

## **Outcome Strategy**

TVCC librarians will research the requirements and procedures needed for adding libraries to the Library of Texas and will follow those procedures.

## **Outcome Method**

After TVCC Library collections are included in the Library of Texas and the product has been added to the library research page, students will be given a survey to assess their experience with using the Library of Texas. If available, usage statistics will be compiled.

## **Outcome Criterion**

By Summer 2009, at least 10% of TVCC students will have used the Library of Texas and at least 15% of those surveyed will consider it a useful research tool.

## **Strategic Plan Relationship**

The Library of Texas is a tool which will be very useful to students as they do more research for their classes. By becoming a part of this initiative, the TVCC libraries will be supporting the Strategic Planning Goal of Learning. Specifically, this initiative is learning-centered, will increase student engagement, and provides academic support to enhance student learning.

## **Outcome Results**

This goal has not been fully realized during the 2008-09 academic year. The Texas State Library has been undergoing a remodeling project, and personnel were displaced for a period of time. As a result, TVCC did not become a part of the Library of Texas until May 2009. This did not give us an opportunity to promote the usage of the Library of Texas under ideal circumstances. No data has been gathered concerning the use of the Library of Texas by our students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

TVCC now is a participating institution in the Library of Texas. However, there was no opportunity to promote the benefits to faculty and students. We will continue this goal during the 2009-10 academic year and promote the benefits and use of the tool to faculty and students.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5869

## **Outcome Description**

The library programs will become more visible on the TVCC campuses, and all users will be more aware of the resources available to them.

## **Outcome Strategy**

TVCC Librarians will develop strategies to promote library usage and market available resources to administration, faculty, and students. Librarians will participate in training, offered through Amigos, on how to develop a marketing plan for the library and will implement strategies learned from the training.

## **Outcome Method**

TVCC Libraries will conduct a survey in the spring semester to determine if users are aware of resources available to them in the library and the perception of the libraries in general.

## **Outcome Criterion**

At least 80% of students, 60% of faculty, and 50% of administrators will indicate on the library survey that they are aware of services and resources available in the campus libraries. At least 85% of all respondents to the survey will indicate that they are satisfied with TVCC libraries.

## **Strategic Plan Relationship**

This goal relates to learning in the strategic plan, specifically to 1.2 and 1.3, by helping to increase students' knowledge and awareness of services and materials provided by the library on each campus. After the TVCC students become aware of the academic support available through the campus libraries, they will make better use of that support and become more engaged in collegiate life.

## **Outcome Results**

Representatives from the LRC staff participated in training sessions provided through Amigos on marketing library services (Marketing My Library 101,201,and 301). Librarians now look for ways to promote all library services and materials. The marketing plan still needs to be developed fully and will be an ongoing project for librarians. The plan was not developed fully enough to include on the spring LRC surveys to faculty and students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

While library representatives have become more aware of ways to promote and market library services, those ideas gleaned from the workshops still need to be implemented. The suggestions will be discussed in TVCC librarian meetings and the marketing plan will continue to be developed and implemented on individual campuses.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5870

## **Outcome Description**

The library's online catalog will be more user-friendly and up-to-date, making it more useful to students, faculty, staff, administrators, and community members.

## **Outcome Strategy**

TVCC Librarians will work in coordination with the IT Services department and with SirsiDynix to determine what is needed to upgrade. When all is in place, the dates for the upgrade will be coordinated. The system will then be tested for implementation.

## **Outcome Method**

After the upgrade, classes which are shown the new interface will be questioned as focus groups to determine if the upgrade is more useful to students. Suggestions will be solicited from students, faculty, and other users to make the system as useful as possible.

## **Outcome Criterion**

As users are questioned about the new interface, at least 90% will indicate that they find it user-friendly and helpful in locating materials.

## **Strategic Plan Relationship**

This goal also relates to learning, specifically strategic planning goals 1.1, 1.2, and 1.3 in that the library users will be able to find resources available in the libraries independently, thus increasing student engagement in collegiate life and making TVCC a more learning-centered institution. This will enhance student learning inside and outside the classroom.

## **Outcome Results**

This goal was not reached during the 2008-09 academic year. Research has been done concerning what is needed for the migration, but the changeover has not yet occurred. Most staff members have begun using the Java client, and several usage issues have been resolved. However, more need to be addressed before the migration to Symphony can be successful. For example, the receipt printers which print date due slips and receipts for payment are not working on all campuses. Challenges such as this are being resolved at each campus.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This goal will continue into the 2009-10 academic year. Because of the problems encountered and the need to coordinate with IT Services on the migration, this goal has taken longer than anticipated. It will be a priority in 2009-10.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY09

**Outcome ID#:** 5871

## **Outcome Description**

More students will be aware of and able to effectively use the library resources available to them. They will learn how to search for materials in the library and online.

## **Outcome Strategy**

Librarians will offer training sessions for students (Library Log-in Sessions) on the use of available library databases, reference materials, and the online library catalogs. These will be offered through the campus libraries to provide supplemental instruction for students who are interested in learning more about tools available to them which could assist in completing classroom assignments as well as for individual research.

## **Outcome Method**

A short survey of 5 questions or less will be given to students at the end of each training session to provide feedback on the usefulness of the information provided.

## **Outcome Criterion**

At least 80% of the students who attend the training sessions will indicate that they learned something during the session and will be able to use the library materials more effectively as a result.

## **Strategic Plan Relationship**

This goal relates to the strategic planning goal of learning. As students learn the skills needed to locate and use library materials, they become more engaged in collegiate life and TVCC becomes a more learning-centered institution. The library resources help enhance student learning inside and outside the classroom.

## **Outcome Results**

TVCC librarians reached over 1500 students during 62 orientation and training sessions for classes needing to use library materials. In addition, more than 2700 reference transactions were conducted during the academic year. On the spring LRC survey, 97.3% of students answering the survey agreed or strongly agreed that they felt confident in using the LRC and its resources. While only 59.4% of employees indicated that the instructional sessions were useful to their classes, the other 40.6% of those taking the survey had no opinion. No employee indicated dissatisfaction with the sessions, so those with no opinion were probably not instructors. Individual instructors have indicated that their students found the sessions very helpful.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

TVCC librarians will continue to conduct training sessions on using library resources and will provide one-on-one instruction at the point of need for students. Librarians will continue to tailor the sessions to the needs of students as particular assignments are made from the sessions.

## **Planned Distance Learning Improvement as an Outcome Result**



NA

# Learning Resource Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5995

## **Outcome Description**

Because the Library of Texas is a federated search service, TVCC students will be able to search for information in multiple locations (library catalogs, databases, other online sources) with a single search query. More information will be available with a single search.

## **Outcome Strategy**

As TVCC librarians provide instruction to classes and individuals on the use of library resources, the Library of Texas will be added to the list of resources. Access will also be provided through the LRC website.

## **Outcome Method**

Students who are introduced to the Library of Texas will be given a survey to assess their experience with using the resource. If available, usage statistics will be compiled.

## **Outcome Criterion**

By Summer 2010, at least 10% of TVCC students will have used the Library of Texas and at least 15% of those surveyed will consider it a useful research tool.

## **Strategic Plan Relationship**

The Library of Texas is a tool which will be very useful to students as they do more research for their classes. By becoming a part of this initiative, the TVCC libraries will be supporting the Strategic Planning Goal of Learning. Specifically, this initiative is learning-centered, will increase student engagement, and provides academic support to enhance student learning.

## **Outcome Results**

TVCC libraries are participating in the Library of Texas program. The TVCC online catalog is available through the Library of Texas, and our MARC records are loaded into the LoT catalog. There has not been an urgent need, however, to promote this resource so aggressively to TVCC faculty and students. Apparently, users have most of their informational needs filled from materials available in the TVCC campus libraries. If desirable materials are available through Library of Texas participating libraries, most of the users do not want to wait the time needed for the interlibrary loan process to get the materials.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

TVCC will continue to participate fully in the Library of Texas and will stay abreast of changes in the program. As enhancements are made which will benefit our users, we will look for ways to promote and encourage use.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5996

## **Outcome Description**

The library's online catalog will be more user-friendly and up-to-date, making it more useful to students, faculty, staff, administrators, and community members.

## **Outcome Strategy**

TVCC Librarians will work in coordination with the IT Services department and with SirsiDynix to determine what is needed to upgrade. When all is in place, the dates for the upgrade will be coordinated. The system will then be tested for implementation.

## **Outcome Method**

After the upgrade, classes which are shown the new interface will be questioned as focus groups to determine if the upgrade is more useful to students. Suggestions will be solicited from students, faculty, and other users to make the system as useful as possible.

## **Outcome Criterion**

As users are questioned about the new interface, at least 90% will indicate that they find it user-friendly and helpful in locating materials.

## **Strategic Plan Relationship**

This goal also relates to learning, specifically strategic planning goals 1.1, 1.2, and 1.3 in that the library users will be able to find resources available in the libraries independently, thus increasing student engagement in collegiate life and making TVCC a more learning-centered institution. This will enhance student learning inside and outside the classroom.

## **Outcome Results**

The upgrade to Symphony was completed early in the fall. All staff members have been using the Java client since that time. There were a few glitches to work out, but overall the change has been a positive one. As it turns out, the upgrade did not provide the big change for the user interface that was anticipated. Of those users taking the LRC survey, 55.7% of TVCC employees and 37.1% of students have not even used the online catalog to locate materials in the campus LRCs. Because of these findings, we will have a goal for 2010-11 of implementing the Enterprise interface for users. This is a more user-friendly and updated interface to appeal to today's online users. Hopefully, next year's survey will reveal that it was actually the upgrade to Enterprise that made a big difference for TVCC library users. However, the Symphony upgrade was necessary before the Enterprise interface could be added. This turned out to be the first step toward our ultimate goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The Enterprise interface for the SirsiDynix automation system will be added to the online catalog. One of the administrative outcomes for the LRC for 2010-11 will focus on implementing Enterprise and increasing user-friendly access to LRC materials through the interface.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY10

**Outcome ID#:** 5997

## **Outcome Description**

Because most of the videos in the campus libraries are quite old, more and more are breaking or becoming impossible to view. As new titles and technologies are introduced into the collection, instructors will find materials which are relevant and useful as enhancements to classroom instruction.

## **Outcome Strategy**

TVCC librarians will seek input from instructors about their audiovisual needs in the classroom. New technologies for delivering educational content will be investigated and older titles replaced as the budget allows. Because this is a huge project, it cannot be completed in one year.

## **Outcome Method**

Librarians will gather comments from instructors who use the new technologies and request suggestions for improvement from them.

## **Outcome Criterion**

Instructors will have more up-to-date materials available for use in the classroom. On the LRC survey given in the spring, at least 10% of the instructors taking the survey will indicate that they have used streaming video in their classrooms and 80% of those will be pleased with the technology.

## **Strategic Plan Relationship**

This goal provides academic support which is relevant to students and which will enhance student learning inside the classroom. Students relate to videos which are up-to-date much better than to those which are outdated. They will be much more engaged in their own learning in the classroom.

## **Outcome Results**

In order to improve the quality of the TVCC video collections, two streaming video collections were added during 2009-10. The American History Collection from Alexander Street Press, which contains more than 4,000 titles, and Films On Demand, containing over 10,000 titles, were first introduced to faculty as a trial and then purchased as a result of the positive feedback from faculty members who used them. While the LRC survey failed to have a question related specifically to these materials, all instructors who have been asked have been very pleased with the selections and the delivery of the product. We have received such comments as "It works great! Don't change a thing." and "it has some great segments....I like it!". While we are not where we want to be with the TVCC video collections, these products have gone a long way toward helping reach the goal. We will continue working on this.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because of the positive reactions to the streaming videos, librarians will attempt to purchase more video titles that will be delivered online. We will work toward more up-to-date content and delivery.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6385

## **Outcome Description**

Improve access to information available through the online catalog of materials in the LRC so that users locate materials needed for class assignments and personal research, if available through the LRC, 90% of the time.

## **Outcome Strategy**

Implement the Enterprise interface in the SirsiDynix online catalog for TVCC libraries and organize information in "rooms" on the user interface. This is a more user-friendly interface which resembles a social networking site to some extent.

## **Outcome Method**

Survey users of the Enterprise interface after it is implemented as they use it in the campus libraries. 90% of those surveyed will find it an improvement over the previous online interface and state that they are able to search for LRC materials easily.

## **Outcome Criterion**

90% of students and 80% of faculty who use the new interface will find it easier to use and more helpful than the previous online catalog.

## **Strategic Plan Relationship**

This goal relates to Strategic Plan Goal # 5.1.5, "provide continually evolving learning resources and the instruction for their use to support TVCC students and staff". The Enterprise interface is a more modern and updated look for the online catalog. While it is an interface which allows access to materials, the interface itself is also a learning resource. Students especially will find it more appealing to use.

## **Outcome Results**

Because Enterprise involved more preparation than we had anticipated, this academic year has been spent in getting Enterprise loaded for use in the Sirsi automation system. It required an additional upgrade to Symphony, training in the implementation of Enterprise, and actually getting Enterprise set up in our system. As a result, it was not completed in time for feedback from students and faculty. This goal will continue in 2011-12.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Our automation system has been upgraded to the latest version of Symphony, and the groundwork has been completed to launch Enterprise. The new interface will be launched in the Fall of 2011.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Learning Resource Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6386

## **Outcome Description**

Students and faculty will increasingly use the online support available on the weekends. While there may only be 2 or 3 questions the first weekend or two, they will increase to 10 - 15 during times of heavier research assignments.

## **Outcome Strategy**

Implement online assistance to students on weekends when the libraries are closed through an online chat system. This will be live support for 6 hours during the weekend and email assistance all other times.

## **Outcome Method**

Usage statistics will be compiled to determine if students are using the "Virtual Librarian" for assistance. Librarians will track the types of questions being asked, as well as the number of questions.

## **Outcome Criterion**

Expectations are that usage of the "Virtual Librarian" will increase to an average of 10 questions or more in a weekend. While many questions will probably be technical, the goal is that at least 1 of the 10 will involve some type of reference or database assistance.

## **Strategic Plan Relationship**

The "Virtual Librarian" is a new technology that will open up accessibility to library resources during those times when physical doors are closed. Students will have support in the use of the resources in addition to the access.

## **Outcome Results**

Software was set up by IT Services to provide a live chat session for students and the Virtual Librarian through the LRC webpage on designated hours over the weekends during the long semesters. Live chat was available a total of 6 hours during the weekend, and email assistance was available 24/7 through the same interface. A few questions were submitted through email, but there was almost no activity through the live chat session. Questions were usually directional or informational rather than requests for reference help.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because the Virtual Librarian was a new concept, we will continue this goal for the 2011-12 academic year as well. The LRC staff will try to publicize the availability more and market the Virtual Librarian in the hopes of having more students take advantage of the service in the future.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Palestine Campus Administration

**Plan Period:** FY06

**Outcome ID#:** 95

**Outcome Description**

**Outcome Strategy**

The additional media being installed and observed in use by faculty.

**Outcome Method**

The additional media being installed and observed in use by faculty.

**Outcome Criterion**

The faculty will use the equipment to improve instruction.

**Strategic Plan Relationship**

Relates to TVCC Goals #1,4,6,9

**Outcome Results**

Equipment for these areas is now on order. Delayed due to past budget situation. Project should be ready for use in spring 2007

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Other areas will be reviewed for inclusion in equipment upgrades for improvement of instruction. Faculty will be surveyed to gain suggestions for types of facility arrangement best suit their teaching style.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY06

**Outcome ID#:** 102

**Outcome Description**

**Outcome Strategy**

Upgrade areas with renovation of two bathrooms; increase outside lighting and signage.

**Outcome Method**

If process is completed within budget allocation

**Outcome Criterion**

Process is ongoing and under review by staff

**Strategic Plan Relationship**

Relates to goals#1,4,9

**Outcome Results**

Up grade of these two restroom areas has been completed as of the summer session 2006. Students and faculty have been very complimentary of the new facilities. It has been well received and has led to the planning stages for additional work in other public areas.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The inclusion of student suggestions for physical changes is being more widely sought. Additional funding for smaller projects in public areas will be sought and small projects completed as possible to improve over all image of the campus.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY06

**Outcome ID#:** 103

**Outcome Description**

**Outcome Strategy**

Add full time faculty in English, Psychology, and Social Science

**Outcome Method**

Schedule will reflect new courses being taught by full time faculty.

**Outcome Criterion**

Faculty were hired.

**Strategic Plan Relationship**

Relates to TVCC goals #1,5,7

**Outcome Results**

New professor of psychology was hired to begin in the fall semester of 2006. Evaluation will take place at the end of semester and in the spring 2007 semester. Additional section was added and work is proceeding to add online course.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The adding of faculty will continue to be on going. Added staff in other area will be requested as budgets allow. Additional faculty in social science will be the next area for concentration.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY07

**Outcome ID#:** 165

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The study skills lab was opened for a minimum period in this semester. The faculty was unable to attain maximum use of the lab and to involve students to the degree expected. While under used the students who did experience the lab held a favorable evaluation of the experience. due to low numbers it is impossible to evaluate the effectiveness of the program.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of the short time the lab was available this objective will be carried forward into the 2007-08 school year. The addition of pre and post testing for developmental math should give us a better evaluation of the program. In addition more software will be added to increase the usability of the lab.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY07

**Outcome ID#:** 166

## **Outcome Description**

Provide greater access to campus facilities for students and visitors with limited mobility.

## **Outcome Strategy**

Hire an outside contractor to remodel restroom facility in Anderson Building. This will improve the image of the college as these are now in poor condition. It will also make these areas fully ADA compliant for the better use by our students who use chairs for mobility. Committee of faculty, students, and staff to review the proposed projects goals.

## **Outcome Method**

Committee of students, faculty, and staff will evaluate the project upon its completion to determine its success in providing a better facility and public image.

## **Outcome Criterion**

A better image of the college and the mobility impaired student will have a more comfortable experience at TVCC.

## **Strategic Plan Relationship**

See #6 above

## **Outcome Results**

This goal is completed and all restroom facilities are now freshly painted and upgraded. Due to restrictions on funding the areas were not changed from their original designs and ADA requirements are as original under the codes in place at time of construction.

Very positive comments from faculty and students have been received at the conclusion of the project.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students and faculty are pleased that these areas are now cleaner and more user friendly. This is an advantage to the campus in presenting a more professional appearance to the community.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY07

**Outcome ID#:** 167

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This study skills lab/area was open for only a short time in the spring semester. Due to short time frame and the lack of space the area was not completed as designed. A fair evaluation of its effective use was not attained.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The study skill area will be completed in the 2007-08 term and a better evaluation of its use by students will be made at that time. Faculty are very supportive of the program and are scheduling times to be available to students in the area.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY08

**Outcome ID#:** 5572

## **Outcome Description**

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

## **Outcome 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

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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

## **Outcome Results**

The use of the Learning Lab for tutorial support of the developmental math program was limited in scope. While student use was up over the last year, there is no means to determine if developmental math scores improved as a result of this unit being open. Part of this is due to the availability for students to access the tutorial program from their home via computer. This is not trackable by us as to the usage. The general feeling among faculty was that those who chose to use the lab did improve their scores, but there is no hard evidence.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

With the addition of a developmental math only teacher we are going to stress the use of the Learning Lab, now the Student Success Center, as a stronger part of the tutorial program on campus. Faculty are making stronger recommendations to students to use the Center for additional help. We plan to continue this for the 2008-2009 year and add additional tutors and computer programs for those that chose to use the Center

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Palestine Campus Administration

**Plan Period:** FY08

**Outcome ID#:** 5573

## **Outcome Description**

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.

## **Outcome 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

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Faculty support for this was very positive. Most felt that the students who came to the lab for assistance received help as needed and improved their scores. There is not a means to extract data to prove this other than faculty comments. According to the hours posted by tutors and number of students involved, we consider this a successful program , but limited by student choice.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The campus plans to continue this in the 2008-2009 year. The majority of faculty plan to add some type of stimulus to get students who need help to use this program. This may come in the form of additional points on home work, retaking test on which low grades are made, or the creation of additional points thru the creation of new projects for a class. The group feels it is a success, but with limited number of students being reached.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY08

**Outcome ID#:** 5574

## **Outcome Description**

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

## **Outcome Strategy**

Using an outside contractor and local support personnel 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.

## **Outcome Method**

Faculty and student reaction to these installations will be surveyed. Evaluation made as to the additional value of the "Smart Room" to the presentations by professors. Students will also be surveyed as to the effect on their classroom attention and learning environment.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This is related 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.

## **Outcome Results**

The install of two smart rooms was completed in August. This makes a total of six rooms with total 'smart room' status on campus. The reception by students and faculty has been very positive. Faculty are in the process of developing course guidelines to fully use these rooms to improve their courses.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of this addition, we can make a 'smart room' available to those faculty wishing to use them. We would like to add several more and have all classrooms on campus have this capacity. The fact that the equipment is available makes faculty rethink how they present materials and to look at ways to engage the students. As we add class capture and the clickers to these area there should be even more engagement of students in classroom activities

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY09

**Outcome ID#:** 5932

**Outcome Description**

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

**Outcome 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

**Outcome Method**

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

**Outcome Criterion**

Students using this facility will improve in math skills and in general study skills. They will have a higher passing rate than similar students not using this study skills facility.

**Strategic Plan Relationship**

This is related to the TVCC goal #4 and #9. 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.

**Outcome Results**

There has not been an examination of this in detail to see if it affect the scores as hoped. Part of the problem was the reconstruction on campus which did not allow for the use of the area as we had wished. More time will be needed to see if this is a viable project

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Plans to reinstate the project in 2010-11

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY09

**Outcome ID#:** 5934

## **Outcome Description**

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

## **Outcome 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

## **Outcome 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

## **Outcome Criterion**

The expected outcome of this project will be an improved relationship between faculty and students, with an attached improvement in class attendance and grades

## **Strategic Plan Relationship**

This is related to TVCC goal # 2 and # 4. 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

## **Outcome Results**

The use of the learning lab, student success center has been positive. Students use it but not in the degree that we had hoped for. The average is lower than expected. This may be in part to the construction which made the area less susceptible to quite study time.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue to use the program and hope to expand it with additional staff in the next year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY09

**Outcome ID#:** 5937

## **Outcome Description**

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

## **Outcome Strategy**

Using an outside contractor and local support personnel 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 2006-07-08

## **Outcome Method**

Faculty and student reaction to these installations will be surveyed. Evaluation made as to the additional value of the "Smart Room" to the presentations by professors. Students will also be surveyed as to the effect on their classroom attention and learning environment

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This is related 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

## **Outcome Results**

Two smart rooms were put into place and used by the faculty on a daily planned scheduled. Faculty are very please to have them and wish that every classroom could be so equipped.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to ask for additional smart rooms in future budget programs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY10

**Outcome ID#:** 6178

## **Outcome Description**

The creation of this area should cut time needed for registration, scheduling and financial aid counseling. Student records will be better secured and access will improve for assisting students. Also in this area those needing tutor support will be assisted by the tutor coordinator located in this area. By using private office areas for each counselor better security of private conversations can be carried on by the staff.

## **Outcome Strategy**

This is the outcome of a long needed and requested upgrade for the campus. The cost of this will be included in a major construction project expected to cost over 500,000 dollars.

## **Outcome Method**

The assessment of this will be several years in the future, but it is the expected improvement of student service that will be noticed.

## **Outcome Criterion**

Our expectations are that full student services will improve by a large measure. Student satisfaction with advisement and related issue will be increased by a major degree.

## **Strategic Plan Relationship**

This relate directly to the increasing of student success and graduation.

## **Outcome Results**

The completion of the new Student Service Center in summer of 2010 made a major change in the ability of the staff to serve students. Private offices make personal contact private, and new reception space made it easier to conduct business. The testing area is very useful for students to take career surveys and online FASA follow ups under the supervision of staff. A whole new attitude toward serving the needs of students and staff.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Changes to interview process which student to be in a private office to conduct personal business is good. A four station computer area allows students to receive individual help on financial aid forms and for entry testing. Registration flows through this area very well and does not require the movement of the office to the LRC for fall and spring registrations. Staff also are able to deal with more students in a timely fashion due to the work flow that opens three secretaries to students instead of the one in the old area.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY10

**Outcome ID#:** 6179

## **Outcome Description**

This will allow the offering of additional science classes and labs. Students will have a modern learning center which will make their experience much more positive. The fact that there is no dedicated lab at the present time hampers the learning process. This new area will be the completion of a long struggle to improve the learning environment on our campus.

## **Outcome Strategy**

The new area will be constructed in the area vacated by the maintenance departments move to their new building. The college board will have to make the decision to fund this project.

## **Outcome Method**

The success of students should improve with the new labs and related learning environment improvement. The offering of additional courses and expanded labs should make students more effective in use of the lab.

## **Outcome Criterion**

The increase in course offering over the past years should be increased by 10 per cent, the first year of full operation.

## **Strategic Plan Relationship**

The new labs will create a good learning situation and increase the number of students who want to study nursing and related fields of study. More students should stay in the programs as new facilities will make learning more pleasing and offer support for students to complete the courses.

## **Outcome Results**

The completion of two science labs in summer of 2010 has made it possible to schedule more classes for this department. The new labs allow for two classes at the same time to operate and thus service more students. With the size of the labs increased more students can be served each semester. Better labs should increase the grades and learning status of students. This has also increased the pride of the department as they now have first rate space and equipment to do the quality job of teaching they had been doing in cramped space.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of the two new labs and two new classrooms additional sections have been added to the department schedule. Class size has been regulated to meet the maximum size of the labs, 24 and 32 students respectfully. Also each classroom has had smart room equipment installed and is in use by the instructors. Wiring has been installed in the labs and equipment will be requested in the 2011-12 budget. Additional microscopes will also be required to allow each student access to a single use station. Should improve learning and grades of all students who use these facilities.



**Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY11

**Outcome ID#:** 6485

## **Outcome Description**

The addition of a high tech, high demand work force program will increase the opportunities for local students to enter that area of advanced skills employment.

## **Outcome Strategy**

Working with the AVP for Workforce Education we will apply for grants and funds to institute this type of program. It will be related to the current programs on the Athens campus associated with the BMC. This will be a program directed both at the high school students and the general workforce of the community.

## **Outcome Method**

The program if created and implemented will be reviewed at the end of the year for its number of students involved and the success of any graduates.

## **Outcome Criterion**

With the implementation of this program we will meet the needs of the community for a high tech skill based workforce. It should enable the employers of the area to expand their operations to include new opportunities and bring new companies into the community.

## **Strategic Plan Relationship**

The adding of this type program will increase the successful employment of students in a higher paying position. It will also allow for the community to recruit new industry to use the skills of the graduated. 5.1.4. It will also allow for students who are not interested in college degrees to become a certificate holder as a key to increased job opportunity. 5.3.2

## **Outcome Results**

Courses in the mechanical engineering technology program were offered in Palestine during the Fall 2011 semester. Four students were enrolled in CAD/CAM classes and Computerized Numeric Control Machining classes. The enrollment was less than hoped but the classes were added to the schedule late and they did provide greater opportunity for high tech training, as specified in the Outcome IDS# 6485.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY11

**Outcome ID#:** 6486

## **Outcome Description**

That the addition of these programs will provide interested students with the skill to obtain a position within the long term care industry.

## **Outcome Strategy**

The program will be offered on the campus for high school students who will attend as part of their regular high school day. They will receive instruction according to approved curriculum by certified instructors. The open program will be offered in a different location by the same instructors to meet the needs of the community.

## **Outcome Method**

At the end of the current program surveys and interview with students, employers, and instructors will be used to evaluate the program. From these will come the recommendations to improve it for the next semester.

## **Outcome Criterion**

The hope for this program is to keep some students in the educational setting that might drop out for lack of interest. It is also felt that it will bring underserved and unemployed students back into the college arena. There is some feeling that returning students might also be encouraged to enter academic or credit workforce programs, because of their interest in the medical area.

## **Strategic Plan Relationship**

The community service aspect of this program will meet the needs of the two indicate goals of the SPG. They are directly affected by the desire of the population for an educational opportunity and by the ability of the college to provide that at a reasonable cost.

## **Outcome Results**

The Certified Nursing Assistant and Medical Assisting programs were offered on campus for area high school students to train for careers in the health science areas. Students from Palestine High School enrolled in the programs and were very successful. I have heard several comments from school district personnel about the quality and success of the programs. They have been continued into FY2012 as a result.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Palestine Campus Administration

**Plan Period:** FY11

**Outcome ID#:** 6536

## **Outcome Description**

Students show improvement in test scores and passing rates through the use of flexible lab schedules.

## **Outcome Strategy**

Developmental math labs will be treated as open ended time frames and tutorial as well as assigned materials will be available 24 hours a day. This will be a method by which students can work at their own rates but be monitored by faculty for their activity. This will allow students to practice skills as often as they wish and not be tied to a set period of access to the materials

## **Outcome Method**

Compare the test scores and passing rates from the past two years and see if there is a positive growth rate. It is the feelings of the faculty that there will be a positive gain.

## **Outcome Criterion**

Faculty feel there will be a positive increase in the learning taking place and in the final scores presented by the students in this new situation.

## **Strategic Plan Relationship**

This is directly related to goals #4 and #9. It is an attempt to provide a positive influence on student learning and allow them to achieve at a higher rate than in the past.

## **Outcome Results**

The developmental math labs were offered in an open-ended format for students to work around their schedules. Unfortunately personnel changes left the data uncollected to fully analyze this objectives outcomes. The result is inconclusive for this objective. I recommend the objective not be repeated.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY06

**Outcome ID#:** 61

## **Outcome Description**

All Mathematics & Science courses will have updated syllabi for all courses offered available on the TVCC website.

## **Outcome Strategy**

Each department will work in small groups or as individual faculty to prepare draft syllabi updates for the courses they teach. Then each department will work as a committee to approve changes. The departments will assign individual faculty to enter the approved syllabi in the online templates and to add them to the TVCC website.

## **Outcome Method**

All Mathematics & Science course syllabi should be available in updated form on the TVCC website by December 2005.

## **Outcome Criterion**

All Mathematics & Science course syllabi should be available in updated form on the TVCC website by December 2005.

## **Strategic Plan Relationship**

Goal #5 is to review and modify academic courses and programs relating to the students' achievement of course competencies, acquisition of general knowledge, preparation for completion of advanced courses and degrees, and achievement of appropriate levels of competence in communication and computation.

## **Outcome Results**

Syllabi for each course offered by our division have been updated and made available to the appropriate full-time faculty and administrators on each campus of TVCC. All course syllabi were updated to indicate any new textbooks and/or any changes in curriculum, with an emphasis on student learning outcomes for mathematics, developmental mathematics, chemistry, physics, and biology. However, the new online templates were not available, and TVCC administrators suggested that we wait to use the proper format for putting our syllabi online. Therefore, our division only partially met our goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We believe that the online template for syllabi will be available soon and we will enter our new syllabi in the new format at that time. We believe that no great changes will be required since all syllabi have already been modified to include student learning outcomes. Should there be further delays in putting all TVCC syllabi in a common format and giving us information about linking to the TVCC website, we intend to link our syllabi to a division website and then ask to link our division website to the TVCC website. An associated new goal for next year will be to have each instructor develop instructor websites and link these to a division website and to link the division

website to the TVCC website.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY06

**Outcome ID#:** 76

### **Outcome Description**

All departments of the Mathematics & Science Division will update existing technological equipment both for classroom use to support learning and teaching and for office use to support decision making and communication.

### **Outcome Strategy**

Each department will assess technological needs and request budget items funding new computers and other technological equipment and repairs and updates of existing equipment.

### **Outcome Method**

Budget requests due in Spring 2006 and approved budgets for 2006-2007 will include described items.

### **Outcome Criterion**

Significant purchases of new equipment and updates of existing technological equipment should be requested and approved for 2006-2007.

### **Strategic Plan Relationship**

Goal #9 is: Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.

### **Outcome Results**

The mathematics department purchased four new computers, two printers, and two monitors (two of each were for new instructors). The developmental mathematics department purchased one new laptop computer.

The Biology department purchased two laptop computers and equipment to make one more classroom available for ceiling mounted computer projectors so that PowerPoint presentations could be more easily handled. They also purchased and implemented use of interactive "clickers" for classroom use. These allowed participating instructors to quiz and involve students in short opinion and factual surveys in class during lectures. Analysis of student learning outcomes assessments should show whether interactive classroom technology causes changes in student comprehension or in their perception of their comprehension. Other technological equipment was serviced as usual.

The Physics and Chemistry departments purchased the usual technological equipment to use in laboratory experiments and to expand the number and types of experiments implemented.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The Biology department instructors who employ interactive classroom technology are very impressed with the

positive student response to their innovation. However student learning outcomes were not higher in classes employing interactive classroom technology than in classes employing traditional lecture formats. Several instructors plan to begin using the technology next year, and the use of this technology by more faculty members should give a better picture of its effectiveness.

The Mathematics and Developmental Mathematics department evaluated and decided to implement a new technological tool in developmental mathematics courses and some mathematics courses. "My Math Lab" includes an interactive online tutoring program available for student use with our new mathematics and developmental mathematics textbooks. While we will not require students to use the new technology, we will make it available for extra practice and study and we will evaluate the merits of requiring some homework assignments on My Math Lab.

The Physics and Chemistry departments are evaluating new computer based experiments and updating existing computer based experiments.

### **Planned Distance Learning Improvement as an Outcome Result**

NA



# Science & Mathematics Division Administration

**Plan Period:** FY06

**Outcome ID#:** 734

## **Outcome Description**

Course syllabi (both instructor course syllabi and student course syllabi) should include significant reading components for students.

## **Outcome Strategy**

The faculty of each Mathematics & Science department will discuss and implement a plan to increase student reading and comprehension in the curricula of their courses.

## **Outcome Method**

Course syllabi will include reading components for all courses taught by the departments of the Division of Mathematics & Science.

## **Outcome Criterion**

Course syllabi will include reading components for all courses taught by the departments of the Division of Mathematics & Science.

## **Strategic Plan Relationship**

Goal #5 is: Review and modify academic courses and programs relating to the student's achievement of course competencies, acquisition of general knowledge, preparation for completion of advanced courses and degrees, and achievement of appropriate levels of competence in communication and computation.

## **Outcome Results**

Each course syllabus includes significant reading and analysis components. These were already required, but requirements for students to read and study material and be tested on their comprehension of it before having instructors lecture on the material were added to chemistry and physics courses and mathematics and developmental mathematics courses already included word problems to be set up as equations and solved. LEAP data were: Developmental Mathematics – 50.3% success rate in Fall 2005 and 51.9% success rate in Spring 2006; Mathematics – 61.9% success rate in Fall 2005 and 46.0% success rate in Spring 2006; Physics – 67.7% success rate in Fall 2005 and 60% success rate in Spring 2006; Chemistry – 61% success rate. The success rates for students were not high enough, but the course curriculum requirements are there.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Student learning assessment tools are in place to evaluate our students' ability to read, comprehend, and communicate their understanding of mathematics and science literature. These requirements are part of the curriculum of each course offered. Mathematics and Developmental Mathematics included LEAPs which assessed students' ability to work written problems. Chemistry, & Physics each included LEAPs which assessed students' ability to read scientific literature.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY06

**Outcome ID#:** 737

### **Outcome Description**

TVCC's 12 semester hour calculus sequence will be changed from four 3 semester hour courses to three 4 semester hour courses. These 4 semester hour courses will be accepted as 4 semester hour courses at the universities to which students transfer.

### **Outcome Strategy**

Since the Texas Coordinating Board Course Guide Manual includes 4 semester hour courses and descriptions, the mathematics department will submit revised Calculus I, II, & III syllabi to TVCC's Curriculum Committee. Calculus IV will be deleted from TVCC's curriculum and catalog. The change to 4 semester hour calculus courses should be approved in Spring 2006 and implemented in one course steps beginning in Summer 2006.

### **Outcome Method**

Successful application and implementation of revisions could be documented by their inclusion in the 2006 – 2007 TVCC catalog.

### **Outcome Criterion**

Three 4 semester hour calculus courses should be included in the 2006 – 2007 TVCC catalog.

### **Strategic Plan Relationship**

Goal #5 is: Review and modify academic courses and programs relating to the students' achievement of course competencies, acquisition of general knowledge, preparation for completion of advanced courses and degrees, and achievement of appropriate levels of competence in communication and computation.

### **Outcome Results**

The TVCC Curriculum Committee approved the change to four semester hour calculus courses, Fall 2006 Course Listings include four semester hour Calculus I courses, and Spring 2007 Course Listings will include four semester hour Calculus I and II courses. After Spring 2007 Semester, all calculus courses will be four semester hour courses.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Since TVCC is teaching Calculus I at a Texas Department of Criminal Justice unit for the first time in the Fall 2006 Semester, we had to allocate a longer period for this class than for 3 semester hour courses. Also, new course syllabi had to be written and distributed to each TVCC campus and to each mathematics department instructor.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY06

**Outcome ID#:** 738

### **Outcome Description**

A new position for a full-time mathematics/developmental mathematics instructor and a new position for a full-time anatomy & Physiology/Biology instructor would alleviate the need to limit course offerings because of a lack of qualified part-time personnel available during the times that the courses need to be offered.

### **Outcome Strategy**

The positions should be approved by a majority of division faculty, approved by TVCC administration, 2006 – 2007 personnel budgets should reflect this, the positions should be opened for application in Spring 2006 and hired in Spring 2006 for employment in Fall 2006.

### **Outcome Method**

Budget requests due in Spring 2006 and approved budgets for 2006-2007 should include the positions.

### **Outcome Criterion**

Our Division of Mathematics & Science Unit Mission is: The Mathematics and Science Division of Trinity Valley Community College seeks to provide quality academic programs to meet the educational needs – both general education and field of study educational needs – for our students. In order to be able to offer all the mathematics, anatomy & physiology, and developmental mathematics courses our students need, we need to offer more courses than present faculty members can cover.

### **Strategic Plan Relationship**

Goal #1 is: Increase emphasis on improving the quality of classroom instruction.

### **Outcome Results**

A new mathematics instructional position was opened and hired in Spring 2006. We still need a new anatomy & physiology position, but the Division Chairperson failed to request this new position.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The mathematics and developmental mathematics faculty members will only be assigned 3 or fewer overloads in the future. That was impossible without the new position.

Course offerings will have to be fewer in number than are actually needed in anatomy & physiology. Two instructors have taught sections that were too large and have taught too many sections in the past. Section numbers will have to be allowed to grow even larger or students will have to be turned away or instructors who do not choose to teach overloads might have to do so. The new position requested in 2006-2007 will be a combination Biology/Anatomy & Physiology position.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY07

**Outcome ID#:** 715

### **Outcome Description**

By December 2006, all full-time faculty in the Division of Mathematics & Science will have posted a website with at least contact information and current schedules and office hours. Each individual website should also be linked to the website for the Division and to the TVCC website. This is a first step. A future goal will be to link course handouts for each course taught each semester by each instructor to their website.

### **Outcome Strategy**

During Fall 2006 in-service training in Fall 2006, all division personnel will be introduced to a Phi Theta Kappa student volunteer who has agreed to work with TVCC Network Services and the individual instructors to create an appropriate website for each instructor which meets the requirements of Network Services and which meets the minimum requirements of this goal: contact information and current schedules & office hours. A template with spaces for this information is being created.

### **Outcome Method**

Websites should be online by December 2006. We can also use student evaluations of instructors and courses – in particular, the item where students evaluate “Instructor encourages questions and discussions from students.”

### **Outcome Criterion**

Student evaluations of instructors and courses should indicate an improved score for at least 50% of instructors under “Instructor encourages questions and discussions from students.” over 2005-2006 scores.

### **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1: Learning and specifically to Critical Success Factor 1.2 – “Increase student engagement in collegiate life” by seeking to improve learning through improved communication between students and faculty and increased student engagement.

This outcome relates to TVCC Goal #3: Success and specifically to Critical Success Factor 3.1 – “Increase retention rates of students.” by ameliorating one of the most common problems – loss of contact with the instructor – faced by students who drop out.

This outcome relates to TVCC Goal #3: Success and specifically to Critical success Factor 3.2 – “Increase completion rates of students.” by promoting contact between student and faculty and promoting increased student engagement.

### **Outcome Results**

Only 10 of 26 full-time division faculty have created web-pages and linked them to the TVCC website. In addition, one faculty member used space which the Virtual College of Texas had allocated for use by developmental studies instructors to post schedules, assignments and deadlines. This poor showing is partly due to the busy schedule of the Phi Theta Kappa officer who was going to help faculty set up their sites. Especially the off-campus centers found it difficult to schedule a time when they and he could meet together. However, the poor showing is not acceptable to our division faculty, since each website is potentially helpful to our students. Ten or eleven new

websites is encouraging, but insufficient. It was not clear whether adding a website improved student perceptions of an instructor's availability. Of 11 division faculty members who now have a website, 2 had no ratings on "encouraged student interaction" last year, three improved, four received lower scores, and two were evaluated on another campus by another supervisor. The lower scores were almost certainly caused by a different question being asked this year. This year the IDEA form asks students if instructors "encouraged contacts outside of class". The four instructors with lower scores all taught several classes at our TDCJ units where "contacts outside of class" were impossible.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This Division Goal needs to be completed in 2007-2008. Instructors who have a website should update it and help those who have not created their personal website to do so. Those who failed to put up a website this year should do so in 2007-2008 and link it to the TVCC website. All instructors who have not linked their course syllabi to their websites should complete that in 2007-2008. In other words, the change in our goal for this year is to make all mathematics and science faculty responsible for helping each other complete the task.

We could not detect any evidence to support improved communication with students for instructors who did add their own website this year. The analysis will be more helpful next year when the questions put to students on the IDEA evaluations will be the same as those for this year.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY07

**Outcome ID#:** 716

## **Outcome Description**

The department seeks to improve uniformity of course content and to require use of a comprehensive final exam in developmental mathematics courses in order to improve student learning. Developmental mathematics faculty will contribute final exam questions for each of the 3 developmental mathematics courses, review all exam questions submitted and provide feedback to the Developmental Mathematics Coordinator, review draft proposals for final exams for each developmental mathematics course, and administer the chosen questions in a comprehensive final exam for each section of each developmental mathematics course.

## **Outcome Strategy**

All developmental mathematics faculty from all campuses which offer developmental mathematics will submit suggested questions by October 1, 2006 for each of the 3 developmental mathematics courses to the Developmental Mathematics Coordinator, who will submit copies of all suggested questions to all faculty for review by October 15, 2006. Faculty members will have until October 22, 2006 to review and submit comments. The Developmental Mathematics Coordinator will create two or more proposed comprehensive Final Exams for each developmental mathematics course and submit them to faculty members for review by October 29, 2006. After this review, two or more final exams for each developmental mathematics course will be selected and all faculty members will administer one of these comprehensive final exams to students in each of their appropriate courses.

## **Outcome Method**

Student Evaluation of Instructors and Courses – administered in Fall 2006 – will show improved scores on item 7: “Class assignments (tests, projects, presentations) measure what is covered”.

## **Outcome Criterion**

Fifty percent of developmental mathematics faculty members will have improved scores on item 7: “Class assignments (tests, projects, presentations) measure what is covered” over Fall 2005 scores.

## **Strategic Plan Relationship**

This administrative outcomes goal relates to Strategic Goal 1: Learning and specifically to Critical Success Factor 1.1 – Become a more learning-centered institution. The mission of Developmental Mathematics must not be to push our students through the courses, but rather to be sure that our courses actually help students acquire the skills needed in college level mathematics courses.

This administrative outcome goal also relates to Critical Success Factor 1.2 – Increase student engagement in collegiate life. Developmental Mathematics students will be more likely to “engage” with the idea of learning the material if they know that they must pass a comprehensive final exam. Most TVCC developmental mathematics instructors currently use a comprehensive final exam in most courses. This outcome will ensure that all will do so in all sections and that the exam will be uniform.

This administrative outcome goal relates to Strategic Goal 2: Outreach and specifically to Critical Success Factor 2.1 – TVCC will increase enrollment in high-need programs. In order to increase enrollment in high-need programs we must also provide the avenue for students who need remediation to meet their needs. They must meet the requirements to enter these programs, but they must also acquire the skills that will be required in completing



these programs.

### **Outcome Results**

All three campuses of TVCC were represented on committees to create departmental final exams for developmental mathematics. We had three committees - one for each of the developmental mathematics courses. All full-time developmental mathematics faculty were assigned to one of the committees. Departmental Final Exams were administered in Fall 2006 and Spring 2007. Because some instructors forgot to use the departmental exams (or modified them extensively - or exempted many students from them - or gave their final exams very early), the department decided in January 2006 to require all developmental mathematics faculty to return the completed final exams to the Developmental Mathematics Coordinator for analysis. This allows us to better evaluate questions and results as well.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Having become used to working as committees and to negotiating topics and designing course curriculum together, the department will begin using common homework assignments for 2007-2008. The My MathLab feature available with our current textbook will also make it possible for students to complete the homework on My MathLab and for faculty to view, evaluate, and compare the results of their work online.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY07

**Outcome ID#:** 717

### **Outcome Description**

The Biology Department will create a series of questions, of which a subset can be embedded within Biology 1406 or Biology 1407 or Biology 2401 evaluations of students (Final Exam or last test or other). Ten questions for each of four LEAPs for 2006-2007 will be created and placed in an evaluation of student learning for appropriate Biology courses.

### **Outcome Strategy**

Biology faculty members will submit questions appropriate to General Biology I or II or to Anatomy & Physiology I on the department's four LEAPs for 2006-2007 to Dr. Brian Baumgartner by October 1, 2006. Dr. Baumgartner will compile a list and distribute these by email to all faculty members by October 15, 2006. Faculty members will have until October 22, 2006 to respond to suggested questions. By October 29, 2006 Dr. Baumgartner will submit a final list of questions to faculty members. Each general biology instructor will use a combined minimum of 40 (10 covering each LEAP) of these questions on General Biology I or General Biology II final evaluations. Each anatomy & physiology instructor will use a minimum of 30 (10 covering each LEAP that applies to anatomy & physiology) of these questions on Anatomy & Physiology I final evaluations. Alternatively, instructors may select appropriate questions from their own test banks that address the specific LEAP learning outcomes.

### **Outcome Method**

Fall 2006 Student Evaluations of Instructor and Course include a student's response to "Class assignments (tests, projects, presentations) measure what covered." Each general biology and anatomy & physiology I instructor will be scored by students on this item.

### **Outcome Criterion**

Fifty percent of general biology and anatomy & physiology I instructors will receive higher scores than in Fall 2005.

### **Strategic Plan Relationship**

This Administrative Outcomes Goal is related to Strategic Planning Goal 1: Learning and specifically to Critical Success Factor 1.1 – Become a more learning-centered institution. TVCC, and our Biology department in particular, has always been learning-centered, but making part of our evaluations of student success more uniform will contribute to a learning-centered environment without stifling creativity or diversity.

This Administrative Outcomes Goal is related to Strategic Planning Goal 3: Success and specifically to Critical Success Factor 3.2.1 – Increase completion rates of students who intend to complete a program of study. By helping students focus on learning material crucial to success in biological, medical, nursing, science, and other academic and workforce programs, we should be able to help them complete their programs.

This Administrative Outcomes Goal is related to Strategic Planning Goal 3 Success and specifically to Critical Success Factor 3.3 – Increase the graduation rate of high-need academic transfer and workforce programs. As noted above, we seek to promote graduation from science, nursing and other high-need transfer and workforce programs.

### **Outcome Results**

Questions were submitted and selected by the biology faculty. Some biology faculty opted to use their own questions which covered the same topics. Nearly all biology faculty reported their success rates on the department LEAPs, which covered using the common questions on their final exams. All 3 campuses and both types of courses (General Biology and Anatomy & Physiology) were represented. Biology courses offered at the TDCJ units TVCC serves were included.

No differences were apparent in the Student Evaluations' (IDEA Reports') ratings of faculty and courses. The change of evaluation method to IDEA makes a comparison difficult, but all biology faculty unanimously believe that student perceptions of uniformity of course content have not changed, since overall student evaluations of courses were about the same as before. Faculty, however, mostly (all who responded to this question) believe that a more uniform final exam did help focus students' learning.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Because the biology faculty did work together to choose the common questions used on their final exams, they have decided that they want to choose more LEAPs (Learning Outcomes) next year and have some designed for Fall Semester 2007 and some designed for Spring 2008 courses. They hope that giving biology faculty more choices will increase participation and broaden the scope of the kinds of outcomes which can be attempted.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1041

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome 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.

### **Outcome Criterion**

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

### **Strategic Plan Relationship**

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.

### **Outcome Results**

Only 1 Mathematics & Science faculty member has a website in the format chosen by TVCC administration. Several others have websites, but they have not been updated to the correct format. Still others do not have websites at all. We had planned to create websites all together at the same time, but the implementation of our goal was delayed while a suitable format was designed. Then we did not make time collectively or individually to revisit this goal after the format was available.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This item must be revisited. This is important to students, since they often seek information in this way. This will be an administrative goal for our division for 2008-2009 and must be completed.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1042

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

After a favorable committee report, all mathematics faculty unanimously voted to replace Trigonometry (Math 1316) with Pre-Calculus (Math 2312). The replacement was approved by the TVCC Curriculum Committee and will take effect in Fall Semester 2008.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A new textbook has been chosen and ordered. The course will include about 80% trigonometry and 20% analytic geometry.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1043

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome Method**

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

### **Outcome Criterion**

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.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

The pilot course had 18 students. 7 dropped the course, 1 failed, and 10 passed the course. Consensus was that the chemistry labs were "kitchen" chemistry at very high cost. The disagreement came over whether this was good for our students or not. One chemistry instructor changed his vote - making it 2 of 3 for continuing to offer internet chemistry. The Division Chairperson decided to also vote - making it 2 for continuing and 2 against. Since this was not enough to continue but also not enough to terminate the trial, the Vice President for Instruction



decided.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The decision was to let the second half of General Chemistry by internet to be offered in Spring 2008 and Introductory Chemistry I & II to be offered by internet beginning in Summer 2008. The ruling was not clear as to whether to include letting VCT students take the course as well as concurrent high school students. Several high schools are very interested in either having their students take this course by internet or having us implement some hybrid version of the course where the lecture section would be taught by internet or taught by qualified (Masters and 18 graduate hours of chemistry) high school teachers on their campuses. Then the laboratory section of the course would be taught on one of our TVCC campuses. Both options are being considered.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5702

## **Outcome Description**

By November 2008, 90% of all full-time faculty in the Division of Mathematics & Science will have posted a website (in the proper format, using the approved template) with contact information, a current schedule, office hours, and current course handouts links. Each website should be linked to the TVCC website directly or through a campus website.

## **Outcome Strategy**

Each faculty member who now maintains a current website is asked to help others on their campus create and maintain a current website. Faculty can also ask the new webmaster for the college or IT Services personnel to help them with questions.

## **Outcome Method**

Websites should be online by November 2008.

## **Outcome Criterion**

90% of faculty should have a faculty website by November 2008.

## **Strategic Plan Relationship**

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 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.

## **Outcome Results**

15 of 21 members of the Mathematics and Science Division faculty members have posted websites. All but one of these is linked to the TVCC Webpage. We conducted 2 workshops, helping faculty members create and publish their websites this year, but we did not achieve the 90% participation we set as our goal.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

All Mathematics and Science Division Faculty need to contribute to our students' engagement and understanding by publishing their website and linking to the TVCC Webpage. This includes the 3 new faculty members recently hired.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5771

### **Outcome Description**

At least 10% of Math. and Science faculty will teach a hybrid course by August 2009. The percent is low because the hybrid format is only appropriate for certain courses and certain instructors.

### **Outcome Strategy**

Some Biology faculty will offer a hybrid course with lecture online but laboratory learning in a face-to-face format. Certain mathematics classes will employ lecture-capture technology to enable students to review lectures where they feel that they need more reinforcement.

### **Outcome Method**

Success rates for hybrid and traditional format classes will be compared.

### **Outcome Criterion**

Students will succeed (earn a C or better) at rates at least as high in hybrid courses as in traditional format classes.

### **Strategic Plan Relationship**

Learning - 1.2: Students will be able to try the internet format (very engaging for them) while still receiving face-to-face instruction on key elements of the material.

Learning - 1.3: Students need to be able to self-pace course material where possible. Instructors will be able to control students' choices in this area - meeting their need for face-to-face instruction on key elements.

Success - 3.2.1: Students who have a combination of instruction formats may have increased completion rates.

### **Outcome Results**

At least 3 Mathematics and Science faculty members have offered and at least 2 have taught hybrid courses in 2008-2009. This does meet our 10% participation goal for this year.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Another hybrid course is planned for Fall 2009 - the Pre-Anatomy and Physiology will be offered with an internet lecture but face-to-face laboratory on the Athens campus. The efficacy of this hybrid combination needs to be evaluated for our courses, but we do not wish to short change any students in order to have evaluation data.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Science & Mathematics Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5775

### **Outcome Description**

At least 20% of Mathematics and Science faculty will teach at least one course during this school year in a "smart room" using interactive technology.

### **Outcome Strategy**

Faculty who already use interactive technology during their lectures will guide other faculty who wish to try the "clickers" or other technology to engage students' active learning. Faculty will also need to seek training from other sources.

### **Outcome Method**

Instructors who teach in a smart room using interactive technology will give the Division Chairperson for Mathematics and Science notice of the number of classes they taught using this format and of their positive or negative opinion of the technology.

### **Outcome Criterion**

At least 20% of Mathematics and Science Faculty from all campuses will respond that they have taught using this format during the 2008-2009 school year.

### **Strategic Plan Relationship**

Increasing our use of methods that improve student learning and employ students' active engagement in classroom lectures will contribute to all three LEARNING Strategic Planning Goals listed above.

### **Outcome Results**

All of the Biology faculty, some mathematics faculty, and some physical science faculty taught in Smart Rooms this year. We used interactive "clickers" for student engagement and "lecture capture" technology. The lecture capture option was not very effective since the limitations of our system did not allow the instructor to move from one spot during lecture capture. We will attempt to use this technology more often when improvements make it more student friendly. We did meet the goal.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

No changes are indicated.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5992

## **Outcome Description**

The number of students accepting Mathematics and Science scholarships should increase by at least 50% over the number of scholarships accepted in 2008-2009.

## **Outcome Strategy**

(1) Mathematics and Science faculty will actively seek to recruit promising mathematics and science students at local high schools and in college classes. These students should be helped to apply for Mathematics and Science Academic Scholarships to Trinity Valley Community College. (2) Mathematics and Science faculty will make contacts with local high school mathematics and science teachers and with high school counselors to promote our Academic Scholarships.

## **Outcome Method**

The number of students accepting Mathematics and Science Scholarships to Trinity Valley Community College will be tracked by the Division Chairperson for Mathematics and Science.

## **Outcome Criterion**

The number of students accepting Mathematics and Science Academic Scholarships should increase by at least 50%.

## **Strategic Plan Relationship**

The Mathematics and Science Division will show commitment to becoming a more learning-centered institution, by increasing support for excellent academic students in our fields of study. We will increase student engagement both by attracting strong committed students and by fostering students' feelings of accomplishment and worthiness. We will increase the amount of institutional financial assistance for students by rewarding excellent students for their hard work and commitment.

## **Outcome Results**

The Mathematics and Science Division worked together system-wide to dramatically increase the number of students we were able to offer Biology or Math & Science scholarships in 2009-2010. For several years we had been able to offer only 3 students approximately \$140 each per semester in both the Biology Department Scholarship and in the Math & Physical Science Scholarship. This amount usually went to pay for one textbook for those students. This year we offered \$750 to 7 students in Fall 2009 and \$750 to each of 12 students in Spring 2010. This far exceeded our goal of recruiting 50% more scholarship students in Math and Science during 2009-2010. We are, of course, grateful for the increased budgeted amounts that allowed this increased help for students. Our higher level science and mathematics classes enjoyed unprecedented enrollments and our students are spreading the word about the possibility of earning significant scholarships in Math and Science at TVCC.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Our Associate Vice President for Academic Affairs has proposed another increase in Scholarship budgeted amounts for Math and Science. We are actively recruiting and seeking names of students who did very well in Math and Science classes at local high schools. The numbers of applications received from the Financial Aid Office by the Division Chairperson did not increase this year (only 2 applicants), but we hope that this will come with time, and, in the mean time, we are searching on our own for students to offer our scholarships .

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5993

## **Outcome Description**

Currently 14 of 21 full-time division faculty members have current websites. This rate is too low, and the Division will increase this number by at least 3 in the coming year.

## **Outcome Strategy**

We have conducted faculty wide workshops on creating effective websites during Learning Day activities in the past year. New Mathematics and Science Division faculty and others should seek help from knowledgeable faculty to create effective websites and publish them linked to the TVCC website.

## **Outcome Method**

The number of Division faculty who have current websites properly linked is available by searching the TVCC website.

## **Outcome Criterion**

At least 17 Division faculty will have current properly constructed websites linked to the TVCC website by November 2009.

## **Strategic Plan Relationship**

Student and faculty involvement and engagement is increased by increasing our communication and availability. Students actively seek information on the internet and we should provide academic support and help enhance student learning outside the classroom by providing this avenue for student information.

## **Outcome Results**

21 of 28 full-time math & science full-time faculty now have websites linked to the TVCC website. Only 1 of 10 part-time Athens campus instructors have posted websites and part-time instructors on other campuses have also not posted websites. This is partly because IT Services is very busy with required changes and full-time faculty postings. That makes a 50% increase in full-time instructor websites for 2009-2010. Nevertheless, 7 more full-time instructors and at least 9 more part-time instructors from our Division should post websites linked to the TVCC Home Page. We met our goal, but will probably post another goal related to this need for 2010-2011.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

New Texas laws will require much of our information to be available directly linked by category to the TVCC website. However, students will still seek information by searching their instructor's website and we will continue to work toward 100% participation by the Math and Science faculty.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



## Science & Mathematics Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5994

### **Outcome Description**

The Developmental Mathematics Department will hold monthly meetings to discuss issues, clarify goals, determine exam questions, and promote communication between department members and between campuses.

### **Outcome Strategy**

One Friday morning or afternoon will be designated each month for a short meeting of all Developmental Mathematics faculty. Agenda items will be distributed by email prior to the meeting.

### **Outcome Method**

The dates of such meetings will be recorded and reported to the Division Chairperson for Mathematics and Science, who will also be required to attend the meetings.

### **Outcome Criterion**

At least one meeting of the Developmental Mathematics faculty will be held each month during September, October, November, February, March, and April.

### **Strategic Plan Relationship**

This initiative will increase communication and faculty involvement in our quest to prepare students who arrive as "not college ready" to achieve the learning they need to successfully complete college level courses within a reasonable timeframe. It places emphasis on learning and involvement of all faculty from all campuses in decision making processes.

### **Outcome Results**

The Developmental Mathematics Department met in September, October, November, January, and May. We failed to meet in February, March, and April. Meetings were scheduled in those months and then cancelled due to conflicts reported by many faculty members. We are very busy in those months and faculty were often scheduled for meetings that concerned Developmental Mathematics when there was a conflict of meetings. However, we did fail to meet our goal.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The department feels that the spur of a goal for holding meetings did help us manage to hold more meetings and that the meetings themselves did create more communication between campuses. It also helped us agree on several important changes in the way we handle developmental mathematics issues. During the coming year we will have to discuss the proposed drastic changes proposed at AMATYC and in other Texas meetings this spring. We will continue to need scheduled meetings to facilitate discussion and communication.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6281

## **Outcome Description**

90% of Mathematics and Science faculty will meet the deadline (yet to be determined by TVCC administrators) for submitting complete appropriate course syllabi for all sections offered in Spring 2011. These syllabi will include course title, instructors name, class location, class days, instructor's office location, office phone, any other available contact information including TVCC email address and phone number, course description, course co- and pre-requisites, textbooks, other required readings, other required materials, learning outcomes, course requirements including major course requirements, assignments, and examinations, grading, a complete outline of the course schedule, classroom policies, instructor's office hours, and any additional important information.

## **Outcome Strategy**

During department teleconferences and/or face to face meetings or on an individual basis, each division member will request help from colleagues to allow him/her to complete this task by the deadline.

## **Outcome Method**

Full time faculty in each department on each campus of TVCC which offers mathematics and/or science classes will find out if all faculty in their area (including concurrent and adjunct faculty) have submitted syllabi, and they will inform their Provost or Vice President for Academic Instruction and they will inform the Division Chairperson for Mathematics and Science if any of their faculty need help in completing the syllabi on time.

## **Outcome Criterion**

90% of all Mathematics and Science Division faculty will submit all pertinent syllabi by the deadline set by TVCC Administrators.

## **Strategic Plan Relationship**

This relates to 5.1.1 Student Engagement since we are helping increase the ability of our students to choose their courses and sections.

This relates to 5.1.2 Student Services since a student's knowing exactly what is expected of him/her will increase grades, retention, and will especially help those who have no experienced mentors to help them decide.

This relates to 5.1.3 Academic success since knowing what we expect of our students will allow them to be more successful.

## **Outcome Results**

State law requires compliance with posting of online syllabi for all courses so that they may be available to registering students. All Mathematics and Science faculty met these requirements. When we set the goal, this was not as clear to us. We, of course, met the goal. We had to do so.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We received anecdotal evidence, in the form of student comments, that they did know more about what to expect in our courses.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6282

## **Outcome Description**

At least 50% of all Mathematics and Science Division faculty will set up a Blackboard e-course shell for at least one section by December 1, 2010. This may be used simply for communication even if the course is not an internet course.

## **Outcome Strategy**

All full-time Mathematics and Science faculty on each campus will inform the Division Chairperson for Mathematics and Science if any math or science faculty member on their campus is seeking help or information about setting up an e-course Blackboard shell.

## **Outcome Method**

The number of math or science faculty with at least one e-course Blackboard shell will be divided by the number of math and science faculty (including concurrent and adjunct faculty) in Fall 2010. This decimal will be converted to a percent and compared to our goal.

## **Outcome Criterion**

At least 50% of all math or science faculty will set up at least one e-course Blackboard shell by December 1, 2010.

## **Strategic Plan Relationship**

5.1.1 Student Engagement: Students will have another avenue to become actively involved in their education.

5.1.2 Student Services: Increasing the information available to students and their ability to communicate with instructors should increase retention, graduation rates, and grades.

5.1.5 Learning Resources: We will provide another learning resource for our students.

## **Outcome Results**

19 out of 37 (51%) full and part time faculty met this goal. Some others had online communication with their students through Pearson's "Course Compass" website, but did not set up Blackboard shells.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We plan to set the goal higher next year but include online communication and interaction through "Course Compass" as successful outcomes.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Science & Mathematics Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6283

## **Outcome Description**

50% of all Mathematics and Science faculty will attend a Blackboard Training session by March 1, 2011.

## **Outcome Strategy**

Full-time faculty on each campus will communicate this goal to all math and science faculty in their area of expertise on their campus. They will also refer all adjunct or concurrent instructors seeking help to implement this goal to the Division Chairperson for Mathematics and Science.

## **Outcome Method**

Each faculty member who attends a Blackboard Training Session will report this to the Division Chairperson for Mathematics and Science. The total responding will be divided by the total number of mathematics and science faculty in Spring 2010.

## **Outcome Criterion**

At least 50% of all mathematics and science faculty will attend Blackboard Training by March 1, 2011.

## **Strategic Plan Relationship**

5.1.1 Student Engagement: We will be better able to communicate with our students using an important tool after the training.

5.1.2 Student Engagement: Students will be better able to communicate with faculty after the faculty members are trained in using Blackboard.

5.1.3 Academic Success: The training for Blackboard should enable faculty to better communicate with students and thus help improve their academic success.

## **Outcome Results**

Only 14 out of 37 full and part time faculty attended Blackboard Training Sessions. Several could not find time to do so. Most who did attend, did so at Learning Day for TVCC faculty.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We do not intend to rely so much upon Blackboard, but will diversify into other online interactive vehicles. Blackboard is unwieldy and very difficult for science and mathematics instructors to use.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Social Science Division Administration

**Plan Period:** FY06

**Outcome ID#:** 111

## **Outcome Description**

Increase the retention rate of students taking Social science courses by 5% a year for the next three years.

## **Outcome Strategy**

Provide justification for consistent reading-level blocking to the Curriculum Committee at its Spring 2006 meeting.

## **Outcome Method**

Grade reports provided by the Institutional Computing Department. Minutes of the Curriculum Committee spring meeting will be maintained in the Vice-President of Instruction's office and the Social Science Division Chair's Office.

## **Outcome Criterion**

Because of increased reading competency, D's, F's and W's will decrease 5% for FY 07 from the FY 06 rate.

## **Strategic Plan Relationship**

#5 Review and modify academic courses and programs relating to the students' achievement of course competencies, acquisition of general knowledge, preparation for completion of advanced courses and degrees, and achievement of appropriate levels of competence in communication and computation.

## **Outcome Results**

1. The Curriculum Committee met in Spring 2006 and approved the new reading blocking requirements.
2. The D, F, W and I rate for the College is approximately 39 %.
3. The D, F, W and I rate for the Social Science Division is approximately 35%. Because a grade of D might conceivable transfer or count for graduation purposed, students who receive a grade of D in a Social Science course will be considered course completers. However, for assessment purposes, grades of D will be reported along with the F, W, and I grades.
4. Grades of D, F,W, and I for 05-06 provide the baseline for comparison for the academic calendar year 06-07.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As stated in # 11 above, the assessing of the impact of the new reading requirements will not be done until they are published in the 2006-2007 catalog. This will be an ongoing process.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Social Science Division Administration

**Plan Period:** FY06

**Outcome ID#:** 113

## **Outcome Description**

Increase the student response on Student Evaluation of Faculty Survey question "The Instructor is an excellent teacher" until all social Science faculty are rated as "strong" on this question on all surveys.

## **Outcome Strategy**

Faculty will attend approved workshops, seminars, and other professional development activities specifically devoted to enhancing teaching effectiveness.

## **Outcome Method**

Results of the Student Evaluation of Faculty Survey conducted by the Institutional Effectiveness Department will be used to assess teaching effectiveness.

## **Outcome Criterion**

Because of increased professional development activity, the student ratings on teacher effectiveness will increase at least two percentage points per year until all faculty members are rated "strong" on this question.

## **Strategic Plan Relationship**

#7. Enhance the maintenance of an excellent faculty and staff committed to students and quality education through the enhancement of professional development opportunities and activities. By providing professional development opportunities for faculty, the College communicates to the faculty and students that it is committed to enhancing teaching effectiveness.

## **Outcome Results**

1. Not all Social Science Division faculty attended specific workshops devoted to teaching effectiveness. However, fall and spring in-services were devoted to the College's Learning Initiative which is directly related to teaching effectiveness.
2. Average rating for all Social Science Division faculty on this item; 4.12.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

1. Specific training devoted to teaching effectiveness and assessing student learning will be provided and required for all Social Science Division members during the 2006 and 2007 academic year.
2. The College is adopting a new faculty evaluation system for 2006-2007 (Idea System) so this outcome will probably be modified at the fall 2006 in-service.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



## Social Science Division Administration

**Plan Period:** FY07

**Outcome ID#:** 455

### **Outcome Description**

Increase the course completion rate for students taking Social Science Division courses by 5% a year for the next three years

### **Outcome 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.

### **Outcome 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 FY2006.

### **Outcome Criterion**

Because of increased reading competency, D's, F's and W's will decrease 5% for FY 07 from the FY06 rate

### **Strategic Plan Relationship**

Strategic Goal #3 Success.

Identify and support the success of TVCC students through retention and graduation.

### **Outcome Results**

1. The Curriculum Committee met in Spring 2006 and approved the new reading blocking requirements. Because a grade of D might conceivably transfer or count for graduation purposes, students who receive a grade of D in a Social Science course will be considered course completers. However, for assessment purposes, grades of D will be reported along with the F, W and I grades. 2. In FY06 the D, F, W and I rate for all college courses was 25.9%. The D, F, W and I rate for the Social Science Division in FY06 was 30.7%. 4. Grades of D, F and W for 05-06 provide the baseline for comparison for the academic calendar year 06-07.

For FY07 the D, F, and W rate for the College was 26.3%. The Social Science Division's D, F, and rate was 33.1%. Because of the lack of progress on this outcome, it will be carried over to FY08.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The assessing of FY07's D, F and W shows that further intervention is required to lower the D,F, and W rate. History, Sociology, and Psychology classes will participate in the IE pre-and post reading tests for fall 2007. The results of these tests will be used to determine the prescriptions for the spring 2008 and future semesters so that

all social science division classes will meet the goal of lowering the D,F, and W rate to an acceptable percentage.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Social Science Division Administration

**Plan Period:** FY07

**Outcome ID#:** 669

## **Outcome Description**

Increase the student response on Student Evaluation of Faculty Survey question "The instructor is an excellent teacher" until all Social Science faculty are rated as "strong" (4.5 rating) on this question on all surveys.

## **Outcome Strategy**

Faculty will attend approved workshops, seminars, and other professional development activities specifically devoted to enhancing teaching effectiveness

## **Outcome Method**

If the Institutional Effectiveness Department continues to conduct the Student Evaluation of Faculty Survey, then that survey will be used to assess teaching effectiveness as measured by student responses. If the Idea system of faculty evaluations is implemented, then that instrument will be used to measure teaching effectiveness based on student responses similar to "The instructor is an excellent teacher."

## **Outcome Criterion**

Because of increased professional development activity, the student ratings on teacher effectiveness will increase at least .2 percentage points per year until all faculty members are rated "strong" on this question.

## **Strategic Plan Relationship**

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

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

## **Outcome Results**

The in-house evaluation of Social Science faculty in FY06 had a question "The INSTRUCTOR is an excellent teacher". The FY06 average for the division on this question was 4.06 out of 5.0. The evaluation instrument changed for FY07 to the IDEA system. Using the IDEA question, "Overall, I rate this instructor an excellent teacher" yielded a Social Science Division average of 4.31. Seemingly, this outcome was achieved. However, results should be interpreted cautiously since "excellent teacher" was measured with different instruments.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are required, since the outcome was seemingly achieved. However, some individual faculty had low ratings so the outcome will continue to be utilized for the foreseeable future.

Rather than use "strong" as a rating, the outcome for FY08 will utilize the IDEA rating of "higher".

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Social Science Division Administration

**Plan Period:** FY07

**Outcome ID#:** 948

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome Method**

The number of online courses will be counted and reported.

### **Outcome Criterion**

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.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

Because of the SAC's 50% 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 will carry over to FY08.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

Carry over to FY08.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Social Science Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1051

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

After numerous attempts to obtain the grade distributions we were not able to analysis this for lack of documentation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will continue to try and carry this over and get the data next year.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Social Science Division Administration

**Plan Period:** FY08

**Outcome ID#:** 1052

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

The number of online courses will be counted and reported.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This is currently taught only by adjunct faculty primarily in the religion area. This is an ongoing project with a current staff member taking courses to be eligible to teach Philosophy and she will not be certified until the Spring semester of 09. Therefore, this Leap has not been achieved but is on course for the future.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Faculty member is getting the appropriate number of hours to be able to teach Philosophy full time and therefore will be able to develop online Philosophy courses.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

## Social Science Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5806

### **Outcome Description**

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.

### **Outcome 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.

### **Outcome 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.

### **Outcome Criterion**

Because of increased reading competency and the intervention of Social Science Division faculty, D's, F's and W' will decrease 5% for FY08 from the FY07 rate.

### **Strategic Plan Relationship**

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.

### **Outcome Results**

Analysis of the years 2006-2007 show 26% D's, F's, W's, and I's with 20% being W's. In 2007-2008 those figures were 26% and 17% and in 2008-2009 they were 25% and 16%. In those three years the totals came down only 1% in D's, F's, I's and W's which failed to reach the 5% goal but in W's only it went down 4%.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

More emphasis will be placed on D's, F,s and I'S AND HOPEFULLY WE WILL HIT 5% ON w'S BY STRESSING MORE PERSONAL INTERACTION WITH LOWER STUDENTS.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Social Science Division Administration

**Plan Period:** FY09

**Outcome ID#:** 5807

### **Outcome Description**

The number of Social Science Division courses online will increase by 1 course online in the religion area and one philosophy face course will be developed in FY08-FY09.

### **Outcome Strategy**

One faculty member is being certified in Philosophy so an Ethics course can be developed for the spring semester. The same will be done to develop an online religion course. Workshops will be attended to learn how to develop this.

### **Outcome Method**

The two courses will be developed and offered in the Spring semester or in the Summer semester.

### **Outcome Criterion**

The courses will be developed and offered.

### **Strategic Plan Relationship**

Goal #3 - 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.

### **Outcome Results**

Two new face courses were developed in Philosophy and offered in the Spring of 09. New Philosophy leaps will be added to reflect these in the year 2010.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The LEAP was achieved for face classes and not for distance classes. Instructors will begin work on distance classes next.

### **Planned Distance Learning Improvement as an Outcome Result**

NA



## Social Science Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5961

### **Outcome Description**

Increase the course completion rate for students taking Social Science Division courses by 3% a year for the next two years. This is a carryover in modified form from FY08 because the data necessary for comparing 08 and 09 was not obtainable.

### **Outcome Strategy**

Social Science faculty will report mid-term grades to the Division Chair for all students whose grades are below a C. The designated teachers 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.

### **Outcome Method**

A grade distribution from 09 will act as a base for comparison for distributions in the Fall of 09 and the Spring of 2010. These completion rates will be examined to see if there was a change of 3% from the figures in 08-09.

### **Outcome Criterion**

Because of the increased intervention of the Social Science Division faculty, D's, F's and W's will decrease by 3% from FY 09 to FY10 rates.

### **Strategic Plan Relationship**

Intervention will help the student to become more involved with the course and thereby complete the course.

### **Outcome Results**

The data revealed that this LEAP was not met. The division had the same percentage of Non-completers in both years. Perhaps this was due to the large increases in enrollment and instructors were just trying to keep up and less emphasis was placed on this outcome. Perhaps the bar was set to high to be achieved.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

More emphasis will be placed on completing the course. A division meeting will be held to come up with new ideas on how to achieve this. A more realistic outcome will also be proposed that is less than what we achieved this year but more than the 09-10 proposal.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Social Science Division Administration

**Plan Period:** FY10

**Outcome ID#:** 5962

### **Outcome Description**

The number of online and face courses will increase by 1 in the Fall and Spring semesters of 09-10.

### **Outcome Strategy**

Certified Philosophy instructor will develop an online course in Introduction or Ethics and will also develop a face course in Logic.

### **Outcome Method**

The two courses will be developed and offered in the Fall and Spring Semesters.

### **Outcome Criterion**

The courses will be offered and developed.

### **Strategic Plan Relationship**

By developing new course the college will hopefully increase enrollment.

### **Outcome Results**

A face class in logic was developed and offered and will continue to be offered on an alternating schedule of ethics in the Fall and Logic in the Spring semester. The Goal was therefore achieved.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

An effort will be made to see that these classes continue to make and hopefully expand the number of sections as our enrollment continues.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Social Science Division Administration

**Plan Period:** FY10

**Outcome ID#:** 6072

## **Outcome Description**

Appointed discipline organizers and instructors will meet to discuss the development, assessment and revising of the LEAPs process in their area.

## **Outcome Strategy**

Organizers will meet with their respective instructions to discuss the outcomes from the last years and to determine whether that outcome will be used again. They will coordinate the assessment effort and will indoctrinate any new faculty or adjuncts into the LEAPs process and provide the material needed to implement the gathering of data for the process.

## **Outcome Method**

Each Social Science area will be monitored by the Division Chairman to determine that the LEAP cycle from the previous year was successfully completed and that all faculty participated. Each discipline organizer will ensure that the new or continuing learning outcomes adhere to the goal of supporting TVCC's quest to be a learning centered college.

## **Outcome Criterion**

All Social Science organizers will submit LEAPs assessment results by the required deadline. They will also submit new LEAPS by the Fall deadline. A meeting will be held after in-service to discuss the learning outcomes. Organizers will contact faculty throughout the school year to ensure that all faculty are participating in assessment properly and reporting their results accurately.

## **Strategic Plan Relationship**

The foundation of the LEAP's process established by discipline faculty is the support of learning-centered curriculum at TVCC. By enhancing student learning, faculty become more involved in learning-centered initiatives and the College, as a whole, becomes a learning-centered institution.

## **Outcome Results**

An individual instructor was appointed by the Division Chair to coordinate the assembling of data for each LEAP and the discussion of what is important in the new LEAPS each year. That provided a person for each instructor to call on if they needed help in their area. This worked well and seemed to avoid confusion.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The rotation of the appointee will be used in the future to give everyone and equal opportunity to share the added burden of being a coordinator. It hopefully will allow these instructors to see the full significance of participation in the LEAPS process and the problems associated with it. This will be carried over.

## **Planned Distance Learning Improvement as an Outcome Result**

## Social Science Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6361

### **Outcome Description**

Increase the course completion rate for students taking Social Science Division courses by 5% a year for the next two years.

### **Outcome Strategy**

Social Science faculty will report mid-term grades to the Division Chair for all students whose grades are below a C. The designated teachers 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.

### **Outcome Method**

A grade distribution from 10-11 will act as a base for comparison for distributions in the Fall of 10 and the Spring of 2011. The completion rates will be examined to see if there was a change of 5% from the figures in 09-10.

### **Outcome Criterion**

Because of the increased intervention of the Social Science Division faculty, D's, F's and W's will decrease by 5% from FY 09 to FY 10 rates.

### **Strategic Plan Relationship**

Intervention will help the student to become more involved with the course and thereby complete the course.

### **Outcome Results**

The number of grades decreased in the Spring of 2010 by 3 percent and seemed to have an impact, however: in the Fall it increased by 2 percent. The overall objective then failed to decrease by 5%.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This Administrative Outcome will be carried over for the school year 2011-2012. Greater emphasis will be placed on the instructors getting involved with those who appear headed this way at an earlier time and more discussions on how to deal with them.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Social Science Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6363

### **Outcome Description**

The number of online courses will increase by 1 in the Fall and Spring semesters of 10-11.

### **Outcome Strategy**

The Certified Philosophy instructor will develop an online course in Introduction or Ethics or develop an online course in Logic.

### **Outcome Method**

The two courses will be developed and offered in the Fall and Spring Semesters.

### **Outcome Criterion**

The courses will be offered and developed. Due to recent problems with Blackboard this might take longer than expected.

### **Strategic Plan Relationship**

This is related to 1.3 provide instruction that enhances student learning.

### **Outcome Results**

The person who was qualified to teach philosophy that was not a religion course had a relapse of health issues during the fall semester. She was able to finish the semester but was not able to return in the Spring so all her Philosophy classes were canceled. We have been unable to find a replacement who is qualified so what started out to be promising ended up not working out.

We did have two online courses added in the Philosophy - religion area however.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This administrative outcome. will not be used next year because we have no qualified teacher.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

## Social Science Division Administration

**Plan Period:** FY11

**Outcome ID#:** 6364

### **Outcome Description**

Appointed discipline organizers and instructors will meet to discuss the development, assessment and revising of the LEAPs process in their area.

### **Outcome Strategy**

Organizers will meet with their respective instructors to discuss the outcomes from the last years and to determine whether that outcome will be used again. They will coordinate the assessment effort and will indoctrinate any new faculty or adjuncts into the LEAPs process and provide the material needed to implement the gathering of data for the process. Coordinators will be rotated to spread out the extra time needed to accomplish this outcome.

### **Outcome Method**

Each Social Science area will be monitored by the Division Chairman to determine that the LEAP cycle from the previous year was successfully completed and that all faculty participated. Each discipline organizer will ensure that the new or continuing learning outcomes adhere to the goal of supporting TVCC's quest to be a learning centered college.

### **Outcome Criterion**

All Social Science organizers will submit LEAPs assessment results by the required deadline. They will also submit new LEAPs by the Fall deadline. A meeting will be held after in-service to discuss the learning outcomes. Organizers will contact faculty throughout the school year to ensure that all faculty are participating in assessment properly and reporting their results accurately.

### **Strategic Plan Relationship**

The foundation of the LEAPs process established by discipline faculty is the support of learning-centered curriculum at TVCC. By enhancing student learning, faculty become more involved in learning-centered initiatives and the College, as a whole, becomes a learning-centered institution.

### **Outcome Results**

Coordinators were appointed for each discipline in the division and the instructors were to work through them. After some confusion and hesitation the system seemed to work better and include more of the faculty. A meeting at the end of the year with the instructors and all coordinators fixed problems and we are all looking to a smoother LEAPs year next year.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

The coordinators farmed out one outcome to each campus to be in charge of next year and everyone's spirits seem higher and the instructors more involved than ever before. This administrative outcome. will be repeated to deal with problems in the future.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Student Activities Administration

**Plan Period:** FY06

**Outcome ID#:** 617

**Outcome Description**

The web page will expand the student's awareness of campus programs and events.

**Outcome Strategy**

The web page will be designed, and updated on a weekly basis to better serve the students.

**Outcome Method**

Student awareness/ participation in campus events will be enhanced due to this additional promotional device.

**Outcome Criterion**

Student participation will increase from previous year.

**Strategic Plan Relationship**

The Student Activities Department attempts to offer personal enrichment opportunities and opportunities for extracurricular learning experiences. A web sight offers a method to communicate programs to students.

**Outcome Results**

The web page was not implemented due to technical problems with I.T. other computer methods using emails and "Face Book" were utilized. These enabled the objectives to be met.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Weekly emails were sent to Senate members and anyone who signed up. Monthly calendars were posted on the campus web page. Hopefully, the web page will be functioned next year.

**Planned Distance Learning Improvement as an Outcome Result**

NA



## Student Activities Administration

**Plan Period:** FY06

**Outcome ID#:** 619

### **Outcome Description**

Students will visit a local elementary school and read to the students and also provide positive role models for the elementary school children.

### **Outcome Strategy**

Approximately fifteen students will visit the elementary school twice per month to read to the classes. The school Librarian will select appropriate reading material. The Principal will also monitor the program

### **Outcome Method**

100% of the classes at the elementary school will be read to twice per month.

### **Outcome Criterion**

### **Strategic Plan Relationship**

### **Outcome Results**

Two visits per month were made to Bel Air Elementary School. 12-15 students were present each week. Approximately 40 students visited the school at least once. Discussion was positive from the participants and the school.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

This event worked well. The only problems were with scheduling due to holidays. This will be corrected next year.

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Activities Administration

**Plan Period:** FY06

**Outcome ID#:** 620

**Outcome Description**

The students will be engaged in collegiate life outside the classroom by participation in extracurricular activities.

**Outcome Strategy**

Events such as bowling nights, skating nights, recreation center open house, and various tournaments will be offered for the students

**Outcome Method**

Attendance at the events will be recorded to measure the success of the events.

**Outcome Criterion**

By offering additional activities, participation will increase.

**Strategic Plan Relationship**

Personal enrichment for the students, and extracurricular learning experiences will be made available to the students

**Outcome Results**

Record numbers were observed at the Cain Center nights (3 total). Bowling nights were well-attended (3). Skating nights were also well attended (over 125).

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

These were all successful because of the attendance. Next year we will schedule more/additional events such as these

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Activities Administration

**Plan Period:** FY07

**Outcome ID#:** 629

**Outcome Description**

This program will enable students to develop a lifetime awareness of the needs of others (volunteerism).

**Outcome Strategy**

The officers of the Student Senate will initiate a community service program that will allow students to interact with the community.

**Outcome Method**

The number of participants will be recorded by the Senate Secretary.

**Outcome Criterion**

To get participation of 20 students in a new program.

**Strategic Plan Relationship**

Provide extracurricular learning experiences via volunteering to help the less fortunate.

**Outcome Results**

The TVCC Student Senate has been actively involved in community service projects for the past several years. During this academic year, the Student Senate implemented a reading program with TVCC students and our local elementary schools. The Student Senate also organized a Food Drive for the Athens Food Pantry.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Records are kept each year by the Student Senate of each of their projects and those that participated. However, those records are not archived at the conclusion of the academic year. Therefore, we cannot access activities and participation numbers from previous years. The sponsor for the Student Senate will begin collecting the record books at the end of each academic year and archive those records for future reference.

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Student Activities Administration

**Plan Period:** FY07

**Outcome ID#:** 630

### **Outcome Description**

The students will set personal fitness goals and hopefully achieve them.

### **Outcome Strategy**

Initiate a century club for participants who walk or run 100 miles per semester. Provide incentive awards (T-shirts) and recognition for this accomplishment.

### **Outcome Method**

Students will sign-up in the Activities Office in person or via the Internet. Personal logs will be kept for participants.

### **Outcome Criterion**

Since this is a new program, an initial goal is to get 100 students to participate

### **Strategic Plan Relationship**

This will enable the student to learn about fitness outside the classroom, and get some personal enrichment.

### **Outcome Results**

The original plan was modified and the project was called "Strut Around the Valley". Students, faculty and staff were encouraged to sign up with a goal of walking or running 50 miles over the course of a semester. Small rewards were given out for each 10 mile increment that the participants reached. The program had 30 participants in the first year of the program.

### **Outcome Distance Learning Results**

NA

### **Planned Improvement as an Outcome Result**

NA

### **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Activities Administration

**Plan Period:** FY07

**Outcome ID#:** 631

**Outcome Description**

The web page will enable all students to visit a page dedicated entirely to informing students about upcoming opportunities for extracurricular programming. Campus signs will also be utilized.

**Outcome Strategy**

Weekly postings will be made to the web page. A monthly, semester, and yearly campus calendar will be maintained. Signs and posters will be used.

**Outcome Method**

Counting devices will be inserted in the web page to register the number of visits the page receives.

**Outcome Criterion**

Students will be aware of campus events in a timely fashion. Attendance at these events should increase.

**Strategic Plan Relationship**

Student Activities at TVCC is designed to provide extracurricular learning experiences, personal enrichment opportunities, and increase student engagement in college life.

**Outcome Results**

The Student Senate built and maintained a Facebook (social networking site) page. The page was updated regularly throughout the year and contained news, event notices and happenings around the TVCC campus. Students were encouraged and invited to become friends of the page to keep up with the latest news and updates regarding TVCC. The page also contains pictures, links and other pertinent information relating to the Student Activities Office.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Activities Administration

**Plan Period:** FY10

**Outcome ID#:** 6851

**Outcome Description**

Participating in various activities in the Student Union Building will enhance student involvement.

**Outcome Strategy**

TVCC Office of Student Activities will provide incentives to students participating in ping pong and pool tournaments.

**Outcome Method**

The director will monitor the participation of the tournaments and overall use of the Student Union Building to determine if student use is increasing.

**Outcome Criterion**

TVCC students will continue to visit the Student Union Building after participating in the tournaments.

**Strategic Plan Relationship**

**Outcome Results**

15 to 25 students participated in each ping pong and pool tournament. As a result, students inquired about other activities in the Student Union Building

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Need to add more activities in the Student Union Building like karaoke and video game tournaments to add a variety of activities offered.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Activities Administration

**Plan Period:** FY11

**Outcome ID#:** 6293

## **Outcome Description**

Participating in community service projects will increase student awareness of the environment and the people around them. It will also help to create a bond between them and connect them to TVCC by serving the College and the Athens community.

## **Outcome Strategy**

The TVCC Student Senate will work with Keep Athens Beautiful to implement a plan to make the TVCC Student Senate a regular participating group. We will work more closely with the surrounding school districts to assess their volunteer needs. We will also contact the Athens Arboretum and Henderson County Food Pantry to determine areas and projects that we can volunteer our time and members.

## **Outcome Method**

The director of the TVCC Student Senate will compare a list of the projects completed during the 2009-10 academic year to the completed list for 2010-11 to compare the total number of projects the Student Senate participates in.

## **Outcome Criterion**

The TVCC Student Senate will compete in the "Community Service Award" category at the Texas Junior College Student Government Association annual convention.

## **Strategic Plan Relationship**

## **Outcome Results**

Student Senate added six new community service projects to their schedule. 1. Senior Olympics - area nursing homes come together to compete in appropriate competitions such as basketball toss, washers, and walking races. 2. A recycling campaign was started in the residence halls - cans were placed in the lobbies to collect aluminum cans, newspaper, and plastic bottles. 3. Hosted a Region Meeting for the Texas Junior College Student Government Association- area schools' student governments meet to discuss areas of concern and promote school interactions. 4. Made and sent Valentine's Day cards to the Nursing Home that is down the road from TVCC. 5. Played host to a jalapeno eating contest for Cinco De Mayo. 6. Volunteered at Henderson County Fairgrounds for the PRCA rodeo.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

There are no changes needed for these programs. Student Senate will continue these service opportunities each year and make them a part of the TVCC Student Senate traditions.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Student Activities Administration

**Plan Period:** FY11

**Outcome ID#:** 6303

## **Outcome Description**

The President's Volunteer Service Award program recognizes students, faculty, staff and groups for their commitment to community service and volunteer projects. By becoming a certifying organization, TVCC will be able to track and monitor the various projects that our students and faculty/staff participate in throughout the year. We will have a centralized location for the collection and compilation of the hours volunteered and the projects participated in.

## **Outcome Strategy**

TVCC will apply to the President's Volunteer Service Award program to become a Certifying Organization. After approval, we will establish a centralized location for all TVCC students, faculty, staff and groups to send summaries of their community service and volunteer projects that they have participated in. The community service coordinator will enter all participants and their hours worked into a database and log the hours throughout the 2010-11 academic year. The community service coordinator will also work with local agencies to coordinate opportunities for students and groups to gain additional hours.

## **Outcome Method**

The community service coordinator will produce a database at the conclusion of the 2010-11 academic year that tracks each participant and their total number of hours worked throughout the year in community service or volunteer projects.

## **Outcome Criterion**

At the conclusion of the 2010-11 academic year, TVCC will be a recognized certifying organization for the President's Volunteer Service Award program. Our goal in year one is to have a minimum of five individuals receive recognition with the President's Volunteer Service Award for their participation in at least 100 hours of community service or volunteer work.

## **Strategic Plan Relationship**

## **Outcome Results**

TVCC applied and has been recognized as a certifying organization for the President's Volunteer Service Award. During the year contact was made with 16 local community service organizations and 5 community events were scheduled with over 100 volunteers for those events the largest being the Pancake Day and the Rodeo. Additionally 8 on campus service days were held throughout the year with an average of 20 participants at each. We have had 26 individuals report a total of 2370 hours for an average of 91 hours per person. 19 students received the award. All expected outcomes were met.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes are being made at this time as the program has exceeded expectations.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Housing Administration

**Plan Period:** FY06

**Outcome ID#:** 956

**Outcome Description**

Offer a series of programs that will enable residential students to engage in healthier behavior.

**Outcome Strategy**

Solicit assistance from speakers on topics such as STDs, pregnancy, drug and alcohol use and abuse, healthy eating, exercise etc.

**Outcome Method**

Count the number of attendees at each session.

**Outcome Criterion**

Students will be more informed about health related issues.

**Strategic Plan Relationship**

Strategic goal number 4.

**Outcome Results**

Residential student programs have been expanded through the efforts of the Student Activities office.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Administration

**Plan Period:** FY07

**Outcome ID#:** 785

## **Outcome Description**

Install new and improved electronic access systems in South, West, and Northeast Halls. This will keep unauthorized persons from entering the Halls without permission. Install additional lighting and cameras around Northwest Hall. This will decrease vandalism and theft of property.

## **Outcome Strategy**

Housing Directors and Campus Police will monitor the effectiveness of the access systems. A computerized tracking system will be in place as part of the electronic system

## **Outcome Method**

Weekly and monthly reports will be generated that will tabulate the violations and criminal activity in and around campus housing.

## **Outcome Criterion**

The implementation of these strategies will result in a fifty percent reduction in visitation violations, theft, and vandalism.

## **Strategic Plan Relationship**

Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching and decision making.

## **Outcome Results**

West, South and Northeast dorms have been updated so that all three of these dorms now are keyless entry housing units. Dorm residents are allowed access in the front door via electronic access on their ID cards. The electronic access system has reduced the number of unauthorized visitors in each dormitory and allowed the Resident Directors to more effectively and efficiently monitor traffic in their units.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Administration

**Plan Period:** FY07

**Outcome ID#:** 786

## **Outcome Description**

Provide additional assistance with orientation and adjustment to campus life. Increase residential life activities in the Residence Halls. Establish a tutoring service within the Residence Halls.

## **Outcome Strategy**

Hire one student assistant per every 60 resident students. The additional staff will be trained to assist resident student with adjustment to college. The staff will provide tutoring services and workshops on topics such as coping skills, study skills, learning strategies etc.

## **Outcome Method**

## **Outcome Criterion**

Retention rate will be improved by ten percent. Students will experience improved grades and will complete more courses. Graduation rate for Resident students will improve by 5 percent.

## **Strategic Plan Relationship**

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

## **Outcome Results**

The dorm directors have been given the ability to hire resident assistants for their dorm. Each dorm utilizes two - three resident assistants each year to help monitor, organize and oversee their respective dorms. The dorm directors have organized multiple activities in the dorms throughout the year to help new students become acclimated to the college environment and to encourage participation and involvement in college events and groups.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Administration

**Plan Period:** FY07

**Outcome ID#:** 787

**Outcome Description**

Improve the learning climate by making technology available in Residence Halls

**Outcome Strategy**

Provide internet access in all rooms in the Residence Halls. Students will be able to work on assignments and educational exercises in their room.

**Outcome Method**

Surveys will be conducted periodically to determine the usefulness of the Internet in the completion of college work assignments.

**Outcome Criterion**

Students will complete work assignments in a more expedient manner.

**Strategic Plan Relationship**

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

**Outcome Results**

Each of the dorms on the TVCC campus are now categorized as Wi-Fi "Hot Spots" and our campus housing students have wireless access to the internet from their dorm rooms. Students are also able to access the internet in the dorm lobbies and study areas in every part of the dorm.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Administration

**Plan Period:** FY10

**Outcome ID#:** 6858

## **Outcome Description**

Participating in this project will increase student awareness of their global community. It will also help to foster new relationships between them and connect them to TVCC by bonding together to serve others.

## **Outcome Strategy**

The TVCC Student Senate will work together to plan several creative ways to raise the money to build a water well in an underprivileged area. There will be opportunities to work with the community to raise awareness for this cause.

## **Outcome Method**

The sponsor of the Student Senate will manage the Student Senate budget and monitor the incoming money to ensure goals are being met to establish a well in Nicaragua.

## **Outcome Criterion**

Students will receive pictures of their water well being built. They will use this project to compete in the "Event Award" category at the Texas Junior College Student Government Association annual convention.

## **Strategic Plan Relationship**

## **Outcome Results**

Members of Student Senate raised money throughout the school year by selling t-shirts, having charity bingo events, and selling singing Valentine's messages. By the end of the year, enough money had been raised to dig, build, cap 3 water wells in Nicaragua. Along with the wells, the money provided education to the local people about the importance of clean water and how to maintain their well.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No changes at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Administration

**Plan Period:** FY11

**Outcome ID#:** 6304

## **Outcome Description**

All students who request to live in campus housing on the TVCC-Athens campus must complete a criminal background check prior to being approved for campus housing. The criminal background checks will help to improve the safety for all TVCC dorm residents and foster a better living environment.

## **Outcome Strategy**

A criminal background check policy will be developed by the Vice-President of Student Services. The policy will be submitted to the TVCC Board of Trustees during the Fall 2010 semester for approval. If approved by the Board of Trustees, the Housing Office will implement the policy for a selected number of new students who apply for campus housing for the Spring 2011 semester. The test group will be used to determine if any procedural steps need to be modified or added. The criminal background check policy will be fully implemented for the Fall 2011 semester for all campus housing applicants.

## **Outcome Method**

The TVCC housing office will monitor and track all campus housing applicants for the Fall 2011 semester. Each applicant will be required to complete every requirement in the housing application, including the \$ 10 non-refundable processing fee and the criminal background check. Data will be collected on the total number of background checks completed, as well as the number of applicants that are approved and not approved.

## **Outcome Criterion**

Every student that resides in campus housing at TVCC for the Fall 2011 semester will have successfully completed a criminal background check and have a record that is free from any charges or convictions that do not meet the TVCC criminal background standards.

## **Strategic Plan Relationship**

The criminal background check policy will help to foster a safer environment for our campus housing residents.

## **Outcome Results**

All students wanting to reside on campus completed the criminal background checks. Collecting background checks for current students caused inconsistencies with collecting forms and increase in room deposit.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

There should be no changes. All inconsistencies should be fixed due to current students are now on file with current deposits paid.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



## Student Services Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 186

**Outcome Description**

Since Tompkin's Gym is to be demolished, there is a need for recreational activities for campus students.

**Outcome Strategy**

Student Activities and other campus groups will provide activities for campus students. Some activities will occur off campus.

**Outcome Method**

Surveys and participation headcounts will be maintained on activities.

**Outcome Criterion**

Students will become more engaged in enrichment activities.

**Strategic Plan Relationship**

**Outcome Results**

Activities and services have been increased/improved for students on the Athens campus.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Student Services Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 962

**Outcome Description**

Decrease the wait time that selected students need to see an advisor

**Outcome Strategy**

Purchase or develop a registration system

**Outcome Method**

Selected students will be allowed to register for classes with minimal assistance from advisors.

**Outcome Criterion**

600 more students will complete registration early

**Strategic Plan Relationship**

**Outcome Results**

Electronic registration has been implemented

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

## Student Services Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 963

**Outcome Description**

Upgrade security lighting, parking, surveillance cameras, and entry doors to residence halls

**Outcome Strategy**

Purchase new equipment and modify existing equipment that will enhance safety and security around the campus. Create a new parking lot near the Women's housing.

**Outcome Method**

Surveys and a log of complaints about campus safety will be maintained

**Outcome Criterion**

The number of complaints about safety issues around campus will be reduced by 50%

**Strategic Plan Relationship**

**Outcome Results**

Safety and security on campus have been improved with lighting changes and by patrols of campus police

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 782

**Outcome Description**

Evaluate student services programs on an annual basis.

**Outcome Strategy**

Student services staff will conduct department evaluations annually.

**Outcome Method**

Survey's, evaluation forms, and verbal feedback are some of the tools that will be used to assess the effectiveness of program offerings. Results will aid in planning future events and activities.

**Outcome Criterion**

Evaluation results will result in improved services to students.

**Strategic Plan Relationship**

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

**Outcome Results**

Student Service programs are improving and are more varied

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 783

**Outcome Description**

Address civility issues and proper attire on campus.

**Outcome Strategy**

Conduct mandatory workshops with campus groups in order to inform them of the college's expectations of its students. Establish a student Leadership Forum that would meet regularly with college administrators.

**Outcome Method**

Incidence reports from faculty, staff and Campus Police will be counted.

**Outcome Criterion**

Reported incidences of inappropriate behavior will be reduced by 50 percent.

**Strategic Plan Relationship**

Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.

**Outcome Results**

Students are actively reminded of appropriate attire and demeanor.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

NA

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6438

## **Outcome Description**

The number of incidences that require disciplinary action will be reduced by ten percent over the previous academic year.

## **Outcome Strategy**

Student Services and Athletic Staff will conduct meetings, workshops, seminars, and presentations to campus students about the college's expectations of good conduct on the campus.

## **Outcome Method**

Incidences that occur on campus will be tallied and compared to the previous year.

## **Outcome Criterion**

The number of incidences that require disciplinary action will be reduced from 50 to 45.

## **Strategic Plan Relationship**

A healthy and perceived safe campus environment lends itself to a vibrant student body. One that will be more engaged in collegiate life. As a result of a campus of students with good conduct, the enrollment will increase and students will persist longer in order to complete a program of study.

## **Outcome Results**

For the 2009-10 academic year there were 43 incidents that concluded with a student being placed on Disciplinary Probation or faced dismissal from TVCC. (26 in Fall / 17 in Spring)

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

It will continue to take a concerted effort by all involved to remain proactive with this issue. Workshops, guest speakers, presentations and group meetings will continue to be used to help deter students from engaging in improper or illegal activities on the TVCC campus.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Services Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6439

## **Outcome Description**

A 20 percent increase in student participation at college activities will occur as a result of this goal.

## **Outcome Strategy**

Housing Managers will provide activities in their respective resident halls. Student Activities will offer activities so that more students can be involved. Athletics will institute the Cardinal Club as a way to involve students in campus and community activities. The President's Volunteer Service Program will be established in order to validate the number of volunteer hours that students accomplish during the year.

## **Outcome Method**

The Assistant VP for Student Service, Director of Student Activities, Director of Student Services and Cheer Coach will keep track of the participation of students at campus and community activities. These reports will be compared to the previous year's activities.

## **Outcome Criterion**

There will be a 20 percent increase in the number of students who participate and attend school activities.

## **Strategic Plan Relationship**

This goal will increase the involvement of students in campus activities, organizations, and community services. Such involvement will provide for a richer collegial experience for students.

## **Outcome Results**

Through the Cardinal Club and Community Services programs, student involvement in campus and community activities has increased in excess of twenty percent this past year. TVCC students are in attendance in record numbers at campus events and community events. Assistant VP for Student Services and Cheer Coach have been instrumental in organizing and evaluating the effectiveness of these programs.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Success Center Administration

**Plan Period:** FY11

**Outcome ID#:** 6503

## **Outcome Description**

Maintain a multi-use study environment available for entire classes and remove room TC 319 from consideration as a regular classroom for entire semesters.

## **Outcome Strategy**

- Advertise room availability multiple times and list the advantages of its use.
- Convey to instructors that this is an opportunity to include an online component in their lesson plans (we provide equipment and space; they just need to show up with their students).
- Eliminate printing charges for class meetings
- Encourage faculty who have used the room to book it multiple times.

## **Outcome Method**

Students self-report using the "Class Meeting in SSC" field of our current database; we will use that data to compare usage during the 2009 – 2010 and 2010 – 2011 school years.

## **Outcome Criterion**

There will be a 10% increase in the number of students that self-report "Class Meeting In SSC" as compared to the year before.

## **Strategic Plan Relationship**

5.1.1. and 5.1.3. The SSC is becoming well known and recognized as a place on the Athens campus for supplemental instruction. Our staff and student workers are available six days per week providing an environment supportive of student success and increased engagement in college life.

5.1.5 Our goal is to use the additional space gained this year as an area designated for use by individuals, study groups and entire classes. The space will provide students with additional opportunities to interact with their peers and as well as exposure to computer based learning.

## **Outcome Results**

Our efforts to advertise room reservation availability, and the benefits reserving TC319 were simple but wildly successful. They consisted of a series of invitations and reminders emailed to all Athens campus instructors and staff, and by word of mouth. Our goal was to increase the number of students attending class meetings or participating in study groups in the SSC by a minimum of 10%. There was an unexpected deluge of room reservations resulting in a 74% upsurge in usage.

Spring 2010, we booked six classes and study groups, but in 2011, we booked 55. The number of students averaged 11 to 15 students per group, and the total number of students increased from 82 to 630. I expect that once the novelty has worn down, our numbers will level off. We are exploring other services that will allow us to best utilize our spaces.

## **Outcome Distance Learning Results**



NA

**Planned Improvement as an Outcome Result**

We will continue our advertising campaign and monitor usage. There are no changes planned at this time. We will work toward keeping center usage in line with changes in enrollment.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Support Services (TRiO) Administration

**Plan Period:** FY06

**Outcome ID#:** 739

## **Outcome Description**

To develop a systematic plan which will be utilized in the daily operation of a Student Support Services program.

## **Outcome Strategy**

The program director will be mainly responsible for the development of the manual. Program staff will be utilized as needed. The director will develop a manual, which will work hand in hand with the grant proposal.

## **Outcome Method**

This outcome will be monitored on an ongoing basis. The accomplishments will be determined by changes generated by the U.S. Department of Education.

## **Outcome Criterion**

50% of the policies and procedures manual will have been completed by the date of January 1, 2007.

## **Strategic Plan Relationship**

TVCC Student Support Services Staff are knowledgeable of the daily operations of the program. The policies and procedures manual will be used to bolster those qualities already possessed by existing staff, and assist any new staff; if and when the need arises. This outcome relates to TVCC Goal #1.

## **Outcome Results**

Activity will start in September and completed in May. The necessary data to achieve this outcome has been collected, beginning June 2006. The final outcome will be assessed and critiqued at the end of May 2007.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Activity will start in September and completed in May. the changes that are expected to be made to the Student Support Services program will hopefully institute guidelines to bolster those regulations, that have been dictated by the Department of Education(EDGAR),Education Department General Administrative Regulations, and the plan of operation, which can be found in the original proposal, submitted for initial funding.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Support Services (TRiO) Administration

**Plan Period:** FY06

**Outcome ID#:** 949

## **Outcome Description**

The Student Support Services Program will contact outside corporate entities for the purposes of obtaining outside funds.

## **Outcome Strategy**

The Student Support Services Program will initiate a proposal process, consisting of four essential phases: Pre-Proposal Preparation; the Proposal; The Grant Decision; The Grants Execution.

## **Outcome Method**

The Student Support Services Program will design and create a letter of proposal; for the purposes of defining: What is a foundation? general characteristics of four types of foundations: independent foundation; company sponsored foundation; operating foundation and community foundation.

## **Outcome Criterion**

The Student Support Services Program will submit an introduction: statement of problem and need; statement of expected accomplishments; methodology; personnel and organizational structure's timetable; problem evaluation; budget; future activities/funding; attachments.

## **Strategic Plan Relationship**

The Student Support Services Program staff will institute the qualities of a successful grant seeker: salesmanship; communications skill; integrity and flexibility; research skills; administrative skills; good human relations and persistence and dedication. Relates to TVCC Goal #1

## **Outcome Results**

Additional funding from outside sources will serve as a buffer when combined with federal funds; thus allowing Student Support Services to provide a comprised venue to include but not limited to, i.e. technological field trips, purchase of advanced computer software, and hiring professional peer tutors to assist with this endeavor.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The additional funds will without a doubt strengthen the overall goals, which have been set by the U.S. Department of Education.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Student Support Services (TRiO) Administration

**Plan Period:** FY09

**Outcome ID#:** 5849

## **Outcome Description**

With the increasing student population, including those students who qualify and request services offered thru TRiO, additional space would allow students (members)the opportunity to explore the depths of reaching an even higher plateau of their educational pursuits.

## **Outcome Strategy**

The additional space will assist in relieving the cramped conditions that students have been accustomed to. Additional plans include, but not limited to: private areas for test taking, additional space for tutoring, increase the computer lab, additional space to secure program records, a student lounge and larger office space for staff.

## **Outcome Method**

Attention will be made to end of the semester evaluations (Sprig/Fall), which are conducted at the conclusion of each semester.

## **Outcome Criterion**

Obtain infrastructure that will best serve our students.

## **Strategic Plan Relationship**

## **Outcome Results**

The new lab was opened and is being highly utilized.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

NA

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 87

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

A part-time Enrollment Coordinator for TDCJ students was hired for FY06 to substitute-teach for absent TVCC/TDCJ vocational instructors at a cost of \$12,000 annually. Attendance records were compared for FY05 and FY06. Classroom attendance improved by 32% for FY06; fewer absences occurred for FY06 as compared with FY05. It appears that the addition of a part-time Enrollment Coordinator helped to improve classroom attendance for FY06.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A part-time Enrollment Coordinator was contracted at \$12,000 for FY07 as a result of improved attendance in the TDCJ vocational classes for FY06.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 88

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #4, enhancing services that ultimately contribute to effective performance of all students.

## **Outcome Results**

TVCC and TDCJ implemented a new e-billing procedure for FY06. Time-lines for academic billing periods were compared for FY05 and FY06 as a result of the introduction of new software and internet procedures. The e-billing period time line decreased for FY05 from 2 weeks to 1 week for FY06.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

New e-billing procedures implemented for FY06 have been adopted due to greater efficiency and use of time. Current personnel will be able to complete e-billing tasks in less time, therefore, enhancing bookkeeping and billing service for FY06 and beyond.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY06

**Outcome ID#:** 89

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

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

**Outcome Criterion**

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

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #4, enhancing the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support decision-making.

**Outcome Results**

High speed DSL service was procured for the TVCC Office of Correctional Education for FY06. Electronic communication was significantly enhanced and work-time expedited as a result of the installation of DSL service at the TVCC Office of Correctional Education. Electronic services to mainframe connections and internet resources were significantly improved as a result of high-speed internet procurement. Projected budgets and operating costs were maintained for FY06.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

All electronic communication was enhanced and work-time significantly facilitated due to the procurement of DSL service. An additional computer work station for TDCJ mainframe access is planned for FY07.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 520

## **Outcome Description**

Increase the accessibility to computer terminology and increase efficiency of screening and the processing of TDCJ student registration.

## **Outcome Strategy**

Purchase computer hardware or software and develop high speed internet procedures to process the TDCJ Data Service mainframe computer from the TVCC Correctional Education Office in the Tennessee Colony.

## **Outcome Method**

Expanded capacity of electronic services to mainframe connections. Specifically, student records are input screening including security verification.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #4, enhancing the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support decision making.

## **Outcome Results**

DSL service was acquired in FY06, allowing for the expansion of electronic services to the mainframe computer system of the TDCJ. Continued progress shall be made for FY08 to acquire and implement data services through high-speed internet providing access to TDCJ student records and inmate screening.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continued progress shall be made to complete all procedures necessary to expand the TDCJ Instructional Program's capability of mainframe electronic services in FY08.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# TDCJ Instructional Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 521

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Annual attendance reports for TDCJ vocational faculty will be compared.

## **Outcome Criterion**

Class attendance will improve for TDCJ vocational class for FY 07.

## **Strategic Plan Relationship**

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

## **Outcome Results**

A part-time Enrollment Coordinator for TDCJ classes was hired to substitute-teach for absent TVCC/TDCJ CTE instructors. Attendance records were compared for FY06 and FY07. Classroom attendance improved by 14% for FY07; fewer absences occurred for FY07 as compared with FY06. It appears that the addition of a part-time Enrollment Coordinator has continued to improve classroom attendance for FY07.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Due to continued improvement of classroom attendance for FY07 as compared with FY06, a part-time Enrollment Coordinator will continue to be contracted for the TDCJ/CTE programs for FY08.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY07

**Outcome ID#:** 522

**Outcome Description**

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

**Outcome Strategy**

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.

**Outcome Method**

Objective comparison of time lines for FY 06 and FY 07 billing procedures

**Outcome Criterion**

Billing period time line will decrease for FY 06 from 3 weeks to 1 week for FY 07.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal #4, enhancing services that ultimately contribute to effective performance of all students.

**Outcome Results**

Although electronic/computer services are in place to implement vocational cycle e-billing, TDCJ IT staff have not fully developed necessary programs/software to date.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continued planning and progress shall be made between the TVCC Correctional Education Division and TDCJ IT Services for FY08.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY08

**Outcome ID#:** 1118

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

High-speed internet access to TDCJ records and inmate screening exists in the Correctional Education office, Palestine Campus. Similar access shall be pursued for TVCC Coffield and Beto Counseling offices to allow expansion of electronic services to the TDCJ mainframe system for FY09.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continued progress shall be made to allow expansion of the Correctional Education's capacity of mainframe electronic services in FY09.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY08

**Outcome ID#:** 1119

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Electronic/computer services are currently utilized to perform academic semester billing with TDCJ/WSD IT. To date, necessary programs/software are not available to expand accounting and billing procedures for vocational cycles.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continued planning and progress shall be made between the TVCC Correctional Education Division and TDCJ IT Services for FY09.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY08

**Outcome ID#:** 1126

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Possible locations and facilities were identified and preliminary plans developed to acquire and remodel a potential site in the Tennessee Colony area. No decision was made to acquire a new facility or site for FY 08.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Resubmission of this Plan Outcome to consolidate Correctional Education facilities for FY09. Continued assessment of Division administrative needs and strategies to consolidate and improve performance of staff and improve facilities.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY09

**Outcome ID#:** 5648

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

High-speed internet access to TDCJ records and inmate screening exists in the Correctional Education office, Palestine Campus. Similar access shall be pursued for TVCC Coffield, Beto and Tenn. Colony counseling offices to allow expansion of electronic services to the TDCJ AS400 system for FY10.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continued progress shall be made to allow expansion of the Correctional Education Division's capability of mainframe electronic services in FY10.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY09

**Outcome ID#:** 5649

**Outcome Description**

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

**Outcome 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.

**Outcome Method**

Objective comparison of time lines for FY08 and FY09 billing procedures.

**Outcome Criterion**

Billing period time line will decrease for FY08 from 3 weeks to 1 week for FY09.

**Strategic Plan Relationship**

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.

**Outcome Results**

Electronic/computer services are currently utilized to perform academic semester billing with TDCJ/WSD IT. To date, necessary programs/software are not available to expand accounting and billing procedures for vocational cycles.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continued planning and progress shall be made between the TVCC Correctional Education Division and TDCJ IT Services for FY10.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY09

**Outcome ID#:** 5650

## **Outcome Description**

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

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Possible locations and facilities were identified and preliminary plans developed to acquire and remodel a potential site in the Tennessee Colony area. No decision was made to acquire a new facility or site for FY09.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Resubmission of this Plan Outcome to consolidate Correctional Education facilities for FY10. Continued assessment of Division administrative needs and strategies to consolidate and improve performance of staff and improve facilities.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# TDCJ Instructional Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6086

## **Outcome Description**

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

## **Outcome Strategy**

Provide access to the TDCJ data service mainframe computer in cooperation with the Continuing Education Division- Windham School District.

## **Outcome Method**

Expanded capacity of electronic services to mainframes connections. Specifically, student records accessibility and counseling will be realized as a valued resource and improvement for the Correctional Education Division.

## **Outcome Criterion**

Electronic services, student record access and student counseling will be significantly enhanced and modernized.

## **Strategic Plan Relationship**

This outcome relates to Goal 1.5, increasingly engaging in data-based decision-making as a result of expanding electronic services for enhanced student advisement, counseling and record keeping.

## **Outcome Results**

High-speed internet access to TDCJ records and inmate screening now exists in both Correctional Education Offices, Tennessee Colony and Palestine. Similar access is now available for TVCC Beto, Coffield and Michael counseling offices, allowing communication and expansion of electronic services to the TDCJ and TVCC AS400 systems and internet resources for FY10.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Significant progress was made to allow expansion of the Correctional Education Division's mainframe and electronic services for FY10. Achievement of this administrative goal for FY10 should be noted.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6110

## **Outcome Description**

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

## **Outcome 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 and administrative personnel for implementation.

## **Outcome Method**

Objective comparison of time lines for FY08 and FY09 billing procedures.

## **Outcome Criterion**

Billing period time line will decrease for FY08 from 3 weeks to 1 week for FY09 through FY10.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal 1.3, enhancing educational and student services that impact student learning and contribute to effective performance inside and outside the classroom.

## **Outcome Results**

Electronic/computer services are currently utilized to perform academic semester billing with TDCJ/WSD IT. To date, necessary programs/software are not available to expand accounting and billing procedures for vocational cycles.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continued planning for the expansion and improvement of the TVCC Correctional Education Division and TDCJ IT Services shall be pursued for FY11.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY10

**Outcome ID#:** 6111

## **Outcome Description**

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

## **Outcome Strategy**

Initiate a facility search in the Tennessee Colony 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 trade resources.

## **Outcome Method**

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

## **Outcome Criterion**

Administrative function and coordination will improve for the Correctional Education Division.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal 1.3, providing facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, instruction and student services outside the classroom.

## **Outcome Results**

Possible locations and facilities were identified and preliminary plans developed to acquire and renovate a potential site in the Tennessee Colony area. No decision was made to acquire a new facility or site for FY10.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Resubmission of this outcome, to consolidate Correctional Education facilities for FY11. Continued assessment of divisional administrative needs and strategies to consolidate and improve performance of staff and improve facilities.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6441

## **Outcome Description**

Increase TDCJ enrollment through creative and strategic planning, counseling, retention and new student recruitment by 10% for FY11.

## **Outcome Strategy**

Implement a comprehensive screening and eligibility qualification protocol as a means of identifying, recruiting and enrolling new and current students for FY11 vocational and academic semesters. Creative use of financial assistance and it's advertisement shall be included as part of this strategy.

## **Outcome Method**

A criterion of a 10% increase in FY11 enrollment over FY10, shall serve as the standard method of assessment.

## **Outcome Criterion**

Vocational and academic enrollment for FY11 will increase when compared with FY10.

## **Strategic Plan Relationship**

This outcome relates to strategic planning goals 5.1.4 and 5.3.3; increasing enrollment graduation, professional licensure and employment rates for workforce and non-credit continuing education programs.

## **Outcome Results**

As a result of program and curriculum changes, i.e., converting three credit vocational programs to non-credit vocational programs, enrollment data is inconclusive to date. Fall academic enrollment is unchanged for 2011 as compared with Fall 2010. It does appear that enrollment for non-credit vocational programs has increased in the short term as compared with previous credit vocational enrollment for FY11.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Comprehensive screening and eligibility protocol shall continue for FY12, as a means of identifying, recruiting and enrolling students for FY12 vocational and academic semesters. Financial assistance for TDCJ academic students, shall be modified in order to operate within fiscal budget constraints and limitations.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6442

## **Outcome Description**

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

## **Outcome Strategy**

Initiate a facility search in the Tennessee Colony 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 trade resources.

## **Outcome Method**

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

## **Outcome Criterion**

Administrative function and coordination will improve for the Correctional Education Division.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal 1.3, providing facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, instruction and student services outside the classroom.

## **Outcome Results**

Possible locations and facilities were identified and preliminary plans developed to acquire and renovate a potential site in Tennessee Colony, TX. No decision was made to acquire a new facility or site for FY11.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Resubmission of this outcome, to consolidate the Correctional Education facilities for FY12. Continued assessment of divisional administrative needs and strategies to consolidate and improve performance of the staff and improve the physical facilities.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# TDCJ Instructional Programs Administration

**Plan Period:** FY11

**Outcome ID#:** 6443

**Outcome Description**

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

**Outcome 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 and administrative personnel for implementation.

**Outcome Method**

Objective comparison of time lines for FY09 and FY10 billing procedures.

**Outcome Criterion**

Billing period time line will decrease for FY09 from 3 weeks to 1 week for FY10 through FY11.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal 1.3, enhancing educational and student services that impact student learning and contribute to effective performance inside and outside the classroom.

**Outcome Results**

Electronic/computer services are currently utilized to perform academic semester billing with TDCJ/WSD IT. To date, the necessary programs/software are not available to expand the accounting and billing procedures for vocational cycles.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continued planning for the expansion and improvement of the TVCC Correctional Education Division and the TDCJ IT Services shall be pursued in FY12.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY06

**Outcome ID#:** 98

## **Outcome Description**

Private offices will be provided for counselors, academic advisors and financial aid advisors to improve privacy and efficiency.

## **Outcome Strategy**

New offices will be built in the space vacated by the move of the library.

## **Outcome Method**

Successful completion of this goal will be determined when the project is completed and operational for student use. Effectiveness of the new space will be measured through reduced wait time during registration, an increase in the percentage of students prepared for early registration and the percentage of students who have completed financial aid packages.

## **Outcome Criterion**

While reduced wait time and smoother, more efficient registration experiences should be easily observed, the percent of students who are served through more accessible, efficient counseling services can be recognized with a minimum of a ten percent increase in early registration figures and a ten percent decrease in delayed financial aid documentation.

## **Strategic Plan Relationship**

This Terrell Campus Administrative Outcome supports Goals 9 and 4. More efficient, accessible counseling will help students in the planning and implementing of their academic goals. The new space will also improve efficiency and accessibility of student services as students investigate and pursue financial assistance.

## **Outcome Results**

These offices were available for our 06 fall registration. Students who needed counseling and problem solving, were given private, focused attention. The stress in the office area was obviously less for both the students and the staff. The waiting space was comfortable and the number of students waiting at any one time was minimal. Quantitative measures are still to be outlined but the new space will certainly show an increase in student access with quick and efficient resolution of their concerns.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This change has significantly improved efficiency and student satisfaction. It is now so obvious that our campus had outgrown the physical facilities for this area. This administration will be conscious of growth and the needs associated with such growth.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY06

**Outcome ID#:** 100

## **Outcome Description**

Establish and staff a full time office on the Terrell Campus to supervise adult basic education students and those students taking GED courses.

## **Outcome Strategy**

Furnish an office and provide support services for a coordinator of these student services.

## **Outcome Method**

The office will be in place and records kept of students served by this new position. This population of students will receive more attention and will have a knowledgeable resource person to answer their questions and support their efforts.

## **Outcome Criterion**

The rate of successful completion of the GED program on the Terrell Campus should increase by a minimum of ten percent.

## **Strategic Plan Relationship**

This Administrative Outcome relates to Strategic Goals 1 through supporting and expanding the role of the faculty within the GED program. Goal #2 refers to our dedication to supporting students who are attempting to complete a program of study such as the GED program.

## **Outcome Results**

Having a full time GED instructor with an on campus office has helped with the efficiency of the enrollment process, the scheduling and the communicating with the students. The instructor along with the entire program has become more accessible to the students as a result of a permanent rather than temporary, varying home.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Special populations such as our GED students need very specific information and the attention of well informed personnel. While funds may not always be available to fund full time instructors and staff, we will make every effort to give these students the communication and support they deserve.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Terrell Campus Administration

**Plan Period:** FY07

**Outcome ID#:** 621

## **Outcome Description**

Students will have an additional method to acquire academic help as they make efforts to become more engaged and dedicated to learning. The Learning Lab is an effort in promoting student engagement, motivation and academic success.

## **Outcome Strategy**

The first phase of establishing a Learning Lab will focus on physical plant and staffing. During the fall semester, the physical area will be determined, computers will be purchased and installed and plans will be developed for staffing the lab. Phase II will take place during the spring semester when the lab will be a reality and available for student usage. Phase III will include the evaluation process to ensure that this is a proper, accessible, and effective method to enhance student learning.

## **Outcome Method**

The Administration at the Terrell Campus will monitor and evaluate the volume of usage as well as the feedback and impressions of our students regarding the implementation and the effectiveness of the Learning Lab.

## **Outcome Criterion**

At the end of the Spring 2007 semester, the students will be given an opportunity to evaluate the Learning Lab, comment on successes and make suggestions for improvement. The faculty will also have an opportunity to discuss their reactions to the new Learning Lab and make comments and/or recommendations. Since this will be a new rather than a changed effort, the spring semester's information will guide us to enhancing the Learning Lab.

## **Strategic Plan Relationship**

This goal supports Strategic Plan Goal #1 as the Learning Lab will provide accessible support for students who engage in supplemental instruction to further their academic success.

## **Outcome Results**

The Terrell Campus designated a classroom that included computerized instruction as well as availability of faculty to assist students who dropped in for supplement instruction. Sign-in logs were used to track usage.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We found that a variety students entered the Learning Lab for help with many different courses. However, the majority of the students were seeking help with their math courses and with their writing assignments. We will work with the faculty schedules and with the lab coordinator to increase available in these two heavy demand areas.

## **Planned Distance Learning Improvement as an Outcome Result**

# Terrell Campus Administration

**Plan Period:** FY07

**Outcome ID#:** 622

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome Method**

Enrollment figures in lab sciences 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.

## **Outcome Criterion**

Biology student "waiting lists" often created during registration should be reduced or eliminated.

## **Strategic Plan Relationship**

This administrative outcome relates to TVCC goals 2 and 3. Many of the students on the Terrell Campus are pre-nursing majors. Nurses are in high demand and our students need to have resources available to complete their students with our institution.

## **Outcome Results**

We were disappointed to learn that the plumbing wall adjacent to the available classroom was not adequate to support the necessary plumbing for a science lab.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This is a worthy goal and we would like to renew this goal and investigate other options.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY07

**Outcome ID#:** 623

## **Outcome Description**

Tutoring services will be more accessible, visible and effective by enlarging the physical area dedicated to tutoring activities.

## **Outcome Strategy**

The office of the Tutoring Coordinator will be enlarged and moved to an area that will accommodate small study groups in quiet, dedicated, enclosed adjacent rooms.

## **Outcome Method**

The tutoring services will be evaluated by tutees and by affected faculty members. Additional survey items will be included for returning tutees to help identify improvement.

## **Outcome Criterion**

Retention in the tutoring program should increase as the students tutoring services become more structure and convenient.

## **Strategic Plan Relationship**

This administrative outcome relates to TVCC goals 1 and 3 as we increase services to promote and facilitate learning.

## **Outcome Results**

This goal was partially meet. After careful consideration and with the input of the tutor coordinate, it was decided that we should not move the coordinator's office. We determined that the current office was more visible and accessible to the students and it is important not to make create any barriers, however minor they may seem. However, the new Risinger Building provided the campus with enough additional classrooms that we were able that space became available in the area near the current tutoring office.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We are comfortable with the current structure and plan to continue taking advantage of the space for the small group work but have no other plans for changes at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY08

**Outcome ID#:** 5564

## **Outcome Description**

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

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

A financial aid secretary position was approved and the position was filled in July 2007. This secretary was fully trained and her work space equipped in a timely manner for the busy fall semester. This addition has been a great help in improving the efficiency of everyone involved in the office. The reduced lines were evident and appreciated by students and the staff.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This secretary continues to be cross trained and very helpful within the counseling/financial aid area. The physical arrangement appears to be working very well and there are no plans to make any adjustments at this time.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY08

**Outcome ID#:** 5565

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

This goal was not achieved during this timeframe. This was due to the unavailability of adequately trained full time and/or part time faculty to staff the new offerings.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

During the summer of 2008, specified Terrell Campus faculty took advantage of the available Blackboard training. This included full time as well as part time instructors. This goal will be repeated for the 08-09 Administrative Goals.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY08

**Outcome ID#:** 5567

## **Outcome Description**

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

## **Outcome Strategy**

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

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

The new science lab was successfully converted during the summer of 2008. It is now fully equipped and serving our students. It has added a significant amount of flexibility to our science offerings.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This arrangement has proven to be very helpful to scheduling our faculty and our students. We would like to expand the use of this room as faculty becomes more available.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY09

**Outcome ID#:** 5846

**Outcome Description**

An existing classroom would be converted to an honors lounge by creating a study/work space for our honors students to work and collaborate.

**Outcome Strategy**

Extensive room scheduling will be initiated to determine the constant availability of such a room.

**Outcome Method**

The creation of the lounge while maintaining adequate classroom scheduling.

**Outcome Criterion**

The lounge would exist and be available for the honors students and honors program activities. This room can also be used for PTK activities as well as other campus receptions, parties, etc.

**Strategic Plan Relationship**

The honors lounge would create an environment of cohesiveness as well as serve as a visible sign of our support of academic efforts.

**Outcome Results**

Increased room requests, especially from continuing education and adult basic education, stopped progress on this goal.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

We will keep this as a goal for future years. It is a worthwhile goal but until we can release some space, it will be difficult to accomplish.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY09

**Outcome ID#:** 5848

## **Outcome Description**

Additional sections of a variety of courses will be added to the academic schedule with distance learning and/or hybrid delivery systems. These offerings will have Terrell based section numbers with Terrell based faculty.

## **Outcome Strategy**

Terrell based full time and part time faculty will be encouraged to attend Blackboard training and will become comfortable with the format.

## **Outcome Method**

These new offerings will be scheduled and staffed with fully trained Terrell faculty.

## **Outcome Criterion**

The distance learning and hybrid sections will be offered and will have appropriate enrollment.

## **Strategic Plan Relationship**

The distance learning and hybrid classes should accommodate a population of students who will appreciate and use the new format. The addition of this format should increase enrollment for students who had little/no options before distance learning became available.

## **Outcome Results**

The Terrell Campus doubled the number of dedicated Terrell section numbers in distance learning courses. One section of speech was our first hybrid course and an economics dual credit hybrid was broadcasted from the Terrell Campus. We also, for the first time, offered distance learning during the summer sessions.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

This appears to be a successful endeavor and we are very pleased with this strong beginning. We will continue to increase and vary our distance learning and hybrid offerings.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Terrell Campus Administration

**Plan Period:** FY09

**Outcome ID#:** 5853

## **Outcome Description**

The program will have an adequate number of students enrolled and the support from the business community will be sufficient to meet the demand.

## **Outcome Strategy**

The Terrell Campus Counselor will coordinate with the drafting instructor and the Terrell High School Counseling Center to advertise the opportunity and recruit students for the fall and spring semesters. The instructor will coordinate shadowing work stations for all students.

## **Outcome Method**

Success will be determined by the appropriate number of students enrolled and coordinated with local businesses.

## **Outcome Criterion**

The program will be popular and appreciated by the school, students and business community.

## **Strategic Plan Relationship**

Students who progress through this program of study will be skilled in areas of specialized work that is in high demand.

## **Outcome Results**

We are pleased to say that this program was revived and that through a good working relationship with Terrell Independent School District, we enrolled ten dual credit students. We also enjoyed a very cooperative relationship with local industries and were able to incorporate a successful and popular shadowing component.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

We will use the success of this year as a primary recruiting tool and hope that this program has a great start and will continue to grow and thrive.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY11

**Outcome ID#:** 6425

## **Outcome Description**

The library on the Terrell Campus has been functioning as the Testing Center for the campus for some time. This past fall (2009) 1700 students were administered tests (proctored) for Internet courses. It is anticipated that a room designated as the testing center would allow the computers in the library to be used for the purpose they were intended.

## **Outcome Strategy**

To create a testing center, the location has to be determined and appropriate wiring, networking, electrical, and desks need to be realized.

## **Outcome Method**

The usage of the testing center will determine its level of success. Appropriate tests usage numbers will be maintained daily and will be available for review and evaluation at the end of each year.

## **Outcome Criterion**

If proper funding is available it is hoped that the testing center could be functional by June 1, 2011.

## **Strategic Plan Relationship**

The testing center would permit greater access to a testing facility by all students in an environment conducive to such.

## **Outcome Results**

The need for a Testing Center on the Terrell Campus is still needed and will continue to be an administrative goal. The following proctored exams were provided by the Library Staff during the semesters noted: Fall 2010=1701, Spring 2011=1275 and Summer 2011=1012. Thus the total number of proctored exams was 3988. In addition, The THEA test was given ten times and serviced 377 students and the Accuplacer exam was given 12 different times and serviced 275 students. The HESI exam was also given four times thus far in 2011 and serviced a total of 150 students.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Due the unavailability of funds, the Testing Center could not be funded for the coming academic year. However, the need is still very apparent and a goal for 2011-2012 will be to continue our efforts in acquiring a Testing Center specific to the needs of the Terrell Campus.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY11

**Outcome ID#:** 6426

## **Outcome Description**

More sections of internet courses will relieve some of the scheduling problems currently being experienced by the Terrell Campus.

## **Outcome Strategy**

Both full time and part time faculty will be used in providing more internet courses.

## **Outcome Method**

The number of internet courses offered during the last academic year with the current year will be compared. It is anticipated that the number will be increased.

## **Outcome Criterion**

It is anticipated that the number of internet courses offered by the faculty at the Terrell Campus will be increased by ten percent.

## **Strategic Plan Relationship**

## **Outcome Results**

Goal 2. Increase number of dl courses

The number of sections offered and the number of students enrolled in dl courses has increased dramatically this past year on the Terrell Campus. Thus far, the data available indicates the following:

2010 Summer Enrollment=229 students

2011 Summer Enrollment=428 students

This constitutes a 47.5% increase in enrollment.

2010 Fall Enrollment=275 students

2011 Fall Enrollment=587 students

This constitutes a 44% increase in enrollment.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The need to increase the number of faculty that can teach online continues to be a need of the college. Especially is this true on the Terrell Campus. With the percent of growth being greater on this campus, one way to attempt to meet this need will be to continue to have faculty who are willing to teach online. This will continue to be an administrative goal. However, it is understood that with the overall growth of the number of sections available via the internet, more institutional coordination will be required.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Terrell Campus Administration

**Plan Period:** FY11

**Outcome ID#:** 6427

## **Outcome Description**

More appropriate space for each office personnel to accomplish their respective duties will increase productivity and make the overall work environment much better.

## **Outcome Strategy**

Consider the relocating of the bookstore area to a separate room within A Building. A re-structuring of the current office area will be considered as load bearing walls are determined. Consultation with David Graem will take place as this goal is considered.

## **Outcome Method**

The physical movement of the bookstore and re-structuring of the current office facility will be observable when completed.

## **Outcome Criterion**

Better meeting needs of students and a better work environment for staff will be noted in attitudes displayed.

## **Strategic Plan Relationship**

## **Outcome Results**

The business office, housing three full time staff, had not been updated since it was built in 1986. The office furniture had never been replaced since the building was constructed. The carpet may have been replaced once in 25 years. The serviceability of the area was lacking in several areas. It was concluded that the movement of the bookstore to another room was not practical at the time due to construction costs and the lack of personnel.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

All office furniture was replaced with more professional looking desks and chairs. The carpet was replaced and updated to a more modern carpet. Blinds were purchased to cover all the windows looking in to the business office, providing privacy at the end of the day to count monies and complete the paper work for the day's transactions. The copier used by many faculty initially was only accessible to faculty via the business office area. To alleviate this problem, the copier was moved to another room and accessibility was made by creating a door from the hall way, thus preventing faculty from going into the business office to access the copier. This change has provided more security for the business office. In addition, to provide more serviceability to students, a second service window was constructed in the business office area. This second window has greatly improved the ability of the staff to meet the needs of our students especially during registration and test registration dates. The approximate costs of all new furniture purchased and all remodeling completed was approximately \$8000.00. This expenditure has resulted in a greatly improved professional "look" in the business office area and enhanced serviceability to our students.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY06

**Outcome ID#:** 47

## **Outcome Description**

Obtain two additional computers to provide the maximum seating for computerized testing.

Replace older computers with machines that have newer technology and larger monitors for more dependability and ease of testing for examinees.

## **Outcome Strategy**

Each testing station of the Testing Center will be equipped with a computer capable of delivering computer adaptive testing and a monitor that is easily readable.

## **Outcome Method**

Invoices reflecting those equipment purchases will be available for confirmation and review.

## **Outcome Criterion**

Testing Center capacity will increase to its maximum seating potential thereby decreasing waiting time at registration for those needing testing before enrolling for classes. It will also increase the number of students that can be served for distance education testing at any given time.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #9 by directly increasing the number of computers available for student testing. These computers will be utilized not only for placement testing, but also for classroom and distance education testing.

## **Outcome Results**

Two additional computers have been purchased and were installed in the testing center computer lab during early summer, 2006. Additionally, fourteen computers have been purchased and received and are scheduled to be installed in mid-September. However, seating capacity has not necessarily seen an increase because of the season in which the two computers were installed (summer, 2006) and the fact that the fourteen replacement computers will not be installed until mid-September. This schedule of installation was designed so as to minimize the disruption for the computer lab in the testing center.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

As a result of the new and replacement computers, the examinees will have more dependable computers that will reduce the likelihood of "glitches" often related to computer overload. With the realization that software requirements necessitate updated equipment, the testing center will request to budget seven new computers each year in the future so that each computer in the lab will be no more than four years old.

## **Planned Distance Learning Improvement as an Outcome Result**



NA

# Testing Services Administration

**Plan Period:** FY06

**Outcome ID#:** 48

## **Outcome Description**

Each TVCC test center will have a minimum of two (2) personnel with access to online testing information via a single email address that simultaneously delivers information to all campuses.

## **Outcome Strategy**

IT services will create a single email address that will automatically deliver the same message, password information, or test to at least two different individuals on each campus (Athens, Terrell, Kaufman, and Palestine) and to the Learning Resource Center on the Athens campus. This will insure that a student can go to the designated testing site on any campus and be assured that his/her test information will be available.

## **Outcome Method**

Comparison of negative student reports from academic year 04-05 to academic year 05-06 regarding their inability to test at an given test site due to test unavailability.

## **Outcome Criterion**

Student complaints will decrease from 5 in the 04-05 academic year to zero in the 05-06 year.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #4 by providing students flexible, convenient, and prompt opportunities for educational assessment, especially for those enrolled in distance education.

## **Outcome Results**

As a result of the single e-mail address for all TVCC test centers (disttest@tvcc.edu), correspondence can easily be relayed in an efficient and complete manner. Student complaints related to their inability to test at any given test site due to test unavailability were eliminated in the 2005-2006 year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A standardized testing instructions/transmittal form was designed to be issued to instructors, completed by them, and returned to the test sites. Items on this form include dates that students are eligible to test, authorized materials that are allowed by the examinee, and passwords that can be used by the test center proctors to access the online tests. Consistency and accuracy of information were enhanced as a result of this transmittal form.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY06

**Outcome ID#:** 53

## **Outcome Description**

Implement a routine testing schedule on the Palestine and Terrell campuses.

Implement internet-based administration of nursing entrance tests on all campuses.

Implement internet-based testing on the Terrell and Palestine campuses to provide Texas Success Initiative testing opportunities.

## **Outcome Strategy**

Paper/pencil testing for Texas Success Initiative purposes will be provided on a routine schedule in Terrell and Palestine.

Internet delivered HESI tests will be routinely scheduled on all campuses.

Internet delivered COMPASS testing will be available on the Terrell and Palestine campuses during registration periods for assessing students needing placement testing.

## **Outcome Method**

Paper/pencil testing in Palestine will be scheduled for the first Friday of each month (Thursday during summer semesters) and advertised in the Academic Schedule and on the internet at [www.tvcc.edu/testing](http://www.tvcc.edu/testing).

Invoices will be available to document the purchase of internet versions of HESI and COMPASS, and available dates and times will be published on the internet at [www.tvcc.edu/testing](http://www.tvcc.edu/testing).

## **Outcome Criterion**

Number of students driving over 30 miles from outlying areas to obtain testing in Athens will decrease as equivalent testing will be offered at satellite sites.

## **Strategic Plan Relationship**

This outcome relates to the TVCC Goal #4 by providing placement testing services at geographically convenient locations to enhance student accessibility.

## **Outcome Results**

HESI tests are currently being administered on a routine basis in Palestine, Kaufman, and Athens.

Due to site licensing issues and potential breach in software security as a result of limited proctoring availability, the Compass has not been implemented on the Palestine and Terrell campuses.

## **Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Each campus has a "semi-dedicated" day of the month for the respective tests: Palestine & Kaufman administer HESI about once a month and Athens administers HESSI every other Thursday. The Palestine and Terrell campus administer the QTHEA the first Friday of each month while Athens administers the QTHEA the first Monday of each month.

We are extending the hours of the Athens test center during registration times to accommodate the increased number of students needing testing for Texas Success Initiative purposes.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY06

**Outcome ID#:** 55

## **Outcome Description**

Administer an institutionally developed exam to assess introductory computer science knowledge and skills for college credit.

## **Outcome Strategy**

Students may attempt the institutionally developed placement exam for introductory computer science knowledge and skills. Scores will be filed in the Testing Center and successful attempts will result in credit posted to the student permanent record.

## **Outcome Method**

Records of completion will be compared for the academic year 05-06 to the academic year 06-07 to assess the number of students successfully completing the placement exam.

## **Outcome Criterion**

The number of students required to register for introductory computer science coursework will decrease from academic year 05-06 to academic year 06-07 without a decrease in number of hours of introductory computer science earned.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #4 by providing students opportunity to (a)earn college credit in introductory computer science based on prior knowledge and skills and (b) move immediately to more challenging coursework thus improving student learning.

## **Outcome Results**

During the 2005-2006 academic year, one placement exam was administered.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

A description of the credit by institutional exam has been included in the 2006-2007 course catalog. With this information more readily available,

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY07

**Outcome ID#:** 312

## **Outcome Description**

Provide convenient Quick-THEA testing on service area high school campuses, eliminate the need for high school students to miss school for testing, and provide small group advisement regarding college enrollment issues.

## **Outcome Strategy**

Many service area high school students are missing one day of classes to attend Quick-THA testing on the TVCC campus. TVCC will provide two test examiner/counselors to administer the test and test material as well as present information regarding admissions, concurrent/dual credit enrollment financial aid, etc. The service area high schools will guarantee a minimum of 10 prepaid examinees and a suitable environment for uninterrupted testing. To be cost effective, this service would be offered only one time per semester.

## **Outcome Method**

Records of students who participate will be checked against future enrollment.

## **Outcome Criterion**

An initial assessment of success will be the elimination of absences from high school classes for the purpose of testing. Since no program of the nature currently exists, there is no initial data for comparison. The first year will establish a benchmark for enrollment on which future gains can be based.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #2.2 of enrolling at least 5.7% of the service area population by providing specific services to area high school students. These services will not only meet the student's need to test before enrollment in a public institution of higher education, but will provide additional services unique to a smooth transition from public school to TVCC.

## **Outcome Results**

Information regarding this opportunity has been submitted to area high school administrators for their consideration.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Four area high (Scurry, Kaufman, Legacy, Westwood) schools took advantage of this opportunity resulting in testing of 95 students onsite their respective high schools.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY07

**Outcome ID#:** 313

## **Outcome Description**

Provide brief test descriptions and exam tutorials that acquaint potential examinees with each type of test as well as demonstrate the test format through the tutorial.

## **Outcome Strategy**

Activate online links from the TVCC Testing Center website that will open brief test descriptions for each of the following tests: THEA, Quick-THEA, COMPASS, HESI, and GED. Additional links will open brief tutorials that will demonstrate the format and various skill levels for each test.

## **Outcome Method**

Through computer tracking we will document the number of potential examinees that are utilizing the service prior to testing. Testing Center personnel will document, by surveying actual test takers, which examinees made use of the online tutorial service.

## **Outcome Criterion**

Score from student who utilize the service will be compared to those who test without using the tutorial to document the efficacy of the program.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal 1.3 by providing academic support and services to enhance student learning inside and outside the classroom.

## **Outcome Results**

Students have not been taking advantage of this opportunity as of yet. Information has been given to potential examinees regarding links to practice tests. However, data has not been collected on the few students who have taken advantage of these resources.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

n/a

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY07

**Outcome ID#:** 314

## **Outcome Description**

Through the GED testing program, the TVCC Testing Center enables over 200 individuals per year to complete their high school equivalency. The Testing Center will encourage recent GED completer to continue their education at the community college level.

## **Outcome Strategy**

Receiving a GED qualifies an individual to apply for financial aid. However, additional placement testing is required before an individual can enroll in any academic course of study, and this testing can be cost prohibitive to someone who has just had to pay \$65 for their high school equivalency exam. The TVCC Testing Center will waive \$20 of the \$49 placement test fee (COMPASS or THEA Q-T only) to any individual who has earned a GED at TVCC. Each GED completer will have 12 months from the date of passing the GED to utilize this fee waiver.

## **Outcome Method**

Records of all GED completers are maintained in the TVCC Testing Center office. An examinee will request the fee waiver when registering for either the COMPASS or THEA Q-T. Test Center personnel will verify the date of the GED to determine eligibility. Upon completion of placement testing, each examinee's GED record will be marked accordingly. This method will be used to measure the number of GED completers utilizing the waiver annually.

## **Outcome Criterion**

Using May 2005 to May 2006 GED completion records, the TVCC Testing Center staff will compare the enrollment of GED completers after implementation of the fee waiver to the enrollment number before the fee waiver was instituted.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #2.3--TVCC will increase the amount of institutional financial assistance for student. While the savings is a minor amount, it is an immediate cash outlay that is not covered by traditional financial aid and can be a stumbling block for an individual who has only just earned a high school equivalency.

## **Outcome Results**

Five examinees on Q-THEA, Compass, and Accuplacer have taken advantage of the fee reduction incentive.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Three of the five have enrolled in TVCC credit courses. One of the five enrolled in another state college.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Testing Services Administration

**Plan Period:** FY08

**Outcome ID#:** 1048

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Due to budgetary restraints, mailings have not been submitted as initially planned. Instead, candidates have been informed of the retest policy during the initial test and we have streamlined the retest examinees to test with initial examinees. This gives the examinees an opportunity to retest twice a month instead of the once a month previous retesting schedule

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

No significant changes has resulted with the GED retesting candidates

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY08

**Outcome ID#:** 1049

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome Method**

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

## **Outcome Criterion**

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.

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Director of Testing administered Quick THEA to the following area high schools at their respective campuses during the spring of 2008: Scurry-Rosser, Malakoff, Athens High School, Athens Middle School, Trinidad, Kaufman, and Westwood

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Increased testing for high school students, likely accounting for the increasing dual credit enrollment

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY08

**Outcome ID#:** 1050

## **Outcome Description**

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.

## **Outcome 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.

## **Outcome 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.

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

Budgetary restraints prevented purchase of computer software to minimize cheating incidents and monitor student computer usage. TVCC testing center, however, has downloaded respondus software (TVCC has site license) that is a lockdown browser and prevents examinees from "surfing" the web when taking tests.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Examinees are not able to exit the lockdown menu when testing, thus preventing them from accessing outside resources during testing.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY09

**Outcome ID#:** 5840

**Outcome Description**

Provide training of Accuplacer administration to team at the Palestine TVCC campus so that examinees can take Accuplacer during peak registration times.

**Outcome Strategy**

Administer Accuplacer exam at the Palestine TVCC campus during fall and spring registration. Because this computerized exam provides scores immediately, students will be able to register upon completion of the exam, thus potentially increasing enrollment.

**Outcome Method**

Track Accuplacer examinees through testing rosters.

**Outcome Criterion**

Increased enrollment for students at the Palestine TVCC campus who otherwise would not be able to register.

**Strategic Plan Relationship**

This outcome relates to TVCC Goal 2.1 by providing outreach opportunities to students who otherwise would not be able to register for courses at TVCC.

**Outcome Results**

This outcome was NOT met due to budgetary constraints.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

N/A

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY09

**Outcome ID#:** 5842

## **Outcome Description**

Each athletic department will be offered an opportunity for prospective students to take a TSI test at a mutually convenient time with the testing center and the athletic department's recruitment session

## **Outcome Strategy**

TVCC testing center will work with athletic departments to provide Quick THEA testing opportunity for prospective athletes who have not met TSI standards

## **Outcome Method**

Quick THEA Testing rosters will be available for confirmation and review

## **Outcome Criterion**

TVCC athlete's admission and registration process will be streamlined

## **Strategic Plan Relationship**

This outcome relates to TVCC Learning Outcome 1.2 by providing testing opportunities for potential athletes of TVCC, thus streamlining the registration process with TVCC

## **Outcome Results**

Streamlined process was created between Athletic Department to test athletes on an as-needed basis. TJC began disallowing students (outside TJC), thus necessitating increase demand for testing athletes within our own system

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

More TVCC athletes were tested within TVCC system rather than traveling to TJC.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY10

**Outcome ID#:** 6793

**Outcome Description**

Be able to administer GED, THEA, THEA Quick Test, HESI, CLEP and other exams as well as perform the other duties of Testing Director.

**Outcome Strategy**

Work with previous Testing Director to learn important job responsibilities. Attend conferences and webinar training for various tests. Attend TVCC meetings when invited.

**Outcome Method**

Successful job review as well as occasional meetings with supervisors.

**Outcome Criterion**

Successful transition from previous director to new director.

**Strategic Plan Relationship**

Testing Center director learns job responsibilities enabling students and faculty to use the Testing Center to enhance student success.

**Outcome Results**

Completed training with former Director of Testing. Was successful in administering various assessments conducted in the Testing Center. Budget process was completed. Received acceptable and good marks on job review.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

None.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY10

**Outcome ID#:** 6794

**Outcome Description**

Submit GED manual to GED division of TEA.

**Outcome Strategy**

Follow previous manual format. Set aside time to retype and collate the 100 page manual.

**Outcome Method**

Submission of GED manual by December 31, 2009 deadline.

**Outcome Criterion**

Complete and mail GED manual by December 31, 2009.

**Strategic Plan Relationship**

**Outcome Results**

Collected data; typed pages for manual; submitted manual by December 17, 2009 prior to December 31st deadline. Manual was approved by GED department of Texas Education Agency prior to 2010 testing dates.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

None.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Testing Services Administration

**Plan Period:** FY11

**Outcome ID#:** 6791

**Outcome Description**

Increase overall passing rate from 55% to 60% during 2010-11 year.

**Outcome Strategy**

Typically, people that have taken formal GED classes tend to score higher on the GED tests. Allow students who have taken the Adult Education GED classes through TVCC to register one day early when they have received a letter from their instructor stating they are ready to test.

**Outcome Method**

Check GED test score reports from the GED division of TEA for the pass rate.

**Outcome Criterion**

An increase in passing rate.

**Strategic Plan Relationship**

GED examinees who pass usually go on to pursue higher education. Many will then take the THEA or Accuplacer and then apply to TVCC.

**Outcome Results**

Number of students who received their GED increased from 55% to 63.59%. It is still below the national average of 69.4% but the increase was more than our target of 60%.

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Continue the policy of allowing Adult Ed students to register earlier than those that do not take the TVCC classes.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Testing Services Administration

**Plan Period:** FY11

**Outcome ID#:** 6792

## **Outcome Description**

Increase the number of students who test in the Testing Center by 10%.

## **Outcome Strategy**

Publicize hours of operations, tests available (GED, CLEP, HESI, THEA, THEA Quick Test, Accuplacer and ACT) and services provided (online testing) through website, voicemail messages, and bulletin boards.

## **Outcome Method**

Count the names on the Testing Center sign-in sheets from September 1, 2010 through August 31, 2011 and compare to September 1, 2009 through August 31, 2010.

## **Outcome Criterion**

To increase the number by 10%.

## **Strategic Plan Relationship**

Students can take advantage of testing services that may shorten time needed to complete educational goals.

## **Outcome Results**

From September 2008 - August 2009, 4,366 students came through the Testing Center. From September 2009 to August 2010, 5,962 students used the Testing Center. Number of students served increased by 26.7%.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

None.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY06

**Outcome ID#:** 116

## **Outcome Description**

To allow students the opportunity to receive placement credit for COSC 1301 Microcomputer Applications by taking a comprehensive subject examination

## **Outcome Strategy**

Develop a comprehensive computer literacy test to be implemented for students to test-out of COSC 1301 Fundamental of Microcomputer Applications

## **Outcome Method**

The development of a comprehensive computer literacy test for students to receive credit by examination for COSC 1301 Fundamentals of Microcomputer Applications

## **Outcome Criterion**

The accessibility in the TVCC Testing Center of a comprehensive subject examination for COSC 1301 Fundamentals of Microcomputer Applications

## **Strategic Plan Relationship**

This outcome relates to the TVCC Goal # 4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students. The computer literacy placement test will provide greater opportunities for students to receive advanced placement credit on the basis of subject examination

## **Outcome Results**

The COSC 1301 Fundamentals of Microcomputer Applications advanced placement test was completed and approved by the computer science faculty, provided to the TVCC Testing Center, and made available for students in the Spring 2006 semester.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Students have access in the TVCC Testing Center to take COSC 1301 Fundamentals of Microcomputer Applications subject-based placement exam

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY06

**Outcome ID#:** 118

**Outcome Description**

To provide inmate-students in TDCJ the opportunity to achieve a Associate of Applied Science degrees by approving workforce education programs at the THECB

**Outcome Strategy**

Development and approval of Associate of Applied Science degrees at TDCJ for inmate-students

**Outcome Method**

Inmate-students at TDCJ are enrolled in Associate of Applied Science degrees

**Outcome Criterion**

The approval by the THECB of Associate of Applied Science degrees at TDCJ

**Strategic Plan Relationship**

This outcome relates to the TVCC Goal # 6 Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading skills and knowledge within an occupation, and retraining for new job skills or a new career.

**Outcome Results**

Associate of Applied Science Workforce education programs were approved by the THECB and students enrolled in the new programs in the Summer of 2006

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

Associate of Applied Science programs are now available for student enrollment at TDCJ

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY06

**Outcome ID#:** 119

**Outcome Description**

To develop and implement workforce education program informational websites on the Trinity Valley Community College homepage

**Outcome Strategy**

Faculty, Program Directors, and Division chairs will coordinate with the webmaster to develop workforce education websites.

**Outcome Method**

The implementation of workforce education program websites on the TVCC homepage.

**Outcome Criterion**

100% of the workforce education programs will be located on the TVCC homepage.

**Strategic Plan Relationship**

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

**Outcome Results**

A website for all of the workforce education programs except Automotive Technology were added to the TVCC website

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

A greater awareness and knowledge of the workforce education is available on the TVCC website for public and potential students

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY07

**Outcome ID#:** 262

## **Outcome Description**

Students in the computer science, drafting technology, business, and office administration programs will be provided greater access to updated and expanded classrooms labs in the Technology Center.

## **Outcome Strategy**

The Workforce Education programs will purchase new computers and software for the computer science, drafting technology, business, and office administration labs in the new Technology Center.

## **Outcome Method**

Students in the computer science, drafting technology, business, and office administration programs will have access and utilization of the updated and expanded classrooms labs in the Technology Center in the spring semester.

## **Outcome Criterion**

The updated and expanded classrooms labs in the Technology Center will be accessible in the spring semester for students in the computer science, drafting technology, business, and office administration programs.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #1 Learning. Trinity Valley Community College will place student learning as the primary design principle in every College policy, procedure, plan, and action.

## **Outcome Results**

Greater student accessibility and availability to updated and expanded classroom labs were made available by moving into the Baugh Technology Center and purchasing 120 new computers for the labs.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Greater accessibility and availability for students to updated computer labs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY07

**Outcome ID#:** 264

## **Outcome Description**

Increased retention rate for students receiving additional childcare funds from the fall to the spring semester.

## **Outcome Strategy**

The Workforce Education program will provide eligible workforce education students additional childcare funds from \$150 to \$200 a month per child from the Carl Perkins grant. It is the strategy of the increased funding to improve the retention rates of workforce education students receiving Perkins funding for childcare.

## **Outcome Method**

The retention rate for workforce education students receiving childcare funds from the fall to the spring semester.

## **Outcome Criterion**

The retention rate for students will increase for workforce education students receiving additional childcare funds from the fall to the spring semester as compared to the previous year.

## **Strategic Plan Relationship**

This outcome relates to the TVCC Goal #3 Success. Specifically, the outcome will increase retention rates by providing opportunities for childcare students may not otherwise have available.

## **Outcome Results**

Additional childcare funds were provided from the Carl Perkins grant for qualified workforce education students. The retention rate for workforce education students receiving childcare funds from the fall to the spring semester increased.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The funding level for childcare will continue at its present rate contingent on continued Perkins funds.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY07

**Outcome ID#:** 265

## **Outcome Description**

The number of graduates in the child development, ranch management, correctional science, and computer programming programs will increase.

## **Outcome Strategy**

The Workforce Education division will implement the following strategies to improve the number of graduates in the child development, ranch management, correctional science, and computer programming programs: (1). increase the amount of institutional financial assistance for students implemented in the TVCC Strategic Learning Plan, (2). increase retention rates of students implemented in the TVCC Strategic Learning Plan, (3). increase the completion rates of students in the program as implemented in the TVCC Strategic Learning Plan, (4). encourage faculty and recruiters to visit high schools in the TVCC service area to promote the selected program with high school faculty, high school counselors, and potential students, (5). utilize faculty and selected students to serve as mentors to encourage TVCC students to complete the program, and (6). encourage eligible students to pursue and complete certificate degrees in the selected programs.

## **Outcome Method**

Graduating students in the child development, ranch management, correctional science, and computer programming programs will be measure for the 2006-2007 school year.

## **Outcome Criterion**

There will be an increase in graduating students in the child development, ranch management, correctional science, and computer programming programs for the 2006-2007 school year as compared the previous year.

## **Strategic Plan Relationship**

This outcome relates to TVCC Goal #3 Success. Identify and support the success of TVCC students through retention and graduation.

## **Outcome Results**

The number of graduates in the child development, ranch management, correctional science, and computer programming programs increased in the 2006-2007 school year.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue to encourage faculty and recruiters to visit high schools in the TVCC service area to promote the selected program with high school faculty, high school counselors, and potential students, utilize faculty and selected students to serve as mentors to encourage TVCC students to complete the program, and encourage eligible students to pursue and complete certificate degrees in the selected programs.

**Planned Distance Learning Improvement as an Outcome Result**

NA



# Workforce Education Administration

**Plan Period:** FY08

**Outcome ID#:** 5560

## **Outcome Description**

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

## **Outcome 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

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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.

## **Outcome Results**

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

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue providing workshops, seminars, and/or training to local business and industry

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY08

**Outcome ID#:** 5561

## **Outcome Description**

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

## **Outcome 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

## **Outcome Method**

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

## **Outcome Criterion**

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

## **Strategic Plan Relationship**

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

## **Outcome Results**

A minimum of 5 workforce education on-campus classroom courses provided greater student accessibility for additional study and learning resources in the spring semester using WebCT and Blackboard as a resource

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Continue the expansion of Blackboard and WebCT as a resource for students enrolled in on-campus courses

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY08

**Outcome ID#:** 5562

**Outcome Description**

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

**Outcome Strategy**

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

**Outcome Method**

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

**Outcome Criterion**

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

**Strategic Plan Relationship**

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

**Outcome Results**

Smart classrooms were installed in three new classrooms in the Technology Center

**Outcome Distance Learning Results**

NA

**Planned Improvement as an Outcome Result**

The opportunity for faculty to utilize three additional smart classrooms provided a greater variety of instructional deliveries and enhanced the opportunity for student learning

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY09

**Outcome ID#:** 5841

## **Outcome Description**

Through community outreach, the AVP of Workforce Education will provide current information concerning existing programs and services to interested individuals, groups or organizations in the TVCC service area. In addition, information will be sought for possible new programs needed in the service area.

## **Outcome Strategy**

The AVP of Workforce Education will seek opportunities to make presentations for area groups and organizations to explain the various programs and expand awareness of the services that are available at TVCC. Discussions could center around credit programs, non-credit programs, and services such as the Small Business Development Center, dual credit and articulation agreements with area public schools, etc. In addition, the AVP of Workforce Education will participate in the Athens Leadership Institute which will place him in contact with area businesses and leaders in the community. Updated information will also be added to the TVCC website and new program brochures will be created.

## **Outcome Method**

Assessment of this goal will be multifaceted. Presentations will be made to local businesses, civic organizations, public schools and other interested parties. Input will be sought from all of these entities for the possibility of adding credit or non-credit programs to support the needs of the community. The success of these endeavors will culminate in attracting additional students to credit and non-credit workforce education programs or providing services to community members.

## **Outcome Criterion**

Total contact hours for all workforce education programs will increase by three percent in the coming year and one new credit or non-credit program will be implemented.

## **Strategic Plan Relationship**

Community awareness of programs and services available through Workforce Education will increase the number of students taking course or programs which will aid data-based decision making regarding programs. Seeking input from the community on possible new programs will help community development and help meet the needs of employers of "high-need" careers.

## **Outcome Results**

As an attempt to gain more community awareness, I participated in the Athens Leadership Academy. While learning more about the Athens community, I was also able to provide information to others in the program about offerings at TVCC. Contacts are continuing to be made with area public schools with increased dual credit, articulated credit and non-credit courses and programs.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Enrollments in workforce education courses and programs has increased. More efforts will be devoted to attracting non-traditional students into workforce programs. More effort will need to be made in marketing programs to people in our TVCC service area.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY09

**Outcome ID#:** 5843

## **Outcome Description**

The TVCC College Readiness and Tech Prep Coordinator in association with the Assistant VP of Workforce Education and Business Relations will collaborate to provide additional opportunities for service area high school junior and senior students to obtain college credit while still in high school.

## **Outcome Strategy**

Dual credit agreements, articulation agreements, and six-year plans for ATC and local Tech Prep agreements will be formulated with service area high schools. In addition, where practical, non-credit (continuing education) credits will be awarded where credit programs are not available at TVCC. Qualified instructors at the secondary level will provide instruction where possible. Other delivery methods may be utilized including ITV, Internet or face-to-face delivery by TVCC instructors.

## **Outcome Method**

All high schools in the TVCC service area will be contacted to discuss the possibility of offering CTE dual credit courses and ATC/Tech Prep articulation. Individual conferences with service area high school counselors and CTE directors along with cluster meetings between high school and college instructors will help establish CTE dual credit offerings as well as articulation agreements enabling ATC and Tech Prep courses to be available to area high school CTE students.

## **Outcome Criterion**

Ninety percent of the area high schools will either offer some type of CTE dual credit or participate in ATC/Tech Prep articulation.

## **Strategic Plan Relationship**

The implementation of this goal will enable students at the high school level the opportunity to time shorten their training in Career and Technology careers. In addition, many of these courses will help impact the enrollments for high-need programs while increasing the enrollments in TVCC Workforce Education programs.

## **Outcome Results**

The workforce education division successfully carried out many goals this year. A Tech Prep/Dual Credit coordinator was employed and high school campuses in our service area became more aware of ATC, Tech Prep and dual credit offerings by TVCC. Through the East Texas Tech Prep consortium, only one school district currently does not participate in Tech Prep through TVCC. A summit for Tech Prep/Dual credit was held at TVCC and most area schools were represented.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Next year will be a challenging year as the TEKS for public schools will be rewritten. As a result, all Tech Prep six year plans will need to be revised and all ATC instructors will have to be retrained. The college will continue to make our presence known throughout the region. We will be offering ATC training on our campus to help in the

statewide process of the reorganization of TEKS.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY09

**Outcome ID#:** 5847

## **Outcome Description**

TVCC Workforce Education will complete a study to determine the appropriateness and effectiveness of offering a degree and certificate program in biotechnology manufacturing.

## **Outcome Strategy**

Working with the Biotech Manufacturing Center (BMC) located in Athens, TVCC personnel will work with BMC personnel to offer an associates degree program and certificate option. Currently, personnel at the BMC are working with area high school students to provide training and courses are being offered through TSTC.

## **Outcome Method**

A study will be created to determine the need of a biotech manufacturing at the local, state and national level.

## **Outcome Criterion**

The study will show that this is a high demand field with relatively few people entering into the workplace. The type of training that will take place will enable students to work in many other fields other than biomedical manufacturing requiring extrusion, molding, and machining skills. In addition, students will learn about "clean room" operations which have many applications in technology industries.

## **Strategic Plan Relationship**

Successful implementation of this program will enable TVCC to become a local, state and national leader in training biomedical manufacturing technicians.

## **Outcome Results**

The BMC (biotechnology manufacturing) program continues to be studied. External issues such as funding additional faculty members, and determining program needs continue to be examined as well. A non credit program in Medical Assisting is being studied and being readied for implementation next year. Through the use of software such as EMSI, we hope to identify other areas of demand in our service area.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

With limited resources, careful examination of any new high tech, high demand program will need to be made. Input from advisory committees, economic developers in our service area communities and our own investigations, should enable the college to move forward in the coming years in regards to offering more high tech and/or high demand programs.

## **Planned Distance Learning Improvement as an Outcome Result**

NA



# Workforce Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6137

## **Outcome Description**

Through publications, advertising, presentations the AVP of Workforce Education will provide current information concerning existing programs and services to interested individuals, groups or organizations in the TVCC service area. In addition, information will be sought for possible new programs or partnerships needed in the service area.

## **Outcome Strategy**

The AVP of Workforce Education will work with area economic development corporations, chamber of commerce, area schools, business and industry, civic organizations or other interested parties to develop relationships and to explain the various program offerings at TVCC. Discussions could center around credit programs, non-credit programs, and services such as the Small Business Development Center, dual credit and articulation agreements with area public schools, etc. Updated information will also be added to the TVCC website and new program brochures will be created.

## **Outcome Method**

The success of these endeavors will culminate in attracting additional students to credit and non-credit workforce education programs or providing services to community members

## **Outcome Criterion**

New and expanded credit and non-credit program opportunities will open up in all campus locations.

## **Strategic Plan Relationship**

Community awareness of programs and services available through Workforce Education will increase the number of students taking course or programs which will aid data-based decision making regarding programs. Seeking input from the community on possible new programs will help community development and help meet the needs of employers of "high-need" careers.

## **Outcome Results**

Brochures and other articles were published to help potential students determine if our programs would meet their career goals. The AVP spoke twice to the Gun Barrel City Chamber luncheon and worked with the Athens Chamber of Commerce/Economic Development Corporation to let them know about the availability of free training through grant funding for new employers moving to town. Not all program brochures were updated and none of the websites were developed.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Additional development of new brochures, program websites, and other marketing materials will be developed over the coming years. The division will continue to work with area Chamber of Commerce, Economic Development Corporations and individual business and industry to offer assistance in training.

**Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6487

## **Outcome Description**

Through advisory committee recommendations, business and industry requests, and career exploration by TVCC personnel, high skill and/or high need credit or non-credit programs will be investigated for possible incorporation into the TVCC Workforce Education division. Upon local and state approval, TVCC will add at least one credit or non-credit workforce education program this year.

## **Outcome Strategy**

Each workforce education program will conduct advisory committee meetings over the year. In those meeting, discussion will be introduced to determine if additional programs are needed in their respective disciplines. In addition, business and industry representatives are invited to request programs to help meet service area business and industry employment needs. College personnel also investigate program needs through various methods including electronic data mining of projected employment trends.

## **Outcome Method**

Through the implementation strategy process, at least one workforce education program will be identified and recommended for implementation.

## **Outcome Criterion**

At least one new workforce education credit or non-credit program will be added to the TVCC Workforce Education curriculum.

## **Strategic Plan Relationship**

Through the use of data-based decision making, TVCC Workforce Education will utilize the web-based EMSI program, and other available data to help determine program needs. Any program selected for implementation will be either a high need and/or high tech program.

## **Outcome Results**

The Mechanical Engineering Technology program was researched through he EMSI and other data sources. It was determined that there was a local and state need for the program. An advisory committee was convened. The committee helped to develop the curriculum for the new program. The new curriculum was presented to the curriculum committee for approval. The TVCC Board of Trustees also approved the program before sending it on to the Texas Higher Education Coordinating Board for their approval. The program was approved for the fall, 2011 semester for implementation.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Additional new programs will be studied as conditions warrant and demand for graduates is apparent.

## **Planned Distance Learning Improvement as an Outcome Result**

# Workforce Education Administration

**Plan Period:** FY10

**Outcome ID#:** 6496

## **Outcome Description**

Due to the diligence of instructional staff, TVCC Workforce Education majors have traditionally enjoyed a high degree of program completers. The Workforce Education division instructors, along with support staff have encouraged students to complete programs and provided help where necessary to aid in the student's academic goals. With additional support, the division is committed to increase completion rates in all of its workforce programs.

## **Outcome Strategy**

Through the intervention of program instructors, help in computer labs, help provided through the student support services and other administrative efforts, program completers will increase.

## **Outcome Method**

Data provided by TVCC institutional research.

## **Outcome Criterion**

Program completers in AAS as well as certificate programs will increase in excess of three percent for AAS degrees and five percent for certificate programs.

## **Strategic Plan Relationship**

Efforts will be made to retain and engage students and provide academic support through various support services and other college staff to help students meet their collegiate goals.

## **Outcome Results**

Program completers in AAS and certificate programs did meet goals. From the years 2009-10 to 2011-11, AAS program completers increased by 10%. Certificate program completers increased by 25% during this same time period.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

The current economic climate was a large reason for increased program completers. Record enrollments have produced record completion rates. Enrollments are expected to start leveling off and more efforts will be made to increase marketing (including nontraditional students). Faculty and staff will also continue to offer student services such as tutoring to help ensure success.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6424

## **Outcome Description**

Licensure pass rates for all Workforce Education programs averaged 89% for 2007-2008. While most programs are above the 90% pass rate, some are not. Cosmetology, 86%. EMT, 68%. Surg Tech, 70%. RN, 96%. LVN, 96%. PCT, 93%.

## **Outcome Strategy**

Through instruction, testing, review and re-testing, students are provided many opportunities to prepare for state licensure exams. In the review process, tutors and mentors, along with program instructors help provide remediation for students needing additional help.

## **Outcome Method**

Reports from TVCC institutional research along with state provided licensure pass rates will determine compliance.

## **Outcome Criterion**

Students in TVCC Workforce Education programs that require state licensure will complete (on average) those licensure exams at or above a 90% pass rate.

## **Strategic Plan Relationship**

Through methods such as mentoring, tutoring, review and testing, graduation rates and licensure pass rates will increase for those programs that require state licensure for employment.

## **Outcome Results**

The following licensure programs were successful in meeting the 90% goal: Cosmetology 100%, CAN/PCT 92.65%, RN 91.97%, LVN 96.55%. The following programs did not meet the goal: EMT 56.6% and Surgical Technology 66.67%. The overall averages for all programs fell from 89% in 2007-2008 to 84% in 2011.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

For those programs not meeting the 90% goal, additional program and test preparation will be developed. Tutoring sessions will be made available and other steps will be taken to improve licensure rates.

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6501

## **Outcome Description**

The TVCC Workforce Education division will add at least one credit or non-credit program to the TVCC service area during the coming year.

## **Outcome Strategy**

Through recommendations by college advisory committees, data driven research or industry initiated requests, TVCC will explore and initiate (when appropriate) new programs.

## **Outcome Method**

Through the approval process at the local and state level, program approval and implementation will take place for at least one new non-credit or credit program this year.

## **Outcome Criterion**

At least one credit or non-credit program will be approved and implemented by the TVCC Workforce Education division.

## **Strategic Plan Relationship**

Data driven high skill-high demand credit and non-credit programs will assist communities in our service area to add needed jobs by providing a trained workforce. Efforts will be made to attract special populations students to participate in these programs. Where appropriate, student support services will be offered to assist students in achieving any licensure or industry certification.

## **Outcome Results**

Two new programs were developed this year. The workforce education division determined that the non-credit medical assisting program needed to change to a credit program to facilitate financial aid funding for students. The TDCJ academic program is to be discontinued at the prison systems and a new business program was developed. The reasons for the changes were due to a lack of state support for inmates in a non-funded grant and the decision of TDCJ to support technical/vocational programs only.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

Because of significant reductions in state funding, no new programs in Workforce Education are projected for the foreseeable future. The division will continue to work with area business and industry to help secure grant funding for custom training needs

## **Planned Distance Learning Improvement as an Outcome Result**

NA

# Workforce Education Administration

**Plan Period:** FY11

**Outcome ID#:** 6504

## **Outcome Description**

With the addition of the Palestine Prep Center located at the Palestine Mall, TVCC will be given the opportunity to offer more workforce programs. The Terrell Center, along with the Terrell ISD in seeking grant funds to expand workforce education (CTE) programs at the high school for adult and dual credit.

## **Outcome Strategy**

Through grant funding, partnerships with other entities, and TVCC involvement, new programs may be created and offered. Expansion of existing workforce program offerings in Palestine as well as Terrell will provide additional training opportunities for area residents.

## **Outcome Method**

New or expanded workforce education program offerings in Palestine and Terrell.

## **Outcome Criterion**

Additional workforce programs will provide needed career training opportunities for area residents.

## **Strategic Plan Relationship**

Expansion of workforce education course and program offerings will lead to a ready workforce.

## **Outcome Results**

While new programs have not been created during this current economic climate of declining funding, some existing programs have been able to expand. The Mechanical Engineering Technology program is planning on expanding its offerings at Brownsboro High School. A substantive change will be developed for SACS to begin offering more than 50% of the program at that site. Medical/Nursing Assistant has been expanded to a credit program from its non-credit beginnings. The TDCJ has started a new business program and the cosmetology/nail tech program is moving from a clock hour program to a credit program.

## **Outcome Distance Learning Results**

NA

## **Planned Improvement as an Outcome Result**

New programs are being investigated pending funding sources. Community Services will be investigating a Logistics program which will be primarily based in Terrell. Palestine is investigating a welding program and the expansion of other workforce programs into the Palestine mall. Other programs will be considered as needs emerge.

## **Planned Distance Learning Improvement as an Outcome Result**

NA