

Strategic Planning Results

Sorted By: Institutional Goal

Planning Year: 2013-2014

Institutional Goal: 6 - Maintenance of Operations

Unit Code: 20100	Planning Unit: College Annual Plan	Unit Manager: Sewell, Steve
Obj ID: 1109	Objective: Annual Priority 1	Objective Purpose: Developmental
		Objective Status: Ongoing

Objective Description

Strength: Support of Professional Development [supports strategic goals #5 and #6]

Institutional Goals
Strategic
5 Innovation
6 Maintenance of Operations

Assessment Measures

Date	Description
09/24/2014	Budget lines for professional development.

Intended Results

Date	Description
09/24/2014	College administration will provide adequate financial and other support of Professional Development.

Actual Results

Date	Description
09/24/2014	Professional development funding for faculty professional development was raised from \$70,000 to \$100,000. Professional development for student services and financial services staff remained constant.

Use of Results

Date	Description
09/24/2014	2014-2015 faculty professional development funding kept at \$100,000

Unit Code: 21000
Planning Unit: Internal Auditor

Unit Manager
Scheidler, Frank

Obj ID	Objective	Objective Purpose	Objective Status
946	Advisory Services	Operational	Ongoing

Objective Description

For advisory (consulting) services I perform various types of engagements that are unplanned and are intended to add value. Management Requests address risks regarding operations, compliance, and other issues that may result in improvement to internal controls. Investigations examine suspicions of financial impropriety or fraud. Fraud, Waste, and Abuse Hotline tips are addressed and are received confidentially online, by phone, or in person. External Assistance is time provided to external auditors, consultants, and others to expedite their services and to reduce costs to COM. Other Requests review general inquiries from employees as clarifying college policies, etc. Services are performed without the internal auditor assuming management responsibilities. See CDC (LOCAL) and CDC (REGULATION).

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Assessment Measures

Date	Description
08/31/2014	Track actual direct audit hours used for each component of the Annual Audit Plan to provide baseline data for analyzing audit activity and time management and for accountability relative to accomplishing the intended results of the objective.

Intended Results

Date	Description
08/31/2014	The Internal Auditing Department's Annual Audit Plan for fiscal year 2014, which was approved by the Board of Trustees on August 26, 2013, will be implemented.

Actual Results

Date	Description
09/04/2014	There were a total of 1,013 actual direct audit hours or 81% of the 1,250 budgeted direct audit hours. Of the 1,013 hours there were 267 actual hours or 27% for advisory services. The 267 hours were an increase of 126 hours over the 142 actual hours in FY 2013. I addressed 20 inquiries, was deposed by legal counsel, heard a Level One grievance as a designee, and presented three audit reports to the Board, including one audit recommendation. Reports presented to the Board are archived in Internal Auditing's secure folder on the COM website.

Use of Results

Date	Description
09/04/2014	There were 20 inquiries for advisory services. Four of the 20 were considered confidential COM Hotline tips. Any action required regarding the inquiries was completed during the fiscal year. Advisory services address unplanned inquiries and are intended to add value. The 20 inquiries that were addressed can be categorized in the following 15 areas: Cash Handling (2); COM Fraud Policies (1); Deposition (1); Donations (1); Employee ID Badge (1); Employee Release Time (1); Financial Aid (1); Work Order System (1); Grievance (1); Payroll (4); Potential Conflict Of Interest (1); Procurement Card (1); Theft (2); Workers Compensation (1); and Personnel Issue (1).

Obj ID	Objective	Objective Purpose	Objective Status
947	Assurance Services	Operational	Ongoing

Objective Description

For assurance (audit) services I perform Operational Reviews that concern high risks that adversely impact a department's ability to meet objectives, Compliance Reviews that determine adherence to laws, regulations, standards, guidelines, and college policies, and Follow-Up Reports that assess the implementation of prior audit recommendations. These services assist COM in evaluating risks and the adequacy of controls in areas of reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguarding of assets, and compliance with laws, regulations, policies, and contracts. See CDC (LOCAL) and CDC (REGULATION).

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Assessment Measures

Date	Description
08/31/2014	Track actual direct audit hours used for each component of the Annual Audit Plan to provide baseline data for analyzing audit activity and time management and for accountability relative to accomplishing the intended results of the objective.

Intended Results

Date	Description
08/31/2014	The Internal Auditing Department's Annual Audit Plan for fiscal year 2014, which was approved by the Board of Trustees on August 26, 2013, will be implemented.

Actual Results

Date	Description
09/04/2014	There were a total of 1,013 actual direct audit hours or 81% of the 1,250 budgeted direct audit hours. Of the 1,013 hours there were 746 actual hours or 73% for assurance services. The 746 hours were an increase of 248 hours over the 498 actual hours in FY 2013. There were 13 audit reports presented to the Board, which included five of the 11 scheduled audits in the FY 2014 Annual Audit Plan, four Follow-Up Procedures and Reporting reports, three unplanned reports, and one from a FY 2013 carry-forward audit. Reports presented to the Board are archived on Internal Auditing's secure folder on the COM website. The balance of the 11 scheduled audits includes one dropped from the schedule and five carry-forward audits to FY 2015, which was due in part to an unexpected 421 hours or 56% of the 746 hours spent on two completed audits in Financial Services.

Use of Results

Date	Description
09/04/2014	There were 13 audit recommendations from four completed audits: Accounts Receivable, President's Travel, Procurement Card Program, and Facility Services – Fuel Supply. As of August 15, 2014 there have been 69 action items resulting from audit recommendations starting in 2009. Of the 69 there have been 56 effectively implemented by management, seven open action items, three partially implemented, two no longer applicable and one not implemented. The Enterprise Risk Management (ERM) process was implemented in four departments, which was facilitated by the Internal Auditing Department. ERM is a self-assessment tool that identifies risks affecting a department accomplishing its operations, reporting, and compliance objectives.

Unit Code: 22000
Planning Unit: Human Resources

Unit Manager
Bush, Lonica

Obj ID	Objective	Objective Purpose	Objective Status
933	100% Positions Filled	Operational	Ongoing

Objective Description

Open full-time positions will be filled according to acceptable standards outlined by College policy and procedures and the Society of Human Resources Management best practices guidelines.

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Assessment Measures

Date	Description
08/14/2012	Random audit of 10% of filled positions.

Intended Results

Date	Description
08/14/2012	100% of positions filled in accordance with COM policies and SHRM.

Actual Results

Date	Description
09/05/2014	100% of positions were filled in accordance with COM policies and SHRM.

Use of Results

Date	Description
09/05/2014	Criterion met.

Obj ID	Objective	Objective Purpose	Objective Status
935	Develop Annual Supervisory Training	Developmental	In Progress

Objective Description

Develop comprehensive annual supervisory training for all COM managers.

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Assessment Measures

Date	Description
08/24/2012	4 trainings offered to supervisors annually.

Intended Results

Date	Description
08/24/2012	Establish four annual supervisory training sessions.

Obj ID	Objective	Objective Purpose	Objective Status
936	Efficient and effective resolution of complaints.	Operational	In Progress

Objective Description

Employee resolution of complaint matters resolved and handled in a timely manner.

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Assessment Measures

Date	Description
08/24/2012	100% of employee resolution of complaints heard and addressed within one month.

Intended Results

Date	Description
08/24/2012	All employee resolution of complaints heard and addressed within one month of file date.

Obj ID	Objective	Objective Purpose	Objective Status
937	Establish COM Employee of the Month Program	Operational	Complete

Objective Description

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Assessment Measures

Date	Description
08/24/2012	The employees recognized each month for outstanding contributions to the College.

Intended Results

Date	Description
08/24/2012	Employees recognized and celebrated for outstanding contributions to the College.

Obj ID	Objective	Objective Purpose	Objective Status
938	Establish Employee Benefits Expo In Collaboration with Community Partners	Operational	Complete

Objective Description

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Assessment Measures

Date	Description
08/24/2012	One employee benefits expo offered annually.

Intended Results

Date	Description
08/24/2012	Offer employee benefits resource forum to employees.

Obj ID	Objective	Objective Purpose	Objective Status
939	Implement new hire orientation for new employee	Operational	Complete

Objective Description

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Assessment Measures

Date	Description
08/24/2012	100% of new benefits eligible employees participate in new hire orientation within one month of hire.

Intended Results

Date	Description
08/24/2012	Conduct new hire orientation at least every two months.

Unit Code: 27000
Planning Unit: Campus Police

Unit Manager
Chapa, Sylvia

Obj ID	Objective	Objective Purpose	Objective Status
909	Compliance Reporting	Operational	Ongoing

Objective Description

Complete reporting as required by Federal and/or State regulations.

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Assessment Measures

Date	Description
08/09/2012	Percentage of compliance reporting completed.

Intended Results

Date	Description
08/09/2012	100% of compliance reporting will be completed as required.

Actual Results

Date	Description
09/17/2014	100% of reporting requirements were completed.

Use of Results

Date	Description
09/17/2014	Criterion met, continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
910	Emergency Notification System/Phone system	Developmental	In Progress

Objective Description

An emergency notification system for the College that incorporates the College phone system will be implimented.

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Assessment Measures

Date	Description
08/09/2012	System test demonstrating emergency notification of all employees and students.

Intended Results

Date	Description
08/09/2012	An emergency notification sytem will be implimented such that the department has the capability to notify all employees and students immediately in emergency situtations.

Actual Results

Date	Description
09/17/2014	100% of the emergency notification system (Blackboard Connect) has been implemented and completed.

Use of Results

Date	Description
09/17/2014	Criterion met, continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
911	Mandated training	Operational	No Status

Objective Description

Officers and staff will complete all mandatory training.

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Assessment Measures

Date	Description
08/09/2012	Percentage of officers and staff with documentation of completed training on file.

Intended Results

Date	Description
08/09/2012	100% of officers and staff will have completed all mandated training.

Actual Results

Date	Description
09/17/2014	100% of officers and staff have completed all mandated training.

Use of Results

Date	Description
09/17/2014	Criterion met, continue to monitor.

Unit Code: 28000
Planning Unit: Emergency Management

Unit Manager
 McIntosh, Trish

Obj ID	Objective	Objective Purpose	Objective Status
1214	Review and update Emergency Operations Plan and Severe Weather Annex	Operational	In Progress

Objective Description

Both the Emergency Operations Plan and Severe Weather Annex require annual review to ensure they are current, and consistent with college policy, emergency management requirements, partnering jurisdictions and organizations, and best practices. Minor changes may be made and noted on record of changes by Emergency Management Coordinator. Major revisions should be provided to President for approval. The most current version of the Emergency Operations Plan and the Severe Weather Annex shall be posted to the I: Drive (Info Central) in the Emergency Operations Folder folder within the President Folder

I:\President\Emergency Operations Plan

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Assessment Measures

Date	Description
06/24/2014	Check revision log in plans for latest update/review..

Intended Results

Date	Description
06/20/2014	Both the Emergency Operations Plan and the Severe Weather Annex posted in InfoCentral will show they have been reviewed and updated during the current planning year.

Actual Results

Date	Description
09/05/2014	Base Plan updated. Changes suggested by cabinet and incorporated after end of objective year.

Use of Results

Date	Description
09/05/2014	Begin review of plan earlier in year. Include all annexes in future reviews. Texas School Safety Center has changed (diminished) the level of support and guidance for junior college emergency management. If pressure from them to use the state emergency operations plan has dissipated, we will do a radical change of plan format and content to create a more usable intuitive and usable document. Consider for 2015-2016 objective.

Obj ID	Objective	Objective Purpose	Objective Status
1215	Emergency Management Training	Operational	No Status

Objective Description

Deliver training to internal and external stakeholders to enhance the culture of preparedness and capacity to respond to emergencies.

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Assessment Measures

Date	Description
06/23/2014	Evaluate descriptions and sign in lists of delivered training to determine dates, target audiences, and attendees.

Intended Results

Date	Description
06/23/2014	To that end, each year the Emergency Management Unit will deliver at least 4 trainings to include at a minimum: 1 training with staff/faculty target audience. 1 training with a student target audience. 1 training with external partner/s included.

Actual Results

Date	Description
09/22/2014	ICS 300, 9/17-18/2013 34 completers. Continuing Ed class. Community and Staff included. ICS 400, 9/19-20/2013 29 completers. Continuing Ed class. Community and Staff included. ICS 300. 01/14-15/2014 32 completers. Continuing Ed class. Community and Staff represented. ICS 400. 01/16-17/2014 30 completers. Continuing Ed class. Community and Staff represented. ICS 300 05/29-29/2014 16 completers. Private Sector contract class for GCSI. BP Chemical. Active Shooter - 08/20/2013 Staff focused - part of Convocation week. Active Shooter - 03/06/2014 Student focused - Sponsored by PTK Honor Society Hurricane Preparedness - 4/15/2014 Student Life sponsored. b ~ 12 students. No sign-in available from SL.

Use of Results

Date	Description
09/22/2014	Multiple trainings delivered. Strive to expand Staff/faculty/admin offerings through intro to ICS, out reach to constituent meetings, and additional convocation offerings. Continue working with student organizations to expand offerings to include other hazards and response actions (eg: Tornado, shelter in place, fire extinguishers, etc.) Also note: GCSI has backfilled Emergency Management outreach coordination. This individual will have point on developing and scheduling community outreach efforts. EMC will continue to support.

Obj ID	Objective	Objective Purpose	Objective Status
1216	Fire Drills	Operational	No Status

Objective Description

Perform fire drills of campus buildings. This is consistent with COM Policy CGC (Legal and Local), and in collaboration with all COM Units.

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Assessment Measures

Date	Description
06/23/2014	A summary of the fire drill program is generated once the drill season has concluded. This document indicates successes and needs for improvement in the future.

Intended Results

Date	Description
06/23/2014	A fire drill will be conducted in every occupied COM facility at least one time per planning year.

Actual Results

Date	Description
09/22/2014	Fire drills completed for all campuses and all buildings during September of 2013. See summary and improvement plan for details.

Use of Results

Date	Description
09/22/2014	See improvement plan for trackable actions.

Obj ID	Objective	Objective Purpose	Objective Status
1217	Exercises	Operational	No Status

Objective Description

Prepare, conduct and summarize emergency management exercises to allow consideration of and practice with preparedness, response, recovery and mitigation ideas, protocols, and plans.

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Assessment Measures

Date	Description
06/23/2014	Exercise documentation will include sign-in sheets to show participants and After Action Report. After Action Report and Improvement Plans will show: - Exercise type, - Exercise content, - Attendees, - Outcomes.

Intended Results

Date	Description
06/23/2014	Prepare and deliver at least one per year - Can include seminar, tabletop, functional, or full scale exercises.

Actual Results

Date	Description
09/22/2014	Tabletop Exercise 12/03/2014 - Hurricane Patricia - 7 participants (Cabinet) Tabletop Exercise 01/23/2014 - Hurricane Patricia2 - 15 participants (Director and manager level)

Use of Results

Date	Description
09/22/2014	Expand exercises beyond tabletops and beyond hurricane scenarios. Need to incorporate functional and drills. Seek opportunity to collaborate with or host local partners in Full Scale exercise.

Unit Code: 29100
Planning Unit: Institutional Research

Unit Manager
Walker, Teri

Obj ID	Objective	Objective Purpose	Objective Status
940	Ad hoc requests	Operational	Ongoing

Objective Description

Ad hoc requests for data will be processed in a timely manner.

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Assessment Measures

Date	Description
08/28/2012	Percentage of requests processed by the requested deadline compared to the actual completion dates. This information is maintained in the Ad Hoc Requests Database.

Intended Results

Date	Description
08/28/2012	95% of ad hoc requests for data will be processed by the requested deadline.

Actual Results

Date	Description
08/29/2014	94% of ad hoc requests were processed by the requested deadline.

Use of Results

Date	Description
08/29/2014	The intended result was nearly achieved. Ad hocs will be reviewed more closely. Institutional Research will also be moving to a different tracking system that will allow for assigning and tracking of requests more closely.

Obj ID	Objective	Objective Purpose	Objective Status
942	Compliance Reporting	Operational	Ongoing

Objective Description

All required reporting will be completed in compliance with state and federal reporting requirements.

Institutional Goals
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Assessment Measures

Date	Description
10/09/2012	Percentage of compliance reports submitted by the published deadline with no errors.

Intended Results

Date	Description
10/09/2012	100% of required reports will be completed in compliance with state and federal reporting requirements.

Actual Results

Date	Description
08/29/2014	All IPEDS surveys were submitted by the federal deadline. All THECB and TACC reports/surveys were submitted by the state deadline.

Use of Results

Date	Description
08/29/2014	All federal and state reports were submitted by their respective due dates. In 2014-2015 completion of reports/surveys will be tracked in the new tracking system Track It. This will allow for tracking time to completion and provide reports indicating completion by due date.

Obj ID	Objective	Objective Purpose	Objective Status
943	Course Evaluations	Operational	In Progress

Objective Description

Institutional Research will support the course evaluation system.

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Assessment Measures

Date	Description
08/29/2014	Course evaluation system announcements will inform faculty/staff that the system is open for classes ending within a specified date range.

Intended Results

Date	Description
08/29/2014	All course evaluation system sessions will open and close per schedule established at the beginning of each semester.

Actual Results

Date	Description
08/29/2014	All course evaluation sessions opened and closed as scheduled. Faculty/staff were informed with emails at the beginning of each course evaluation session.

Use of Results

Date	Description
08/29/2014	Some students have contacted IR after the system has closed for their classes. Consider email blasts to students as another means of informing them that the course evaluation system is open.

Obj ID	Objective	Objective Purpose	Objective Status
944	End-user systems	Developmental	In Progress

Objective Description

Establish a centralized system for maintaining all end user reporting systems that are developed and maintained by IR.

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Assessment Measures

Date	Description
10/09/2012	Documentation on how to access and maintain end user reporting systems.

Intended Results

Date	Description
10/09/2012	All end-user reporting systems developed and maintained by IRE will be centrally located on a network drive.

Actual Results

Date	Description
08/29/2014	This objective was not accomplished during the 2013-2014 year. Institutional Research now only provides support on two Access databases used by other departments. Documentation was provided to those departments.

Use of Results

Date	Description
08/29/2014	This objective is no longer needed as so few departments maintain their own databases.

Unit Code: 30000
Planning Unit: Instruction

Unit Manager
Templer, James

Obj ID	Objective	Objective Purpose	Objective Status
951	Revise Core Curriculum Per THECB Requirements	Operational	In Progress

Objective Description

Monitor changes to core curriculum requirements to ensure compliance with THECB policy

Institutional Goals
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Assessment Measures

Date	Description
09/13/2013	Yearly audit of all records related to curriculum changes

Intended Results

Date	Description
09/13/2013	Core Curriculum will be 100% in compliance with THECB policy changes

Actual Results

Date	Description
09/04/2014	Our revised core curriculum was approved by the THECB in spring 2014, and it is now being implemented for the first time this fall. Our assessment plan was approved, and it will be implemented also for the first time in fall 2014.

Use of Results

Date	Description
09/04/2014	Implement and assess revised core curriculum in accordance with our assessment plan.

Obj ID	Objective	Objective Purpose	Objective Status
954	Faculty meet credentialing requirements	Operational	Complete

Objective Description

Hire faculty members who meet credentialing requirements

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Assessment Measures

Date	Description
09/13/2012	Audit of faculty credentials by using faculty teaching credentials forms on file in HR

Intended Results

Date	Description
09/13/2012	100% of faculty hired (ft and pt) will meet COM credentialing standards

Actual Results

Date	Description
09/04/2014	100% of faculty meet credentialing standards based on limited audit. No SOQ's have been written since Dr. Millsap assumed VPI position in spring 2014.

Use of Results

Date	Description
09/04/2014	The VPI will continue to work with the SACS Steering Committee to develop credentialing guidelines, including information on qualifying fields. HR is participating in this process and is working to ensure that official transcripts are available for the formal credentialing review.

Obj ID	Objective	Objective Purpose	Objective Status
956	Monitor SACS compliance through planning and evaluation process	Developmental	In Progress

Objective Description

Monitor COM's planning and evaluation process for compliance with accreditation requirements

Institutional Goals
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1 Enrollment and Student Success
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Assessment Measures

Date	Description
09/13/2012	% of accreditation standards met

Intended Results

Date	Description
09/13/2012	100% compliance with SACS accreditation standards

Actual Results

Date	Description
09/04/2014	A SACS Steering Committee has been formed and has begun meeting to formulate processes for ensuring compliance with accreditation standards. This committee is focused currently on areas that are most commonly problematic (such as faculty credentialing, institutional effectiveness, and student complaints), and guidelines and processes are actively being revised to improve regularity of enforcement. At present, there is no evidence that we are out of compliance with any accreditation standard.

Use of Results

Date	Description
09/04/2014	We will complete the development of specific faculty credentialing guidelines. We will complete the revisions of our student complaint process. We will regularly implement our IE processes.

Unit Code: 30100
Planning Unit: Library

Unit Manager
 Park, Kathryn

Obj ID	Objective	Objective Purpose	Objective Status
1102	ADEQUATE COLLECTIONS & SERVICES	Operational	Ongoing

Objective Description

Provide and support student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered through ownership or formal arrangements or agreements. Collections, resources, and services will be sufficient to support all College of the Mainland educational, research, and public service programs. (SACS 2.9)

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Assessment Measures

Date	Description
09/28/2012	Student surveys.

Intended Results

Date	Description
09/28/2012	90% of students will find COM Library resources and services satisfactory.

Actual Results

Date	Description
09/12/2014	Survey responses collected in Fall 2012 indicate that 100% of students surveyed find library services and resources adequate.

Use of Results

Date	Description
09/12/2014	COM Library will continue to survey students to help determine if library resources and services are adequate for their needs. In addition, faculty will be invited to give feedback on library resources and services as well as getting feedback from the Library Committee.

Obj ID	Objective	Objective Purpose	Objective Status
1103	Appropriate Facilities & Learning Resources	Operational	Ongoing

Objective Description

Provide facilities and learning/information resources that are appropriate to support the College of the Mainland teaching, research, and service mission. (SACS 3.8.1)

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Assessment Measures

Date	Description
09/28/2012	Budget analysis.
09/28/2012	Student survey.

Intended Results

Date	Description
09/28/2012	Acquisition of resources by subject will be in line with circulation of resources by subjects.
09/28/2012	90% of students will indicate that they found the information needed for their research using COM Library resources.

Actual Results

Date	Description
09/12/2014	Survey responses collected in Fall 2012 indicate that 92% of students surveyed found the information needed for their research using COM Library resources.
09/12/2014	Most library book expenditures align with circulation within 1-2%.

Use of Results

Date	Description
09/12/2014	The library will continue to survey students on library services and resources.
09/12/2014	The library will continue to analyze the circulation of materials in relation to purchasing.
09/12/2014	The library will align resources and services with the new core curriculum.

Obj ID	Objective	Objective Purpose	Objective Status
1104	Archives	Operational	In Progress

Objective Description

Items related to the history of the College will be collected and preserved.

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Assessment Measures

Date	Description
09/29/2012	Number of items collected and preserved.
09/29/2012	Number of items cataloged, converted to digital format, available via Web.

Intended Results

Date	Description
09/29/2012	Items related to the history of the College will be collected and preserved.
09/29/2012	Items related to the history of the College will be accessible.

Actual Results

Date	Description
09/12/2014	Collected and preserved: 43 digital photos were contributed by Com faculty and staff; 45,214 were preserved.
09/23/2014	Cataloged, digitized and available via Web: 199 items digitized; 29,087 films, photos, slides and text documents digitized with 62,798 waiting for funding; 562 new items made available via the web: 690

Use of Results

Date	Description
09/12/2014	COM History items will continue to be collected, cataloging, preserved, digitized, with some made accessible via Web as time, funds and staffing permits. Gathering data on items was problematic so a new central spreadsheet has been created for recording stats. Other challenges are the overwhelming amount of work with very little staffing and obtaining items from other departments on campus.

Obj ID	Objective	Objective Purpose	Objective Status
1105	LIBRARY INSTRUCTION & REFERENCE	Operational	Ongoing

Objective Description

Users will have access to regular and timely instruction in the use of the library and other learning/information resources. (SACS 3.8.2)

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Assessment Measures

Date	Description
09/28/2012	-LibAnalytics Database. -Virtual Librarian Spreadsheet -LibGuides and Google Analytics reports. -LibAnswers and Google Analytics reports.

Intended Results

Date	Description
09/28/2012	-100% of library instruction requested by faculty will result in a library instruction session. -100% of faculty requests for a Virtual Librarian will be filled. -LibGuides statistics will show use. -LibAnswers statistics will show use.

Actual Results

Date	Description
09/12/2014	100% of library instruction requested by faculty resulted in a library instruction session. From 9/1/2013 to 8/31/14 classes numbered 224.
09/12/2014	All faculty requests for a Virtual Librarian were filled. 45classes were requested.
09/12/2014	COM Library currently has 165 published LibGuides which have guides 490,277 views from 9/1/2013 to 8/31/14.
09/12/2014	From 9/1/2013 to 8/31/14, 7,841 questions were answered; The LibAnswers Knowledge base, where student help themselves with previously answered questions received 520,780 views during the academic year. COM Library remains the #1 library in the world with most questions asked/answered.

Use of Results

Date	Description
09/23/2014	The library will continue to support the mission of the College with library instruction, guides and research assistance as needed. In addition, COM Library is working on creating a guide for each course in the new core curriculum.

Obj ID	Objective	Objective Purpose	Objective Status
1106	Remote Access	Operational	Ongoing

Objective Description

Ensure that all students, regardless of where they are located, have access to library/learning resources and expert assistance to support the courses they are taking. (SACS DE Best Practices)

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Assessment Measures

Date	Description
09/28/2012	-Number of Online database and eBooks and usage statistics. -Number of LibGuides, usage statistics, and Google Analytics data. -Number of LibAnswers, usage statistics, and Google Analytics data. -Virtual Librarian roster.

Intended Results

Date	Description
09/28/2012	-Online databases and eBooks will be available to students. -LibGuides will be available to students. -LibAnswers will be available to students. -100% of faculty requests for a Virtual Librarian will be filled.

Actual Results

Date	Description
09/12/2014	Number of Online resources During 9/1/2013 to 8/31/14 COM Library provided access to 82 licensed databases; 71 from TexShare and 11 are from COM. Through these databases COM students, faculty and staff have access to these full text/media sources: 3,518 news sources; 21,321 journals; 149,520 eBooks; 30,426 videos; 86,879 audio; 390,315 transcripts; 5,954,124 essays and other resources; 5,311,588 images; and 574,268 primary documents.
09/12/2014	Number of LibGuides, usage statistics, and Google Analytics data. COM Library currently has 165 LibGuides which had 490,277 views from 9/1/2013 to 8/31/14.
09/12/2014	Number of LibAnswers, usage statistics, and Google Analytics data. From 9/1/2013 to 8/31/14 library staff answered 7,848 questions; The LibAnswers Knowledge base, where student help themselves with previously answered questions received 520,780 views.
09/12/2014	Virtual Librarian Roster COM Library received 45 requests for the Virtual Librarian 9/1/2013 to 8/31/14 and all were filled.

Use of Results

Date	Description
09/23/2014	The library will continue to support the mission of the College with library instruction, guides and research assistance as needed online.

Obj ID	Objective	Objective Purpose	Objective Status
1107	Sufficient Staff	Operational	Ongoing

Objective Description

Provide a sufficient number of qualified staff—with appropriate education or experiences in library and/or other learning/information. (SACS 3.8.3)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/28/2012	-Analysis of peer institution data. -Analysis of current staff credentials.

Intended Results

Date	Description
09/28/2012	-Number of library staff will meet the mean number of staff of local peer community college libraries. -100% of library staff will meet SACS education/experience criteria.

Actual Results

Date	Description
09/12/2014	Using the latest data (2012-2013) from the National Center for Education Statistics (NCES) with FTE similar to ours, +/- 20% (1,198-3,981 FTE), COM Library falls well below state and national averages for library staff per FTE at 3.92 library staff per FTE, while the state average is 7.46 and national average at 8.36. It should be noted that even with fewer staff COM Library provides significantly more research help (54%), library instruction (69%), guides, (98%) and circulates more books (53%) per FTE to our students than our local community colleges.

Use of Results

Date	Description
09/12/2014	Library staff will continue to be monitored for adequacy as compared to peers, while including as part of the consideration the services provided by the library to our students.

Unit Code: 30200
Planning Unit: Instructional Technology (Inactive 2015-2016)

Unit Manager
 Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1099	Maintain department procedure manual.	Operational	Ongoing

Objective Description

In support of College Strategic Goal #6, we will maintain quality administrative service by maintaining the web-based department procedure manual throughout the year.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
05/16/2014	The department procedure manual will be relocated to a more secure location by 9/30/2013. The procedure manual will be updated a minimum of two times during the 2013/2014 school year, once during the FA2013 semester and again during the SP2014 semester.

Intended Results

Date	Description
05/16/2014	The department procedure manual will include the most current information possible on department procedures.

Actual Results

Date	Description
08/11/2014	The distance education/instructional technology department procedure wiki can be viewed by anyone but can only be modified by members of the departments. This wiki is used to document department processes to help new and current department members remain in compliance with department procedures. The procedure wiki was updated many times throughout the school year. The wiki can be viewed at: http://itcwiki.com.edu

Use of Results

Date	Description
08/11/2014	The distance education/instructional technology department procedure wiki can be viewed by anyone but can only be modified by members of the departments. This wiki is used to document department processes to help new and current department members in compliance with department procedures. The wiki can be viewed at: http://itcwiki.com.edu

Obj ID	Objective	Objective Purpose	Objective Status
1100	Provide scheduled training opportunities on multimedia technology, related topics and applications	Operational	Ongoing

Objective Description

In support of College Strategic Goal 5, we will continue to provide professional develop and training opportunities on the use of multimedia used in instruction.

Institutional Goals
Strategic
5 Innovation
6 Maintenance of Operations

Assessment Measures

Date	Description
05/16/2014	A minimum of 6 training opportunities will be offered to faculty on the use of multimedia and other related topics and software during the fall and spring semesters.

Intended Results

Date	Description
05/16/2014	Provide faculty with ample opportunities to gain knowledge and skills in the multimeddi technology used in instruction.

Actual Results

Date	Description
08/11/2014	We fell short of our goal to offer six training opportunities for faculty and staff during the 2013/2014 school year. The following sessions were offered: QEP - Using ShareStream and Camcorders IT Checkout Digital Recording QEP - Using ShareStream and Camcorders Using Video in the Classroom

Use of Results

Date	Description
08/11/2014	Facutly members who attended these training sessions should be more proficiate at using the recording devices needed for QEP presentations during their face-to-face classes.

Unit Code: 30300
Planning Unit: Distance Education (Inactive 2015-2016)

Unit Manager
Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1096	Maintain department procedure manual.	Operational	Ongoing

Objective Description

In support of College Strategic Goal #, we will maintain a the web-based department procedure manual throughout the year.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
07/01/2014	Updates to the manual will be made once during each long semester (fall/spring).

Intended Results

Date	Description
08/01/2014	The department procedure manual will include the most current information possible on department procedures.

Actual Results

Date	Description
08/11/2014	The Ubuntu based wiki was moved to MediaWiki. This move gave total control of the wiki to the distance education department. The procedure wiki was updated many times throughout the school year.

Use of Results

Date	Description
08/11/2014	The distance education/instructional technology department procedure wiki can be viewed by anyone but can only be modified by members of the departments. This wiki is used to document department processes to help new and current department members remain in compliance with department procedures. The wiki can be viewed at: http://itcwiki.com.edu

Unit Code: 30500
Planning Unit: Dual Credit

Unit Manager
Jones, Theresa

Obj ID 1383
Objective Dual Credit Data

Objective Purpose
Operational

Objective Status
No Status

Objective Description

Work with COM Dual Credit committee, IRE office, and IT department to develop system that will easily report accurate dual credit and collegiate high school numbers.

Institutional Goals
Strategic
5 Innovation
6 Maintenance of Operations

Actual Results

Date	Description
09/14/2014	The new Dual Credit database is up and running. DC is working with IR to create additional reports for the DC office and high schools served.

Use of Results

Date	Description
09/14/2014	Create an annual report for COM administration and individual reports for each high school served.

Obj ID	Objective	Objective Purpose	Objective Status
1385	Dual Credit Registration Process	Developmental	No Status

Objective Description

Work with COM Dual Credit committee, Dual Credit Advisory Board, and all offices involved with dual credit registration to streamline the process and ensure 90% of dual credit students are registered for fall classes by end of previous school year.

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Actual Results

Date	Description
09/12/2014	As of June 9, 2014, 84% of DC students were enrolled in classes.

Use of Results

Date	Description
09/12/2014	The DC Student Services committee will review other community college registration processes for DC and revise our process to best utilize our resources while improving the DC registration process. The DC department will continue to work toward the goal of 90% of DC students have completed registration before being released for summer break.

Unit Code: 30700
Planning Unit: Instructional Lab Department

Unit Manager
Cutaia, Janis

Obj ID	Objective	Objective Purpose	Objective Status
1042	Software Compliance	Operational	Ongoing

Objective Description

All software licenses will be up to date and in compliance.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/22/2012	Percentage of software licensing that is current as noted in departmental records.

Intended Results

Date	Description
08/22/2012	100% of licensing that is current as noted in departmental records.

Actual Results

Date	Description
09/10/2014	PCounter Software used for monitoring number of pages printed - license was renewed 4/21/2014. Faronics Software (DeepFreeze) - renewed license 4/10/2014.

Obj ID	Objective	Objective Purpose	Objective Status
1043	Staff Training	Operational	Ongoing

Objective Description

Staff will continue cross-training in order to support students, (classroom & distance ed) faculty and staff in a computer classroom and a computer lab environment. Training will include software and people skills.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Maintaining a professional qualified staff in computer classrooms and labs.

Intended Results

Date	Description
08/30/2012	Documentation provided for each of the scheduled training sessions. 100% of staff will be cross-trained.

Actual Results

Date	Description
09/05/2014	All employees in the Instructional Lab Department were cross-trained in the campus labs.

Use of Results

Date	Description
09/05/2014	Students will continue to have quality assistance in the labs.

Unit Code: 30900
Planning Unit: Nursing

Unit Manager
Hammer, Jere

Obj ID	Objective	Objective Purpose	Objective Status
1052	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner that meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled.

Intended Results

Date	Description
08/24/2012	100% of nursing classes offered will be scheduled in a manner that allows nursing students to meet other academic co-requisites requirements.

Actual Results

Date	Description
07/30/2014	100% of nursing classes were offered in a manner that allowed nursing students to meet other academic co-requisites requirements. Clinical assignments for several students were rescheduled in order to allow students to take academic co-requirements.

Use of Results

Date	Description
07/30/2014	The nursing department trends graduation data for all co-horts excepted into the nursing program. The goal for nursing students is to complete the nursing curriculum within 5 consecutive semesters. Ensuring that classes are scheduled in a manner that allows them to meet the other academic co-requisites promotes student success within the program.

Obj ID	Objective	Objective Purpose	Objective Status
1053	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of full-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
08/27/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (It is expected that all full-time faculty will complete professional development plan annually; however, some professional development goals make require more than a year to achieve.)

Actual Results

Date	Description
07/30/2014	Accomplished in the Fall 2012 and was submitted to the Nursing Department Chair and forwarded to the appropriate administrative personnel. All on file in the department chair office.

Use of Results

Date	Description
07/30/2014	The professional development plans are submitted to and reviewed by the department chair so that there is an understanding of the faculty professional plan and goals. By reviewing this data the department chair can provided assistance and guidance when needed in order to support the faculty while pursuing their professional goals.

Obj ID	Objective	Objective Purpose	Objective Status
1054	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
08/27/2012	100% of all part- and full-time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
07/30/2014	100% of all faculty meet the TBON credentialing standards for their field.

Use of Results

Date	Description
07/30/2014	This is a TBON (Texas Board of Nursing) requirement that all faculty teaching within a nursing program must meet in order to in compliance with the TBON.

Obj ID	Objective	Objective Purpose	Objective Status
1055	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without viloating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of classes whose actual enrollment exceeds the enrollment capacity.

Intended Results

Date	Description
08/27/2012	No more than 1% of classes will exceed pedagogical capacity.

Actual Results

Date	Description
07/30/2014	Objective met. One class, pharmacology exceeded pedagogical capacity as a result of admitting LVN transition students to the generic course.

Unit Code: 31100
Planning Unit: Humanities

Unit Manager
Anderson, Brian

Obj ID	Objective	Objective Purpose	Objective Status
1037	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student need while maximizing the efficient use of instructional resources. Supports Unit Goal 1.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester (report to be provided by IRE).

Intended Results

Date	Description
08/24/2012	90% of classes offered each semester under ENGL and SPCH rubrics will make. 75% of classes offered under the combined HUMA and PHIL rubrics will make.

Actual Results

Date	Description
09/12/2014	Fall 2013 - 94% of ENGL sections, 75% of HUMA sections, 100% of PHIL sections, and 90% of SPCH sections offered made. Spring 2014 - 90% of ENGL sections, 100% of HUMA sections, 100% of PHIL sections and 95% of SPCH sections offered made.

Use of Results

Date	Description
09/12/2014	Continue to offer an appropriate number of sections for each rubric scheduled at appropriate times for students.

Unit Code: 31200
Planning Unit: Fine Arts

Unit Manager
Koerner, Sparky

Obj ID	Objective	Objective Purpose	Objective Status
1113	Class Schedule - Provide instruction through multiple delivery modes to meet student demand.	Operational	No Status

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/05/2013	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. The cancelation of MUAP classes happens once no student is enrolled into that class. As mentioned in the Intended Results MUAP classes will be listed so that students are aware that COM teaches that instrument. It is possible no one will sign up for that class.

Intended Results

Date	Description
09/05/2013	80% of classes offered each semester under a specific rubric will make. MUAP classes will be listed so that students are aware that COM teaches that instrument. It is possible that no one will sign up for that MUAP instrument and this can cause the percentage to be off. I am lowering the percentage for 2013-14 to 80% from the 90% used in 2012-13.

Actual Results

Date	Description
06/19/2014	Face to Face, Online and Hybrid classes were offered in all areas of the Fine Arts. Enrollment in Online Classes continues to increase.

Use of Results

Date	Description
06/19/2014	Because of the increase in online class enrollment more classes in the Fine Arts will be available for students desiring online classes. Increase in Art Appreciation classes will start 2014-2015.

Obj ID	Objective	Objective Purpose	Objective Status
1114	Section Capacity - Provide instruction through multiple delivery modes to meet student demand.	Operational	No Status

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/05/2013	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester.

Intended Results

Date	Description
09/05/2013	No more than 1% of classes under a specific rubric will exceed pedagogical capacity each semester.

Actual Results

Date	Description
06/19/2014	No Art classes offered exceeded capacity by rubric None of the Music Rubric: MUAP, MUEN, MUSI offered exceeded capacity by rubric Drama offered 5 section and 40% exceed capacity

Use of Results

Date	Description
06/19/2014	Continue to monitor class size and set enrollment numbers to meet the demand of the class.

Obj ID	Objective	Objective Purpose	Objective Status
1115	Assessment of SLOs - Provide quality instruction as evidenced by the assessment of student learner outcomes.	Developmental	No Status

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/05/2013	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
09/05/2013	100% of all SLOs will be assessed by full and part-time faculty members each semester.

Actual Results

Date	Description
06/19/2014	All faculty had the required SLO's in their Syllabus for their class. Some of the SLO's were created by the coordinating board and those were put into the Syllabus of those classes

Use of Results

Date	Description
09/12/2014	Faculty will continue to put their SLO's in their Syllabus. As new SLO are put into the ACGM those will be added to syllabus. Music has not been assigned SLO's and some art classes have not been created by the ACGM.

Obj ID	Objective	Objective Purpose	Objective Status
1116	SLO Improvement Strategies - Provide quality instruction as evidenced by the assessment of student learner outcomes.	Operational	No Status

Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success".

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/05/2013	Faculty will monitor the "criteria for success" according to the SLO and identify improvement strategies. These improvement strategies will be listed in the "use of results" section of the course or program assessment chart.

Intended Results

Date	Description
09/05/2013	100% of SLOs where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

Actual Results

Date	Description
06/19/2014	New SLO's were created by the coordinating board and those SLO's were implemented in those class that they were provided for. Music still has no CB SLO's written for them.

Use of Results

Date	Description
09/12/2014	In the ACGM Art and Drama had some SLO's created for their classes and were used in their syllabus. Music does not have SLO's created for them in the ACGM.

Obj ID	Objective	Objective Purpose	Objective Status
1117	Qualified Faculty - Ensure enough qualified faculty members (full and part-time) are available to teach.	Operational	No Status

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/05/2013	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
09/05/2013	100% of all part and full-time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
06/19/2014	All Faculty teaching in the Fine Arts meet the SAC Requirement for the area in which they were teaching.

Use of Results

Date	Description
06/19/2014	Continue to make sure that all faculty full and part time meet SAC requirements for the classes they teach.

Obj ID	Objective	Objective Purpose	Objective Status
1118	Faculty Professional Development - Ensure all faculty (full and part-time) have adequate training to teach.	Operational	No Status

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/05/2013	Percentage of full and part-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
09/05/2013	100% of all full and part-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (It is expected that all full and part-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

Actual Results

Date	Description
06/19/2014	All faculty and staff participated in some type of professional development. Copies of PDA plans were submitted to Department Chair for review. Upon return of professional development all faculty and staff completed their PDA Evaluations and submitted them to the PDA office.

Use of Results

Date	Description
09/12/2014	Continue to support all faculty and staff in Fine Arts to continue with their Professional Development. Encourage faculty and staff to apply for PD funding early in the year so as to make sure they have funds to meet their requirements on continued PD Development

Unit Code: 31210
Planning Unit: Art Gallery

Unit Manager
Ono Gray, Mayuko

Obj ID	Objective	Objective Purpose	Objective Status
982	Increase visitors	Operational	Ongoing

Objective Description

Increase visibility and exposure to art exhibits at College of the Mainland.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/29/2012	Guest list/ number of visitors signed in. Note that not all visitors sign in, so this date is not completely accurate, but is the only assessment measure available.

Intended Results

Date	Description
12/05/2013	Increase the visitors by 10%.

Actual Results

Date	Description
09/13/2014	Show 1: Breaking the Boundaries, 170 Show 2: SPE South Central Member & student exhibition: 240 Show 3: Student exhibition, 140 Show 4: Faculty exhibition, 100 Show 5: Texas A&M Kingsville Faculty Exhibition, 100 Show 6: Child lab, 120 Show 7: Oh Snap! 2 Fotofest, 164 Show 8, Student show spring, 110 Summer: Senior art program exhibition, 321 Total; 1,465 signatures

Use of Results

Date	Description
09/13/2014	When exhibitions are planned for the theater performance period, we have more visitors. Plan exhibition for when there is a theater performance.

Obj ID	Objective	Objective Purpose	Objective Status
1124	Create more exhibition areas on Campus	Developmental	In Progress

Objective Description

Create and prepare two locations outside of the art gallery space to display art and increase exposure of art on the campus.

Institutional Goals
Strategic
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	There will be two additional locations to display art

Intended Results

Date	Description
08/31/2012	There will be two additional locations outside of the art gallery space to display art

Actual Results

Date	Description
09/12/2014	Continued to exhibit works at the enrollment center wall.

Use of Results

Date	Description
09/12/2014	For now we are not going to continue with this plan, but focus more on starting a collection of students and professional artists' art works.

Unit Code: 31220
Planning Unit: Community Theater

Unit Manager
Brown, H. Russ

Obj ID	Objective	Objective Purpose	Objective Status
1017	Increase Student Participation	Developmental	In Progress

Objective Description

To increase the number of students (actors and technicians) used in our season of productions.

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2014	Calculate the students that are involved in COM productions, as noted in the individual productions' programs.

Intended Results

Date	Description
08/31/2014	To increase the participation of students in productions by 100% over previous year.

Actual Results

Date	Description
09/12/2014	Student participation was doubled, thereby achieving the 100% goal.

Use of Results

Date	Description
09/12/2014	We are developing the following strategies to continue this trend of 100% increases annually for the near future: 1.) Actively recruiting HS theatre students to our theater program. 2.) Actively promoting the Rehearsal & Performance credit class which is connected to each production. 3.) Continue to give preferential casting to students and COM alums, wherever age-appropriate.

Obj ID	Objective	Objective Purpose	Objective Status
1018	Increase Volunteers from Diverse Populations	Operational	Ongoing

Objective Description

Increase volunteer participation (actors and technicians) from members of diverse populations.

Institutional Goals
Strategic
2 Service Area
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
08/22/2014	The number of participants from diverse populations in productions this year compared to the previous year.

Intended Results

Date	Description
08/22/2014	Participation by actors and technicians of diverse populations will increase by 25%.

Actual Results

Date	Description
09/12/2014	Every student that contributed to our 100% increase in participation came from a diverse population (Africa-American, Hispanic and LGBT). 33% of the new actors and technicians (non-students) that contributed to productions each came from a diverse population.

Use of Results

Date	Description
09/12/2014	We will continue to seek out actors and technicians from diverse populations and make casting choices that are "color blind" wherever appropriate.

Unit Code: 31300
Planning Unit: Social & Behavioral Sciences

Unit Manager
Henderson, Stacey

Obj ID	Objective	Objective Purpose	Objective Status
1089	Assessment of SLOs	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level. This objective supports the following primary unit function: "Provide quality instruction as evidenced by the assessment of student learner outcomes."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
08/30/2012	100% of all SLOs will be assessed by full- and part-time faculty members each semester.

Actual Results

Date	Description
09/05/2014	Data not collected due to transition to SPOL database.

Use of Results

Date	Description
09/12/2014	Conduct SPOL training so all faculty can input assessment data into the database.

Obj ID	Objective	Objective Purpose	Objective Status
1090	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources. This objective supports the following primary unit function: "Provide instruction through multiple delivery modes to meet student demand."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. Regular classes and dual credit will be reported out separately. (Report provided by IRE.

Intended Results

Date	Description
08/24/2012	90% of classes offered each semester under a specific rubric will make.

Actual Results

Date	Description
09/30/2014	ECON Fall 2013 - 100% Spring 2014 - 100% Summer I 2014 - 100% Summer II 2014 - 67%
	GOVT Fall 2013 - 77% Spring 2014 - 100% Summer I 2014 - 83% Summer II 2014 - 100%
	HIST Fall 2013 - 88% Spring 2014 - 82% Summer I 2014 - 100% Summer II 2014 - 100%
	PSYC Fall 2013 - 93% Spring 2014 - 78% Summer I 2014 - 75% Summer II 2014 - 100%
	SOCI Fall 2013 - 75% Spring 2014 - 100% Summer I 2014 - 100% Summer II 2014 - 100%
	SPAN Fall 2013 - 63% Spring 2014 - 78% Summer I 2014 - 50% Summer II 2014 - 11%
	DUAL CREDIT
	ECON Fall 2013 - 88% Spring 2014 - 100%
	GOVT Fall 2013 - 82% Spring 2014 - 87%
	HIST Fall 2013 - 95% Spring 2014 - 100%
	PSYC Fall 2013 - 87% Spring 2014 - 100%
	SOCI Fall 2013 - 100% Spring 2014 - 100%

Use of Results

Date	Description
09/30/2014	Only discipline which fell below criterion for success in every semester in regular classes was Spanish. Monitor to determine if inclusion of Spanish III & IV in the core curriculum will increase percentage as Spanish III & IV are cancelled on a regular basis due to lack of enrollment. Four of the six disciplines did not meet criterion of success in the fall semester. Might consider reducing the number of sections offered in future Fall semesters.

Obj ID	Objective	Objective Purpose	Objective Status
1091	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices. This objective supports the following primary unit function: "Ensure all faculty (full- and part-time) have adequate training to teach."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of full-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
08/30/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed the plan within the appropriate timeframe. (It is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

Actual Results

Date	Description
09/30/2014	100% of full-time faculty submitted and completed a professional development plan for the 2013-2014 academic year.

Use of Results

Date	Description
09/30/2014	Criterion met, continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1092	Part-Time Faculty Observations	Operational	Ongoing

Objective Description

Include part-time faculty members in the evaluation process by providing feedback on their instruction at least once per academic year via a classroom observation. This objective supports the following primary unit function: "Ensure all faculty (full- and part-time) have adequate training to teach."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Department personnel files.

Intended Results

Date	Description
08/30/2012	100% of all part-time faculty members will be offered feedback via a classroom observation once per academic year.

Actual Results

Date	Description
09/30/2014	100% of part-time faculty were observed during the 2013-2014 academic year.

Use of Results

Date	Description
09/30/2014	Criterion met, continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1093	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field. This objective supports the following primary unit function: "Ensure enough quality faculty members (full- and part-time) are available to teach."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
08/30/2012	100% of all part- and full-time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
09/30/2014	100% of full and part-time faculty met credentialing qualifications. (See credentialing forms in HR).

Use of Results

Date	Description
09/30/2014	Criterion met, continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1094	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards. This objective supports the following primary unit function: "Provide instruction through multiple delivery modes to meet student demand."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester. Regular classes and Dual Credit classes will be reported out separately. (Report to be provided by IRE.)

Intended Results

Date	Description
08/30/2012	No more than 1% of classes under a specific rubric will exceed pedagogical capacity each semester.

Actual Results

Date	Description
09/30/2014	ECON Fall 2013 - 0% Spring 2014 - 0% Summer I 2014 - 0% Summer II 2014 - 0%
	GOVT Fall 2013 - 0% Spring 2014 - 6% Summer I 2014 - 20% Summer II 2014 - 0%
	HIST Fall 2013 - 5% Spring 2014 - 0% Summer I - 0% Summer II - 0%
	PSYC Fall 2013 - 7% Spring 2014 - 4% Summer I 2014 - 0% Summer II 2014 - 0%
	SOCI Fall 2013 - 0% Spring 2014 - 0% Summer I 2014 - 0% Summer II 2014 - 0%
	SPAN Fall 2013 - 0% Spring 2014 - 14% Summer I 2014 - 0% Summer II 2014 - 0%
	DUAL CREDIT ECON Fall 2013 - 0% Spring 2014 - 0%
	GOVT Fall 2013 - 11% Spring 2014 - 0%
	HIST Fall 2013 - 6% Spring 2014 - 0%
	PSYC Fall 2013 - 0% Spring 2014 - 0%
	SOCI Fall 2013 - 0% Spring 2014 - 0%

Use of Results

Date	Description
09/30/2014	By rubric, by semester, 5/24 exceed capacity. Faculty have been instructed to not allow students in class once capacity has been reached. 2/10 exceeded capacity in dual credit. Due to issues in dealing with dual credit, this will be difficult to address.

Obj ID	Objective	Objective Purpose	Objective Status
1095	SLO Improvement Strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success." The objective supports the following primary unit function: "Provide quality instruction as evidenced by the assessment of student learner outcomes."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of SLOs where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or programs assessment chart.

Intended Results

Date	Description
08/30/2012	100% of SLOs where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

Actual Results

Date	Description
09/30/2014	Unable to collect this data due to collapse of assessment database.

Use of Results

Date	Description
09/30/2014	With the activation of the SPOL assessment database module we will be able to collect this data in the 2014-2015 academic year.

Unit Code: 31400
Planning Unit: Math & Science

Unit Manager
Richardson, Leslie

Obj ID	Objective	Objective Purpose	Objective Status
1079	Assessment of SLO's	Operational	In Progress

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

This objective supports the following primary function:

Provide quality instruction as evidenced by the assessment of student learner outcomes.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2013	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
09/01/2013	100% of all SLO's will be assessed by full and part-time faculty members each semester.

Actual Results

Date	Description
09/12/2014	Unable to compile data due to the database crashing..

Use of Results

Date	Description
09/12/2014	The transfer of the assessment database to SPOL will allow for data collection starting in the Fall 2014 semester.

Obj ID	Objective	Objective Purpose	Objective Status
1080	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

This objective supports the following primary function:

Provide instruction through multiple delivery modes to meet student demand.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2013	Percentage of scheduled classes that are not canceled. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
09/01/2013	90% of the classes offered each semester under a specific rubric will make.

Actual Results

Date	Description
09/12/2014	For the 2013-2014 year: Biology: 72 sections were offered and 5 sections were canceled (6.9%). Chemistry: 21 sections were offered and 1 section was canceled (4.7%). Geology: 12 sections were offered and 1 section was canceled (8.3%). Math: 72 sections were offered and 3 sections were canceled (4.2%). Phed: 58 sections were offered and 8 sections were canceled (13.8%). Physics: 22 sections were offered and 1 section was canceled (4.5%).

Use of Results

Date	Description
09/12/2014	The only area that did not meet the criteria was physical education but the situation did improve over the year. In the fall 2013 semester 31% of the sections offered were canceled whereas in the spring 2014 semester only 14% of the sections were canceled. This should continue to improve as we try to get right the number and type of activity classes to be offered.

Obj ID	Objective	Objective Purpose	Objective Status
1081	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

This objective supports the following primary function:

Ensure all faculty (full-time and part-time) have adequate training to teach.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2013	Percentage of full-time faculty who <ul style="list-style-type: none"> • had an approved plan on file by October 31, 2013 • had reported the results by the end of the 2013-2014 year

Intended Results

Date	Description
09/01/2013	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate time frame. (It is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more that one year to achieve.)

Actual Results

Date	Description
09/12/2014	100% of the full-time faculty had an approved 2013-2014 PD plan on file with the department chair by 10/31/2013..

Obj ID	Objective	Objective Purpose	Objective Status
1082	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

This objective supports the following primary function:

Ensure enough qualified faculty members (full-time and part-time) are available to teach.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2013	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
09/01/2013	100% of all part and full-time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
09/12/2014	100% of the faculty met the minimum credentialing standards for their field.

Use of Results

Date	Description
09/12/2014	Continue to hire only those faculty that meet the minimum standards.

Obj ID	Objective	Objective Purpose	Objective Status
1083	Section capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

This objective supports the following primary function:

Provide instruction through multiple delivery modes to meet student demand.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2013	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
09/01/2013	No more than 5% of classes under a specific rubric will exceed pedagogical capacity each semester.

Actual Results

Date	Description
09/02/2014	All areas met the criteria. None of the classes offered in Chemistry, Geology, Math (Credit, Developmental, Dual Credit) exceeded capacity. One of the thirty sections offered in biology in spring 2014 exceeded capacity by one, one of five sections offered in Physical Education in Summer I 2014 exceeded capacity by one and one of three sections offered in Physics offered in Summer I 2014 exceeded capacity by one. In each case this was due to a student being dropped for non-payment by mistake.

Use of Results

Date	Description
09/02/2014	Continue to implement the no bump policy and encourage the admissions office to reduce the number of mistakes occurring when students are dropped for non-payment.

Obj ID	Objective	Objective Purpose	Objective Status
1084	SLO Improvement Strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLO's where students failed to meet the "criteria for success".

This objective supports the following primary function:

Provide quality instruction as evidenced by the assessment of student learner outcomes.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2013	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or program assessment chart.

Intended Results

Date	Description
09/01/2013	100% of SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

Actual Results

Date	Description
09/12/2014	Unable to compile the data due to the crash of the database.

Unit Code: 31410
Planning Unit: Physical Education

Unit Manager
Richardson, Leslie

Obj ID	Objective	Objective Purpose	Objective Status
1063	Assessment of SLOs	Operational	In Progress

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/14/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
09/14/2012	100% of all SLOs will be assessed by full- and part-time faculty members each semester.

Obj ID	Objective	Objective Purpose	Objective Status
1064	Class Schedule	Operational	In Progress

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/12/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
09/12/2012	90% of classes offered each semester under a specific rubric will make.

Obj ID	Objective	Objective Purpose	Objective Status
1065	Faculty Professional Development	Operational	In Progress

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/14/2012	Percentage of full-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
09/14/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (It is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals make require more than a year to achieve.)

Obj ID	Objective	Objective Purpose	Objective Status
1066	Qualified Faculty	Operational	In Progress

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/14/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
09/14/2012	100% of all part- and full-time faculty members will meet the minimum credentialing standards for their field.

Obj ID	Objective	Objective Purpose	Objective Status
1067	Section Capacity	Operational	In Progress

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/14/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
09/14/2012	No more than 1% of classes under a specific rubric will exceed pedagogical capacity each semester.

Obj ID	Objective	Objective Purpose	Objective Status
1068	SLO Improvement Strategies	Operational	In Progress

Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the ?criteria for success?.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/14/2012	Percentage of SLOs where students have failed to meet the “criteria for success” that have identified improvement strategies in the “use of results” section of the course or programs assessment chart.

Intended Results

Date	Description
09/14/2012	100% of SLOs where students have failed to meet the “criteria for success” will have identified improvement strategies reported under the “use of results” section of the course or program assessment chart.

Unit Code: 31600
Planning Unit: Business & Computer Technologies

Unit Manager
Rahman, Selina

Obj ID	Objective	Objective Purpose	Objective Status
983	Available faculty	Operational	Ongoing

Objective Description

Ensure enough qualified faculty members full and part time are available to teach

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of faculty who meet credentialing standards as documents on the Faculty Credentials form

Intended Results

Date	Description
08/27/2012	100% of all part and full time faculty members will meet the minimum credentialing standards for their field

Actual Results

Date	Description
09/12/2014	All faculty used to date met credentialing requirements

Use of Results

Date	Description
09/12/2014	Continue to monitor

Obj ID	Objective	Objective Purpose	Objective Status
984	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. (Report to be provided by IRE)

Intended Results

Date	Description
08/24/2012	An average of 80% of classes offered by the department each semester will make. Departmental offering includes the following areas: Business Accounting Computer Science Drafting Graphic Arts

Actual Results

Date	Description
09/12/2014	Business 79% Accounting 84% Computer Science/Networking 87% Drafting 85% Graphic Arts 90.5%

Use of Results

Date	Description
09/12/2014	Criteria met for all areas except Business. Business was short 1%, i.e. 79% of the classes offered in the area made. Continue to monitor

Obj ID	Objective	Objective Purpose	Objective Status
985	Delivery Modes	Operational	Ongoing

Objective Description

Provide instruction through multiple delivery modes to meet student demand

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of classes whose actual enrollment exceeds the enrollment capacity

Intended Results

Date	Description
08/27/2012	No more than 1% of classes will exceed pedagogical capacity.

Actual Results

Date	Description
09/12/2014	2 out of 141 classes (014%) classes exceeded capacity

Use of Results

Date	Description
09/12/2014	Criterion met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
986	Faculty Training	Operational	Complete

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of faculty who have completed a Professional Development Plan

Intended Results

Date	Description
08/27/2012	100% of full time faculty will complete a Professional Development Plan

Actual Results

Date	Description
09/12/2014	Seven of eight full-time faculty submitted PD plan.

Use of Results

Date	Description
09/12/2014	Will instruct and emphasize the importance of submitting PD plans. Will mention to the faculty who did not submit one that one must be submitted this year.

Obj ID	Objective	Objective Purpose	Objective Status
987	Quality instruction	Operational	Ongoing

Objective Description

Provide quality instruction as evidenced by the assessment of student learner outcomes

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the courses's assessment chart

Intended Results

Date	Description
08/27/2012	100% of all SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies in the "use of results" section of the courses's assessment chart

Actual Results

Date	Description
09/12/2014	No data available due to the database crash

Use of Results

Date	Description
09/12/2014	Conduct SPOL training so all faculty can input assessment data into the database

Unit Code: 35000
Planning Unit: Workforce & Continuing Education

Unit Manager
Boone, Carla

Obj ID	Objective	Objective Purpose	Objective Status
1024	reports	Operational	In Progress

Objective Description

utilize ad-hoc reports to inform program decisions

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
01/01/2014	Program directors use the data from ad hoc reports each semester to inform decision making as evidenced by feedback to the CE Dean.

Intended Results

Date	Description
01/01/2014	Ad hoc reports will be reviewed by program managers at the end of each CEQ beginning January. 1, 2014 as documented by an analysis review with the CE Dean.

Actual Results

Date	Description
09/12/2014	This has not been implemented as the Safari system that previously generated ad hoc reports is no longer available.

Use of Results

Date	Description
09/12/2014	Revise this objective for new FY.

Obj ID	Objective	Objective Purpose	Objective Status
1208	State Reporting	Budget Objective	In Progress

Objective Description

Quarterly state funding reports will be verified by the CE Dean for accuracy.

Institutional Goals
Strategic
4 Funding and Resources
6 Maintenance of Operations

Assessment Measures

Date	Description
05/28/2014	CE third day class rosters for funded courses Quarterly verification document submitted to the Registrar

Intended Results

Date	Description
05/28/2014	Each quarterly report will be verified by the CE Dean prior to the Registrar submitting the final report to the THECB.

Actual Results

Date	Description
09/12/2014	The quarterly reports are not sent to the CE Dean for verification. The Registrar sends any errors to the Dean for correction. Approximately 75% of the CE Third day class rosters for funded classes are submitted to the CE Dean for review.

Use of Results

Date	Description
09/12/2014	This objective will be deleted for the new fiscal year.

Unit Code: 35200
Planning Unit: C.E. Allied Health Programs

Unit Manager
 Bergvall, Christina

Obj ID	Objective	Objective Purpose	Objective Status
1206	Program Manuals	Operational	In Progress

Objective Description

A program manual for each CE Allied Health program will be developed and maintained.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
05/28/2014	Each program manual will include, as appropriate to the program, the following elements: regulator agency policy, rules, and procedures tuition calculator syllabus for each course student application instructor credentialing forms testing information

Intended Results

Date	Description
05/28/2014	A program manual will be developed and maintained for each (100%) of the CE Allied Health Workforce Programs: Certified Nurse Aide Dental Assistant ECG Technician Medication Aide Phlebotomy Technician Physical Therapy Aide Patient Care Technician

Actual Results

Date	Description
09/12/2014	Curriculum manuals for all specified programs are under development. They will continue to be a work in progress in the new FY under the guidance of a new CE AH Director.

Unit Code: 35300
Planning Unit: C.E. Life-long Learning

Unit Manager
Vardeman-Aulds, Alesha

Obj ID	Objective	Objective Purpose	Objective Status
1085	Financial Strategy	Developmental	In Progress

Objective Description

Improve the financial performance of the program

Institutional Goals
Strategic
4 Funding and Resources
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Cost ratio analysis of the program.

Intended Results

Date	Description
08/31/2012	The program will achieve a 50/50 cost ratio - meaning the revenue will cover 50% of the cost of instruction for SENR courses

Actual Results

Date	Description
09/12/2014	SENR brought in \$41103 in revenue this year. SENR Instructional Costs for this year were \$81888.50. This goal was achieved for the first time since I began working at COM in Feb. 2011.
09/12/2014	Data is now being collected to accurately account for the revenue for this program.

Use of Results

Date	Description
09/12/2014	Find alternative source funding to offset the overall cost of this program.

Obj ID	Objective	Objective Purpose	Objective Status
1086	Marketing Strategy	Developmental	In Progress

Objective Description

Increase visibility of the program by working with COM Marketing department

Institutional Goals
Strategic
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
08/23/2012	Number of articles and events published in local news.

Intended Results

Date	Description
08/23/2012	Request materials through Marketing to be used at EXPO's and the general public.

Actual Results

Date	Description
09/12/2014	Applied to Marketing to create a flyer specific to my program. To be completed in 14-15 school year.
09/12/2014	Had 8 articles written by Rebecca Sauer in Marketing about the Senior Adult Program. Public relations articles appeared in 4 local news publications, 2 local news websites, 1 local magazines, 1 national magazine.

Obj ID	Objective	Objective Purpose	Objective Status
1087	Operating Procedures	Developmental	In Progress

Objective Description

Increase the stability and longevity of the Senior Adult Program by developing operating procedures and program evaluation components.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Existence of Standard Operating Guidelines and Program Evaluation Components.

Intended Results

Date	Description
08/31/2012	Standard Operating Guidelines for the Program will begin begin developed by Dir and Admin by Aug. 2014

Actual Results

Date	Description
09/12/2014	Admin III position has been hired and has begun documentation for SOP in this area.

Use of Results

Date	Description
09/12/2014	Will increase the efficiency of the program in meeting the needs of the students.
09/12/2014	SOP will be evaluated and changes will be made by Dir and Dean to increase effective in services to the students and overall effective of the program.

Unit Code: 35900
Planning Unit: Public Services Careers

Unit Manager
Anderson, Carla

Obj ID	Objective	Objective Purpose	Objective Status
968	Assessment of SLOs	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	The number of courses with completed SLO assessment charts.

Intended Results

Date	Description
06/12/2014	All faculty (full and part-time) will assess 100% of their respective courses SLOs each semester.

Actual Results

Date	Description
09/12/2014	Unable to assess due to database

Obj ID	Objective	Objective Purpose	Objective Status
969	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
08/24/2012	90% of classes offered each semester under a specific rubric will make.

Actual Results

Date	Description
10/16/2014	The actual results for all programs are contained in Document Management below.

Use of Results

Date	Description
10/16/2014	We will be more strategic in scheduling. A portion of the statistics reflect sections (offerings) that were available in anticipation of more students registering. Starting Spring 2015 we will offer only one section of CJSA 1342 (67%) in accordance with the degree plan change. The 50% statistic for FIRS classes reflect our attempts at growing the Fire Tech degree/certificate program. We must offer the classes (although they may have very low enrollment) to encourage career firefighters to complete their degree and/or advanced certificate.

Obj ID	Objective	Objective Purpose	Objective Status
971	Expansion of Allied Health program	Operational	Ongoing

Objective Description

Continue to expand the Allied Health program in the district high schools

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Number of high school districts with COM CNA programs.

Intitended Results

Date	Description
03/22/2013	Inclusion of all district high schools in CNA training.

Actual Results

Date	Description
09/12/2014	Unable to assess due to shifting of program to CE.

Obj ID	Objective	Objective Purpose	Objective Status
972	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Number of faculty members who complete and have an approved plan on file, including completion of goals.

Intended Results

Date	Description
06/12/2014	Each year faculty members will complete a professional development plan and complete goals, if possible, within the year.

Actual Results

Date	Description
09/12/2014	Although 100% of the PSC faculty have PD plans on file, a small percentage were not able to achieve all of their stated goals due to varying reasons.

Use of Results

Date	Description
09/12/2014	Continue to encourage faculty and staff to develop realistic achievable goals. Continue to research innovative professional development pertinent to each program.

Obj ID	Objective	Objective Purpose	Objective Status
973	Fire Tech Training Equipment	Operational	Complete

Objective Description

Acquire and provide specialized training equipment such as air packs, cylinders and face pieces for skills practice for the Fire Tech program.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Percentage of students that pass the skills tests that require the specific equipment.

Intended Results

Date	Description
06/12/2014	Students will acquire the skills needed with the specialized equipment as it is used in specific training as required by TCFP. Students will gain the knowledge and skills necessary to pass the state exam.

Actual Results

Date	Description
06/12/2014	Fall 2013 - 12 out of 13 students passed the state exam which includes the skills. Spring 2014 - 10 out of 12 students passed the state exam which includes the skills.

Use of Results

Date	Description
09/12/2014	Continue to monitor equipment needs and pass rate of students.

Obj ID	Objective	Objective Purpose	Objective Status
974	Marketing Strategy for Allied Health & Public Service Careers programs	Operational	Ongoing

Objective Description

Develop effective marketing strategies to increase enrollment and promote the Public Service Careers and Allied Health programs.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Calculate enrollment over the next 2 years to determine effectiveness (IR).

Intended Results

Date	Description
06/12/2014	Increased enrollment in PSC & Allied Health programs.

Actual Results

Date	Description
09/12/2014	Calculations on enrollment will be entered Fall 2014 upon review of data.

Use of Results

Date	Description
09/12/2014	Upon review results will reflect a need for an increase in marketing for certain programs, to be determined.

Obj ID	Objective	Objective Purpose	Objective Status
975	New Allied Health Program - Patient Care Technician	Operational	Ongoing

Objective Description

Combine the current offerings of CNA, Phlebotomy and ECG programs to form a Patient Care Tech certificate

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Number of Patient Tech courses offered and subsequent enrollment.

Intended Results

Date	Description
06/12/2014	Establishment of new CE Patient Care Tech class.

Actual Results

Date	Description
06/12/2014	The Patient Care Tech certificate is currently being offered (under CE-Allied Health).

Obj ID	Objective	Objective Purpose	Objective Status
976	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Number of faculty (full and part-time) that meet credentialing standards (see Faculty Credentialing form).

Intended Results

Date	Description
06/12/2014	All faculty members (full and part-time) will meet credentialing standards for their respective field (EMS, HIM, Pharm Tech, MA, Criminal Justice, Fire, LE).

Actual Results

Date	Description
09/12/2014	Faculty meet credentialing standards.

Use of Results

Date	Description
09/12/2014	Review of faculty credentials ensures partial accreditation standards are met.

Obj ID	Objective	Objective Purpose	Objective Status
977	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	The number of PSC & Allied Health classes that exceed capacity per term (IR).

Intended Results

Date	Description
06/12/2014	No more than 15% of PSC & Allied Health classes will exceed capacity per term.

Actual Results

Date	Description
09/12/2014	0% of classes offered did not exceed capacity. See IR report attached below.

Use of Results

Date	Description
09/12/2014	Review of classes at capacity reflect popular times and days for students. We will use this data to schedule classes.

Obj ID	Objective	Objective Purpose	Objective Status
978	SLO Improvement Strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Number of SLOs where students have not met the "criteria for success" with stated improvement strategies.

Intended Results

Date	Description
06/12/2014	Faculty will develop strategies to improve results where students have failed to meet "criteria for success" and insert in the appropriate column.

Actual Results

Date	Description
09/12/2014	Unable to assess due to change in database.

Obj ID	Objective	Objective Purpose	Objective Status
979	Training Equipment and Supplies for Health Information Management program	Operational	Ongoing

Objective Description

Provide necessary training equipment, supplies and software for the Health Information Management program to enhance instruction.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Students' performance on related assignments and exams regarding electronic health records and related information.

Intended Results

Date	Description
06/12/2014	Lab software will enhance and increase skills and knowledge of the new electronic health records.

Obj ID	Objective	Objective Purpose	Objective Status
980	Training Equipment for Law Enforcement Program	Operational	Ongoing

Objective Description

Acquire and provide training equipment for the law enforcement cadets such as firearms, duty rigs, handcuffs, and asp batons.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Passing rate on each skill module related to the different equipment.

Intended Results

Date	Description
06/12/2014	Use of such equipment to the related enhance skills training.

Actual Results

Date	Description
06/12/2014	The rifles that will be purchased soon will be used by future students.

Unit Code: 36210
Planning Unit: Process Technology

Unit Manager
Wethington, Stephen

Obj ID	Objective	Objective Purpose	Objective Status
1071	Assessment of SLO's	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
08/27/2012	100% of all SLO's will be assessed by full and part time faculty members each semester

Actual Results

Date	Description
09/12/2014	Due to data base problems this data was not collected

Obj ID	Objective	Objective Purpose	Objective Status
1074	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of full time faculty who have an approved plan and have completed their plan within the appropriate time frame.

Intended Results

Date	Description
08/27/2012	100% of all full time faculty members will have an approved professional development plan on file with the department chair and will have completed the plan within the appropriate time frame. (It is expected that all full time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve)

Actual Results

Date	Description
09/12/2014	All faculty have approved PD plans and have completed them

Use of Results

Date	Description
09/12/2014	Continue to monitor

Obj ID	Objective	Objective Purpose	Objective Status
1076	Qualified faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of faculty who meet minimum the minimum credentialing standards for their field

Intended Results

Date	Description
08/27/2012	100% of all part and full time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
09/12/2014	100% of the faculty meet the credentialing requirements

Use of Results

Date	Description
09/12/2014	Continue to monitor the faculty credentialling

Obj ID	Objective	Objective Purpose	Objective Status
1077	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/26/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester (Report to be provided by IRE).

Intended Results

Date	Description
08/26/2012	No more than 1% of classes under a specific rubric will exceed pedagogical capacity each semester.

Actual Results

Date	Description
09/12/2014	% sections that exceed capacity Fall TECM 0% Spring TECM 0% Summer TECM 0% Fall PTEC 4% Spring PTEC 4% Summer PTAC 6% Fall CTEC 86% Spring CTEC 67% Summer CTEC 100%

Use of Results

Date	Description
09/12/2014	All CTEC courses require instructor approval to enter. Therefore class capacity is set to 0. These courses are either internships or the Unit Operations course which requires passing a pre exam to enter the course. Only 1 PTEC course per semester was over capacity. This was caused by students being accidentally dropped for non payment. Once the error was discovered, they were placed back in the class since this was a college administrative error. Continue to monitor and track this objective

Obj ID	Objective	Objective Purpose	Objective Status
1078	SLO Improvement strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLO's where student failed to meet the ?criteria for success?

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of SLO's whose students have failed to meet the "criteria for success" will have identified improvement strategies ion the "use of results" section of the course or program assessment chart.

Intended Results

Date	Description
08/27/2012	100% of SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

Actual Results

Date	Description
09/12/2014	Due to data base problems, this data was not collected

Unit Code: 36220
Planning Unit: Occupational Safety & Health Technology

Unit Manager
Oakley, Jeffrey

Obj ID	Objective	Objective Purpose	Objective Status
1057	Assessment of SLOs	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
08/24/2012	100% of all SLOs will be assessed by full and part-time faculty members each semester.

Actual Results

Date	Description
09/12/2014	Data not collected due to transition to SPOL Database.

Use of Results

Date	Description
09/12/2014	Train Faculty to input all SLOs into SPOL.

Obj ID	Objective	Objective Purpose	Objective Status
1058	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester.

Intended Results

Date	Description
08/24/2012	90% of classes offered each semester under a specific rubric will make.

Actual Results

Date	Description
09/12/2014	25 classes were offered and 25 classes made for OSHT and EPCT Rubrics.

Use of Results

Date	Description
09/12/2014	Continue to Monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1059	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of full time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
08/24/2012	100% of all full time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe.

Actual Results

Date	Description
09/12/2014	OSHT has one full time faculty and he had an approved professional develop plan within the appropriate timeframe. 1 of 1

Use of Results

Date	Description
09/12/2014	Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1060	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
08/24/2012	100% of all part time and full time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
09/12/2014	100% of all part-time and full-time faculty met the credentialing standards as documented on the Faculty Credentials Form. We did have one new part-time faculty and an approved faculty credential form was completed. 6 of 6.

Use of Results

Date	Description
09/12/2014	Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1061	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester.

Intended Results

Date	Description
08/24/2012	No more than 1% of classes under a specific rubric will exceed pedagogical capacity each semester.

Actual Results

Date	Description
09/12/2014	0 classes out of 25 classes offered exceeded the enrollment capacity.

Use of Results

Date	Description
09/12/2014	Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1062	SLO Improvement Strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success."

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of SLOs where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or programs assessment chart.

Intended Results

Date	Description
08/24/2012	100% of SLOs where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

Actual Results

Date	Description
09/12/2014	Data not collected due to transition to SPOL database.

Use of Results

Date	Description
09/12/2014	Train faculty to input all SLOs into SPOL.

Unit Code: 36310
Planning Unit: Cosmetology

Unit Manager
Hunsucker, Jamie

Obj ID	Objective	Objective Purpose	Objective Status
1027	Assessment of SLO's	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and the course level.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
08/30/2012	100% of all SLO's will be assessed by full and part time faculty members each semester.

Actual Results

Date	Description
09/12/2014	Data not collected due to transition to SPOL data base. However, individual instructors collected classroom data.

Use of Results

Date	Description
09/12/2014	Conduct SPOL training so that all faculty can input data into the database.

Obj ID	Objective	Objective Purpose	Objective Status
1028	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of scheduled classes that are not cancelled. Data will summarize by rubric and semester.

Intended Results

Date	Description
08/30/2012	90% of classes offered each semester under a specific rubric will make.

Actual Results

Date	Description
09/12/2014	94% of courses offered made

Use of Results

Date	Description
09/12/2014	Met desired criteria for this objective. Will continue in same manner.

Obj ID	Objective	Objective Purpose	Objective Status
1029	Faculty Professional Develment	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development oppurtunities to enhance their knowledge and skills of current pedagogical prtices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of full-time faculty who have an approved professioanal development plan and have completed the plan within the appropriate timeframe.

Intended Results

Date	Description
08/30/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan with in the appropriate time frame. (it is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

Actual Results

Date	Description
09/12/2014	100% of full time faculty have PDA plans on file for the 2013-2014 school year.

Use of Results

Date	Description
09/12/2014	Met Criteria for this objective, will continue in same manner.

Obj ID	Objective	Objective Purpose	Objective Status
1030	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentialing form.

Intended Results

Date	Description
08/30/2012	100% of all part time and full time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
09/12/2014	100% of faculty have the required credentials for their positions.

Use of Results

Date	Description
09/12/2014	Met criteria for this objective, will continue in same manner.

Obj ID	Objective	Objective Purpose	Objective Status
1031	Section Capacity	Operational	Ongoing

Objective Description

Anadequate number of sections will be offered for each course such that student demand is met with out violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity.Data will be summarized by rubric and semester.

Intended Results

Date	Description
08/30/2012	No more than 1% of classes under a specific rubric will exceed the pedagogical capacity each semester.

Actual Results

Date	Description
09/12/2014	0% of classes offered exceeded capacity for the 2013-2014 school year.

Use of Results

Date	Description
09/12/2014	Met criteria for this objective, will continue in same manner.

Obj ID	Objective	Objective Purpose	Objective Status
1032	SLO Improvement strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLO's where students failed to meet the "criteria for success".

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or programs assessment chart.

Intended Results

Date	Description
08/30/2012	100% of SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or programs assessment charts.

Actual Results

Date	Description
09/12/2014	Do not have this data due to SPOL transition and lost data.

Use of Results

Date	Description
09/12/2014	Will check this data for the next school year and assess then.

Unit Code: 36320
Planning Unit: Child Development Lab School

Unit Manager
 Raumaker, Anna

Obj ID 999 **Objective** Capacity Operation **Objective Purpose** Operational **Objective Status** Ongoing

Objective Description

Lab School enrollment vacancies will be filled in a timely manner. (Supports Primary Function #2.)

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of Lab School vacancies filled within one month.

Intended Results

Date	Description
08/30/2012	100% of Lab School vacancies will be filled within one month.

Actual Results

Date	Description
09/12/2014	2/2 = 100% slots filled (children withdrawn end of fall semester/slots filled for spring semester). Lab School operated with 40/40 slots filled for fall and spring semesters, with vacancies being filled within one month.

Use of Results

Date	Description
09/12/2014	Criteria Met. Lab School began enrollment dates and registration payments a month earlier. Lab School showed improvements and will continue to monitor. Criteria Met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
1000	NAEYC Reaccreditation	Developmental	In Progress

Objective Description

COM Lab School will meet or exceed the required 80% threshold of assessed criteria for each program standard, and each classroom/group observed during the NAEYC site visit. (Supports Primary Function #6.)

Institutional Goals
Strategic
5 Innovation
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Documentation of NAEYC reaccreditation.

Intended Results

Date	Description
08/31/2012	Lab School will meet reaccreditation criteria for all NAEYC program standards.

Actual Results

Date	Description
09/12/2014	<p>10/10: 100% The Lab School met the criteria for all NAEYC program standards.</p> <p>6/10: 60% The Lab School score was able to score higher in the following areas: Curriculum; Teaching; Families; Community Relationships; Physical Environment; and Leadership and Management.</p> <p>5/5: The classroom observed by NAEYC and community volunteers scored all classrooms 95% and above.</p> <p>3/3: Three of the classrooms were observed by NAEYC and met 96% or above in the required criteria.</p>

Use of Results

Date	Description
09/12/2014	<p>Criteria Met. The Lab was able to meet the reaccreditation criteria for all NAEYC program standards. Although the Lab School scored a higher percentage overall in every area, the Lab School will look at past data and NAEYC Torch to improve in the program standard areas of Health and Teacher.</p> <p>Criteria Met. Will continue to monitor.</p>

Obj ID	Objective	Objective Purpose	Objective Status
1001	Community/Constituent Observations	Operational	Ongoing

Objective Description

Community/constituent visitors who observe at/tour COM's Lab School will assess their level of satisfaction with those experiences. (Supports Primary Function #1.)

Institutional Goals
Strategic
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of community members/constituents who complete the assessment survey.

Intended Results

Date	Description
08/30/2012	At least 90% of community members/constituents accessing the Lab School for observations/tours will complete the assessment survey.

Actual Results

Date	Description
09/12/2014	<p>396/421 = 94% of the community members / constituents completed the satisfaction survey.</p> <p>281/396 = 71% of the community members / constituents completed the satisfaction survey online.</p> <p>281/281 = 100% of the community members/constituents completing the satisfaction survey indicated they were satisfied with the quality of their experience.</p>

Use of Results

Date	Description
09/12/2014	<p>Criteria met. The survey procedures will continue to be monitored.</p> <p>Criteria met.</p>

Obj ID	Objective	Objective Purpose	Objective Status
1002	Lab & Field Experience Observations	Operational	Ongoing

Objective Description

Students accessing COM's Lab School for lab and field experience observations will assess their level of satisfaction with those experiences. (Supports Primary Function #1.)

Institutional Goals
Strategic
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of lab/field experience students who complete the assessment survey.

Intended Results

Date	Description
08/30/2012	At least 90% of students accessing the Lab School for lab and field experience observations will complete the assessment survey.

Actual Results

Date	Description
09/12/2014	<p>486/582= 84% of the students completed the satisfaction survey.</p> <p>345/486 = 71% of the students completed the satisfaction survey online.</p> <p>486/486= 100% of the students completing the satisfaction survey indicated they were satisfied with the quality of their experience.</p>

Use of Results

Date	Description
09/12/2014	<p>Criteria not met. The survey procedures and application and distribution of survey has shown improvement, but Lab School will compare this year results to see if application of survey was a success.</p> <p>Criteria met.</p>

Obj ID	Objective	Objective Purpose	Objective Status
1003	Lab School Compliance	Operational	Ongoing

Objective Description

Lab School will continually monitor its operations to maintain compliance with all standards/criteria established by accrediting bodies and regulatory agencies. (Supports Primary Function #5.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Review of NAEYC Annual Report, TDFPS monitoring reports, CACFP reporting/audits, and other relevant reporting.

Intended Results

Date	Description
08/30/2012	100% of NAEYC accreditation, TDFPS monitoring, CACFP reporting/audits, and other relevant reporting requirements will be met and documented.

Actual Results

Date	Description
09/12/2014	Documented Reporting: 1/1=100% (NAEYC) 6/6 =100% (CACFP) 8/8=100% (Fire) 1/1 =100% (TDFPS) 3/3 =100% (Health) 2/2=100% (Vision/Hearing) 1/1=100% (TX Rising Star) Zero Deficiency

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor Criteria met; The Lab School will continue to implement new procedures for monitoring student records and meet requirements set by accrediting bodies and regulatory agencies..

Obj ID	Objective	Objective Purpose	Objective Status
1004	Lab School Personnel Professional Development	Operational	Ongoing

Objective Description

Lab School personnel will continue to seek professional development opportunities to enhance their knowledge and skills related to their position. (Supports Primary Function #4.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of full-time personnel who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
08/30/2012	100% of Lab School personnel will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (It is expected that all full-time personnel will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

Actual Results

Date	Description
09/12/2014	10/10 = 100% of Lab School personnel (1 director, 8 child development specialists, and 1 kitchen manager) submitted professional development plans on August 20, 2013 due date. 10/10+100% All PDA Plans were completed on the August 29, 2014 deadline.

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor. Due date and Computer Lab time had been implemented for 2013 - 2014 due date. Criteria met. Lab School staff had completed all training requirements for the 2013 – 2014 year by the August 29, 2014 deadline.

Obj ID	Objective	Objective Purpose	Objective Status
1005	Qualified Lab School Personnel	Operational	Ongoing

Objective Description

Through attrition systematically upgrade Lab School personnel qualifications to meet emerging NAEYC accreditation credentialing standards appropriate to their position. (Supports Primary Function #3.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of Lab School new-hires who meet emerging NAEYC accreditation credentialing standards and TDFPS licensing requirements.

Intended Results

Date	Description
08/30/2012	100% of Lab School new-hires will meet or exceed emerging NAEYC credentialing standards and TDFPS licensing requirements.

Actual Results

Date	Description
09/12/2014	<p>Fall: 1/1 Masters in Elementary Education (Teacher Certification) There was one new hire for the Fall 2013. The new hire met the emerging NAEYC credentialing standards.</p> <p>Spring: 0/0</p> <p>10/10 = 100% of Lab School personnel (1 director, 3 Child Development Specialists, 3 Child Development Lead Teachers, 1 Child Development Teacher Assistant, 1 Child Development Lab School Support Associate, and 1 kitchen manager) meet NAEYC accreditation standards and Texas DFPS licensing requirements.</p>

Use of Results

Date	Description
09/12/2014	<p>Criteria met. Continue to monitor and update position requirements to meet more stringent emerging NAEYC accreditation requirements through attrition.</p> <p>Criteria met. Continue to monitor and update position requirements to meet more stringent emerging NAEYC accreditation requirements through attrition.</p>

Unit Code: 36330
Planning Unit: Child Development & Education

Unit Manager
Raumaker, Anna

Obj ID	Objective	Objective Purpose	Objective Status
988	Assessment of CE Workshops (Classes)	Operational	Ongoing

Objective Description

CE workshops (classes) will be regularly assessed. (Supports Primary Function #5.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of CE workshops (classes) that have documented assessment results.

Intended Results

Date	Description
08/30/2012	100% of CE workshops (classes) will be assessed on a regular basis.

Actual Results

Date	Description
09/12/2014	Of the 19 CE classes that made, 19/19 = 100% have documented assessment results.

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
989	Assessment of SLOs	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at the course level. (Supports Primary Function #2.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
08/27/2012	100% of all SLOs will be assessed by full- and part-time faculty members each semester.

Actual Results

Date	Description
09/12/2014	FA13 12/12 = 100% submitted results SP14 10/10 = 100% submitted results SU14 No SU14 courses made

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
990	CE Class Schedule	Operational	Ongoing

Objective Description

CE classes will be scheduled in a manner that incorporates all core competency areas for practitioners reflected in Texas Core Competencies for Early Childhood Practitioners and Administrators (Texas Early Learning Council and Texas Head Start State Collaboration Office) and at least one class that addresses Child Care Administration. (Supports Primary Function #5.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of core competency areas addressed by CE workshops each fall and spring semester.

Intended Results

Date	Description
08/30/2012	100% of Texas' core competency areas will be addressed by one or more departmental CE workshops for each fall and spring semester.

Actual Results

Date	Description
09/12/2014	FA13 8/8 = 100% core knowledge areas were addressed and there was 1 administration offering. SP14 8/9 = 88.8% core competency areas for practitioners were addressed and there was 1 administration offering.

Use of Results

Date	Description
09/12/2014	Criteria not met. This was a phase-in year for moving from the old "core knowledge areas" to the new "core competency areas" which contained one additional core competency area that was not addressed. 2014-15 will be the first full year for implementing the new "core competency areas" and all 9 areas will be addressed.

Obj ID	Objective	Objective Purpose	Objective Status
991	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources. (Supports Primary Function #1.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. (Report will be provided by IRE.)

Intended Results

Date	Description
08/24/2012	An average of 70% of classes offered each semester for CDEC, EDUC, and TECA rubrics will make.

Actual Results

Date	Description
09/12/2014	FA13 (reporting parallels as TECA and CDEC 2266 pooled sections as one course) <ul style="list-style-type: none"> • 2/5 CDEC = 40% • 4/4 TECA = 100% made • 6/9 EDUC = 66.6% made • Semester Average = 68.8% SP14 (reporting parallels as TECA and CDEC 2266 pooled sections as one course) <ul style="list-style-type: none"> • 3/5 CDEC = 60% made • 3/4 TECA = 75% made • 4/8 EDUC = 50% made • Semester Average = 61.6% SU1 & 2-14 <ul style="list-style-type: none"> • No CDEC offered • 0/3 TECA = 0% • 0/2 EDUC = 0% • Summer Average = 0%

Use of Results

Date	Description
09/12/2014	Criteria not met. Because N is so small for any given rubric within the unit's inventory and the results for each long semester ranged from 50% to 100% the previous year, it was determined that a 70% average for each long semester would be more likely to yield results that would be more meaningful than the previous target of 90%. In addition it has been decided that the department will discontinue offering summer courses in an effort to boost fall and spring semester enrollments.

Obj ID	Objective	Objective Purpose	Objective Status
992	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices. (Supports Primary Function #4.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of full-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
08/27/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (It is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

Actual Results

Date	Description
09/12/2014	2/2 = 100% have PDP's on file 2/2 = 100% of full-time faculty have completed PD Plans as of August 31, 2014.

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
993	Increase Enrollment	Developmental	In Progress

Objective Description

Enrollment in EDUC 1300, Psychology for Success, courses will be increased. (Supports Primary Function #6.)

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Percentage of EDUC 1300 enrollment increase.

Intended Results

Date	Description
08/30/2012	Enrollment in EDUC 1300 courses will be increased by 2% when compared to enrollment from prior year.

Actual Results

Date	Description
09/12/2014	Comparison of EDUC Enrollment Totals: FA12 = 72 FA13 = 30 SP13 = 21 SP14 = 0 SU13 = 0 SU14 = 0

Use of Results

Date	Description
09/12/2014	Criteria not met. This developmental objective will remain for the 2014-15 academic year which is the advent of the new core curriculum that includes EDUC/PSYC 1300 as part of the core. Preliminary registration for EDUC 1300 for the FA14 semester already totals 81 (as of 8/13/14). This current enrollment total is 100% Collegiate High School.

Obj ID	Objective	Objective Purpose	Objective Status
994	Program Level Improvement Strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all program level outcomes that failed to meet "criteria for success." (Supports Primary Function #7.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Percentage of program level outcomes that failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the program assessment chart.

Intended Results

Date	Description
08/31/2012	100% of program level outcomes for current year that failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the program assessment chart.

Actual Results

Date	Description
09/12/2014	<p>Marketable Skills Award Program: The 1 outcome that was not met has an identified strategy for addressing that deficiency.</p> <p>Certificate Program: All 3 outcomes criteria for the Certificate Programs were met.</p> <p>AAS Program: There were no completers for the capstone course for the AAS; therefore there were no outcomes criteria that were not met.</p> <p>AAT Program: All 3 outcomes criteria for the AAT Program were met.</p>

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
995	Program Outcomes Assessment	Operational	Ongoing

Objective Description

Program level outcomes will be established and regularly assessed. (Supports Primary Function #7.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	The percentage of program level outcomes that have been assessed in a given year.

Intended Results

Date	Description
08/31/2012	100% of all program level outcomes will be assessed annually.

Actual Results

Date	Description
09/12/2014	Marketable Skills Award Program Outcomes: 3/3 = 100% of MSA Program outcomes were assessed as of 8/31/14. Certificate Program Outcomes: 3/3 = 100% of Certificate Program outcomes were assessed as of 8/31/14. AAS Program Outcomes: 3/3 = 100% of AAS Program outcomes were assessed as of 8/31/14. AAT Program Outcomes: 3/3 = 100% of AAT Program outcomes were assessed as of 8/31/14.

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
996	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field. (Supports Primary Function #3.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
08/27/2012	100% of all part- and full-time faculty members will meet the minimum credentialing standards for their field.

Actual Results

Date	Description
09/12/2014	FA13 2/2 = 100% FT Faculty 5/5 = 100% PT Faculty SP14 2/2 = 100% FT Faculty 2/2 = 100% PT Faculty SU14 No SU14 courses made.

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
997	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards. (Supports Primary Function #1.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/27/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
08/27/2012	No more than 10% of classes under a specific rubric will exceed pedagogical capacity each semester.

Actual Results

Date	Description
09/12/2014	FA13 (Reporting CDEC 2266 pooled sections as one course) <ul style="list-style-type: none"> • 0/12 = 0% exceeded enrollment capacity SP14 (Reporting CDEC 2266 pooled sections as one course) <ul style="list-style-type: none"> • 0/10 = 0% exceeded enrollment capacity SU14 <ul style="list-style-type: none"> • 0/5 = 0% exceeded enrollment capacity

Use of Results

Date	Description
09/12/2014	Criteria met. Continue to monitor.

Obj ID	Objective	Objective Purpose	Objective Status
998	SLO Improvement Strategies	Operational	Ongoing

Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success." (Supports Primary Function #2.)

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Percentage of SLOs where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course assessment chart.

Intended Results

Date	Description
08/31/2012	100% of SLOs where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course assessment chart.

Actual Results

Date	Description
09/12/2014	Database housing assessment information collapsed.

Use of Results

Date	Description
09/12/2014	N/A: Database housing assessment information was not restored. All course level assessment data will be housed in SPOL beginning with the 2014-15 academic year.

Unit Code:	Planning Unit:	Unit Manager
40000	Student Services	Stanfield, Vicki

Obj ID	Objective	Objective Purpose	Objective Status
854	Student Satisfaction	Operational	In Progress

Objective Description

All departments within the Student Services division will function at a quality level that allows them to effectively address student needs from recruitment through graduation.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	CCSSE satisfaction items and or internal customer surveys

Intended Results

Date	Description
08/31/2012	All departments within Student Services will provide above average services to students.

Unit Code: 41000
Planning Unit: Registrar

Unit Manager
Musick, Kelly

Obj ID	Objective	Objective Purpose	Objective Status
860	Admissions Process.	Operational	Ongoing

Objective Description

Students will have a positive enrollment experience.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Percentage of students indicating satisfaction on items related to the admissions process on the CCSSE and SENSE surveys.

Intended Results

Date	Description
08/31/2012	95% of students will be satisfied with the admissions process.

Obj ID	Objective	Objective Purpose	Objective Status
861	Application for Admissions	Operational	Ongoing

Objective Description

All completed applications for admissions received by the published deadlines will be processed within 4 working days.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/22/2012	Datatel reports showing application date of receipt and date of data entry.

Intended Results

Date	Description
08/22/2012	95% of applications will be input and downloaded within 4 days.

Use of Results

Date	Description
10/07/2014	Although actual data could not be obtained for a percentage in turn around time for application processing, the staff has been crosstrained and application processing time has been changed from 3-5 days to 2-4 with there rarely being a wait beyond 2 days.

Obj ID	Objective	Objective Purpose	Objective Status
862	Maintain student records.	Operational	Ongoing

Objective Description

All student records will be maintained in accordance with state and federal regulations.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Number of errors returned on submitted repts. Verification of timely submission of reports as documented on state/federal websites.

Intended Results

Date	Description
08/31/2012	100% of student records will be submitted and maintained in accordance with state and federal regulations. All reports are submitted by the published deadlines and the number of errors are reduced.

Actual Results

Date	Description
10/03/2014	Due to substantial programming changes to state reports, submission dates were not met, but certification deadlines were met.

Use of Results

Date	Description
10/03/2014	Will continue to work through reporting changes to meet submission deadlines in the future.

Obj ID	Objective	Objective Purpose	Objective Status
864	Transcript requests.	Operational	In Progress

Objective Description

Transcripts will be processed and available in a timely manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Datatel reports showing date request was submitted and processed.

Intended Results

Date	Description
08/31/2012	100% of transcript requests will be processed within 1 business day of receipt.

Unit Code: 41100
Planning Unit: Admissions & International Affairs

Unit Manager
Hoodye, Tamara

Obj ID	Objective	Objective Purpose	Objective Status
855	Streamline the process of new international students applications	Operational	Complete

Objective Description

100% of new international student applicationl are processed within six weeks of receiptpt of elgibility to apply for VISA.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Track calculated time it took to process I-20 and mail to student

Intended Results

Date	Description
08/31/2012	100% of applications completed and processed

Obj ID	Objective	Objective Purpose	Objective Status
856	Student Help Center - Satisfaction	Operational	Discontinued

Objective Description

Prospective and current students will be satisfied with the service provided by the Student Help Center.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Develop a survey to receive feedback to better meet the needs of the Student Help Center users.

Intended Results

Date	Description
08/31/2012	95% of students will be satisfied with the services provided by the Student Help Center.

Obj ID	Objective	Objective Purpose	Objective Status
857	Study Abroad	Developmental	In Progress

Objective Description

Establish policies and porcedures for the study abroad program.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/23/2012	Created a committee with faculty who currently have study abroad programs.

Intended Results

Date	Description
08/23/2012	The Internaitonal Affairs Office will work with faculty to establish and complete a study abroad program for thier area of study.

Obj ID	Objective	Objective Purpose	Objective Status
859	Welcome Center - Student/Community Satisfaction	Operational	Discontinued

Objective Description

Students and community members will be satisfied with the service provided by the Welcome Center.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Work with IR to develop a survey to receive feedback to better meet the needs of the Welcome Center.

Intended Results

Date	Description
08/31/2012	95% of students and community members will be satisfied with services provided by the Welcome Center.

Unit Code: 42100
Planning Unit: Student Success Center

Unit Manager
Valdes, Michelle

Obj ID	Objective	Objective Purpose	Objective Status
878	Advising - training	Operational	In Progress

Objective Description

Academic Advisors will be trained to provide consistent and correct information to students

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Log of training required and completed by staff members.

Intended Results

Date	Description
08/31/2012	100% of staff will complete required professional development and training.

Actual Results

Date	Description
10/03/2014	Additional training opportunities for staff include Pathways Project Conference, Co-Board sponsored workshops to present on TSI. Inter-departmental meetings have also occurred for advisors to remain abreast on campus resources and opportunities.

Use of Results

Date	Description
10/03/2014	From information gathered from the various conferences, workshops and meetings, we have assigned an advisor to all academic programs to serve as a liaison. Began discussion on defining and establishing holistic advising.

Obj ID	Objective	Objective Purpose	Objective Status
881	Disability Services - receive services	Operational	Ongoing

Objective Description

All students who have self-identified as an individual with a disability will be accommodated appropriately.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Percentage of students self-identified who have gone through the process and are receiving accommodations.

Intended Results

Date	Description
08/24/2012	100% of self identified students who have provided the appropriate documentation will receive the appropriate accommodation.

Actual Results

Date	Description
10/09/2014	During the 2013-2014 academic year, 63 students self-identified, and 231 accommodations were provided for those 63 students. Not all students who self-identify request services. Students are considered "active" for 5 years once they provide documentaiton. Our office has 334 active files.

Use of Results

Date	Description
10/09/2014	Continue to provide services to all students completing the intake process and requesting accommodations.

Unit Code: 42200
Planning Unit: Student Support Services

Unit Manager
Reyes, Ciro

Obj ID	Objective	Objective Purpose	Objective Status
883	Good Academic Progress	Operational	In Progress

Objective Description

85% of all enrolled participants served by the SSS project will meet the performance level required to stay in good academic standing.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	Students will maintain at least a 2.0 GPA or above and this information is verified in Datatel in SPRO.

Intended Results

Date	Description
08/28/2012	Students with at least 31 hours or above who are enrolled in SSS program will maintain at least a 2.0 GPA each year enrolled.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report.

Use of Results

Date	Description
10/03/2014	Result are pending the completion of the Annual Performance Report. Results will be utilized to assist SSS in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
884	Graduation	Operational	In Progress

Objective Description

20% of new participants served each year will graduate with an associate's degree or certification within four years.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	SSS Exit Interview, conferring of degree, Datatel

Intended Results

Date	Description
08/28/2012	20% of new participants served each year will graduate with an associate's degree or certification within four years.

Actual Results

Date	Description
10/03/2014	Pending the completion of the SSS Annual Performance Report.

Use of Results

Date	Description
10/03/2014	Result are pending the completion of the Annual Performance Report. Results will be utilized to assist SSS in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
885	Outreach	Operational	In Progress

Objective Description

Two-thirds (124) of all selected participants will be either low-income and first generation students or individuals with disabilities. The remaining one-third (61) will be either low-income or first generation or individuals with disabilities. One third of the individuals with disabilities will also be low income.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	SSS Application and Intake Process

Intended Results

Date	Description
08/28/2012	Student Support Services (TRIO) program will select 185, Two-thirds (124) of all selected participants will be either low-income and first generation students or individuals with disabilities. The remaining one-third (61) will be either low-income or first generation or individuals with disabilities. One third of the individuals with disabilities will also be low income.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report. Results will be utilized to assist SSS in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
886	Retention	Operational	In Progress

Objective Description

60% of all participants served by the SSS project will persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a 2-year to a 4-year institutional during the academic year.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	Datatel registration data (STAC) and advisor sign in sheets.

Intended Results

Date	Description
08/28/2012	A minimum of 111 participants served by the SSS project will persistent from one academic year to the beginning of the next academic year or graduate and/or transfer from a 2-year to a 4-year institutional during the academic year.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report. Results will be utilized to assist SSS in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
887	Transfer	Operational	In Progress

Objective Description

20% of new participants served each year will transfer with an associated degree or certificate to a four year institution within four years.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	SSS Exit Interview, National Clearinghouse and National Student Loan Database

Intended Results

Date	Description
08/28/2012	20% of new participants served each year will transfer with an associated degree or certificate to a four year institution within four years.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report. Results will be utilized to assist SSS in changing program services to best serve program participants.

Unit Code: 42300
Planning Unit: Upward Bound

Unit Manager
Reyes, Ciro

Obj ID	Objective	Objective Purpose	Objective Status
892	College Enrollment	Operational	In Progress

Objective Description

To ensure that students who graduate from the Upward Bound program enroll in college.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/04/2012	College enrollment will be stored in the Student Access database. Data will be verified through the National Student Clearinghouse.

Intended Results

Date	Description
09/04/2012	60% of all current and prior UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester).

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report (November 15, 2014). Results will be utilized to assist the Upward Bound Program in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
893	College Graduation	Operational	In Progress

Objective Description

To ensure that students who graduate from the Upward Bound program graduate from college in a timely manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/04/2012	College graduation data will be stored in the Student Access database. Data will be verified through the National Student Clearinghouse.

Intended Results

Date	Description
09/04/2012	38% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report (November 15, 2014). Results will be utilized to assist the Upward Bound Program in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
894	GPA	Operational	In Progress

Objective Description

To help students achieve proficiency in academic courses.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/04/2012	Cumulative GPA as provided by the school district.

Intended Results

Date	Description
09/04/2012	60% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report (November 15, 2014). Results will be utilized to assist the Upward Bound Program in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
895	Graduate On Time	Operational	In Progress

Objective Description

To ensure that students progress through high school and graduate in a timely manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/04/2012	Graduation data (including diploma type) as provided by the school district.

Intended Results

Date	Description
09/04/2012	80% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report (November 15, 2014). Results will be utilized to assist the Upward Bound Program in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
896	Regular Diploma	Operational	In Progress

Objective Description

To prepare students who graduate from the Upward Bound program to be admitted to college.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/04/2012	Graduation data (including diploma type) as provided by the school district.

Intended Results

Date	Description
09/04/2012	80% of all current and prior year UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report (November 15, 2014). Results will be utilized to assist the Upward Bound Program in changing program services to best serve program participants.

Obj ID	Objective	Objective Purpose	Objective Status
897	Standardized Tests	Operational	In Progress

Objective Description

To help students achieve proficiency in performance on standardized tests.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/04/2012	STAAR scores as provided by the school district.

Intended Results

Date	Description
09/04/2012	95% of UB seniors served during the project year, will have achieved at the proficient level on state assessments in reading/language arts and math.

Actual Results

Date	Description
10/03/2014	Pending the completion of the Annual Performance Report (expected due date is November 15, 2014).

Use of Results

Date	Description
10/03/2014	Results are pending the completion of the Annual Performance Report (November 15, 2014). Results will be utilized to assist the Upward Bound Program in changing program services to best serve program participants.

Unit Code: 42600
Planning Unit: Student Financial Services

Unit Manager
Gordon, Carl

Obj ID	Objective	Objective Purpose	Objective Status
865	Borrower Education	Operational	Complete

Objective Description

The objective is to educate students who are opting to borrow funds through the William D. Ford Federal Direct Loan program on their rights and responsibilities, thereby ensuring that the College's default rate (once calculated) remains within an acceptable range.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	A survey will be developed and will be given to students at the Direct Loan Entrance Interview (on-campus) that will measure the students' assessment of thei interview. The College will begin reviewing the potential default rate by utilizing reports available to the College through the Common Origination/Disbursement (COD) System.

Intended Results

Date	Description
08/30/2012	The intended result is to promote student awareness of borrowers' rights and responsibilities of borrowing funds through the William D. Ford Federal Direct Loan program by requiring each loan recipient to attend an on-campus entrance interview.

Actual Results

Date	Description
10/07/2014	The Office of Institutional Research compiled the results of all surveys taken during each loan interview session. Based on the responses of the attendess, 91% of the students agreed that the presentation provided them with a better understanding of how the Federal Direct Loan program works and their responsibilities as a student loan borrower.

Use of Results

Date	Description
10/07/2014	Although the results of the on-campus were favorable, the presentation is no longer being made mandatory for the 2014-2015 year.

Obj ID	Objective	Objective Purpose	Objective Status
867	Customer Satisfaction	Operational	In Progress

Objective Description

A majority of students receiving financial aid will be satisfied with the services provided by the Student Financial Services Office.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/23/2012	Student responses of the various surveys will be reviewed to ensure that their satisfaction is measured (Community College Survey of Student Engagement). Work with OIRE to develop a specific survey for financial aid students.

Intended Results

Date	Description
08/23/2012	The intended result for this objective is to achieve a 90% satisfaction rating on all surveys for students who are applying for financial aid with the services provided by the department.

Actual Results

Date	Description
10/14/2014	The SENSE student survey indicated that COM's Financial Aid Office's score was 9.5 points below that of the cohort for the question related to providing students with adequate information about financial assistance and 6.4 points below the cohort for the question concerning a staff member helped the student determine whether or not the student qualified for financial assistance. On the Noel-Levitz survey, all financial aid related questions indicated a performance gap between how students ranked the importance of the service and the corresponding service delivered by the department.

Use of Results

Date	Description
10/14/2014	As a result of the responses from the SENSE and Noel-Levitz surveys, several actions were taken to improve financial aid services. Frank Scheidler, COM's Director in Internal Auditing, was asked to perform an internal audit report, which he did. The College also brought in a consultant from the Ferrilli Group to review the department's policies and procedures. During her review, many suggestions were made and implemented. The structure of the department was adjusted to promote cross-training of all employees regarding all the programs managed and to eliminate the single point of failure potential due to employees not being cross-trained.

Obj ID	Objective	Objective Purpose	Objective Status
868	Outreach	Operational	Ongoing

Objective Description

The objective is to promote awareness within our service district that financial aid is available for qualified applicants and to use this information to promote recruitment efforts.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	All requests to participate in campus outreach activities to provide financial aid information will be considered . A document will be created to track all outreach activities where a financial aid representative was present. Surveys of participants will be used to evaluate the effectiveness of the financial aid representative's program.

Intended Results

Date	Description
08/30/2012	The intended result is to have a financial aid representative available for all requests to participate in campus outreach activities and to provide financial aid at these outreach activities.

Actual Results

Date	Description
10/03/2014	A representative from the Student Financial Services/Veterans Affairs Office was present at 22 outreach activities throughout the year.

Obj ID	Objective	Objective Purpose	Objective Status
869	Time and Efficiency	Operational	Complete

Objective Description

The objective is to ensure that a majority of our students who are applying for financial aid are receiving funds in a timely and effective manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	A report must be created to identify students applying for financial aid. This report will also include the date the application was completed by the student as compared to the priority deadline date for fall (July 1st) and then identify whether or not the student's application has been processed and an award made by the payment deadline date.

Intended Results

Date	Description
08/30/2012	The intended result is that 100% of completed applications received by the priority date will be processed and financial aid will be awarded by the payment deadline for that semester.

Actual Results

Date	Description
10/03/2014	Goal was met. All financial aid applications that were completed prior to or on our priority application date were processed by the payment deadline date for fall 2013.

Obj ID	Objective	Objective Purpose	Objective Status
870	Veterans Benefits and Eligibility	Operational	Discontinued

Objective Description

The objective is to ensure that all of our student veterans who are applying for veterans educational benefits are being processed in a timely and effective manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	A report must be created to identify student veterans who have submitted the paperwork required to determine their eligibility for veterans educational benefits. This report must also include the date the application was processed by the veterans officer as compared to the payment deadline date.

Intended Results

Date	Description
08/30/2012	The intended result is that 100% of requests for veteran benefits completed within three weeks before the payment deadline will be certified by the payment deadline.

Unit Code:	Planning Unit:	Unit Manager
50000	Fiscal Affairs	Burton, Clen

Obj ID	Objective	Objective Purpose	Objective Status
898	Annual Operating Budget	Operational	Ongoing

Objective Description

The College's annual operating budget will be developed to support the College's strategic goals and annual plan.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/30/2012	Funding for annual priorities. Minutes for Board of Trustees meetings.

Intended Results

Date	Description
08/30/2012	The annual operating budget will reflect the priorities outlined in the College's Annual Plan. The annual operating budget will be approved by the Board of Trustees by August 31, 2012.

Unit Code: 51000
Planning Unit: Bookstore

Unit Manager
Lewis, Beth

Obj ID	Objective	Objective Purpose	Objective Status
906	Customer satisfaction	Operational	In Progress

Objective Description

Students and faculty will be satisfied with the services provided by the Bookstore.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/08/2012	On a monthly basis, solicity input from COM students and faculty via Texas Book Company's Customer Satisfaction Surveys.

Intended Results

Date	Description
08/08/2012	Recieve 95% positive feedback from students and faculty. Use any negative feedback received as constructive criticism to determine ways of improving the bookstore provided services.

Unit Code: 53000
Planning Unit: Facility Services

Unit Manager
King, Charles

Obj ID	Objective	Objective Purpose	Objective Status
912	Datatel Work Order System--Vendor Schedule	Operational	In Progress

Objective Description

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	Identify all calendar based vendor maintenance services and document Datatel scheduling.

Intended Results

Date	Description
08/28/2012	Development of a calendar schedule for vendor serviced equipment or systems, and include in the Datatel Work Order system.

Actual Results

Date	Description
08/29/2014	Objective not achieved, will be rolled over into 2014-2015 academic year.

Use of Results

Date	Description
08/29/2014	Objective rolled over into 2014-2015 academic year.

Obj ID	Objective	Objective Purpose	Objective Status
913	Energy Efficiency	Operational	Ongoing

Objective Description

Reduction in electrical usage, measured in kilowatt hours (kwh), as identified in electrical utility invoices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Spreadsheet analysis and evaluation using electrical invoices.
08/29/2014	This objective is actually part of Safety and Energy Management unit.

Intended Results

Date	Description
08/31/2012	5% reduction in annual electrical usage as compared to previous fiscal years.
08/29/2014	This objective is actually part of Safety and Energy Management unit.

Actual Results

Date	Description
08/29/2014	This objective is actually part of the Safety and Energy Management unit.

Use of Results

Date	Description
08/29/2014	This objective is actually part of the Safety and Energy Management unit.

Obj ID	Objective	Objective Purpose	Objective Status
914	Green Products	Operational	Ongoing

Objective Description

Integrate sustainability within the scope of work for renovation projects.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2012	Identify sustainable system or process in project design scope.

Intended Results

Date	Description
08/24/2012	Renovation projects will integrate sustainable improvements where feasible

Actual Results

Date	Description
08/29/2014	Used green products wherever feasible.

Obj ID	Objective	Objective Purpose	Objective Status
915	Pest Control Licensing	Operational	In Progress

Objective Description

State of Texas Licensing in Ornamental Pest Control

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Obtaining document certifying completion of licensing for ornamental Pest Control.

Intended Results

Date	Description
08/31/2012	Grounds Supervisor shall complete training and obtain State of Texas licensing in Ornamental pest Control.

Obj ID	Objective	Objective Purpose	Objective Status
916	Room Reservation Requests	Operational	Ongoing

Objective Description

Prompt service assisting the reserving of Campus rooms

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Evaluation and download of Datatel "Room Reservation" work order request will be completed, and Staff responsible for the reservation will be designated.

Intended Results

Date	Description
08/31/2012	100% of Room requests will be answered within 48hrs, and as space is available, requests will be approved.

Actual Results

Date	Description
08/29/2014	100% of requests were completed within 48 hours of the request.

Use of Results

Date	Description
08/29/2014	Objective achieved, will continue to monitor during 2014-2015 academic year.

Obj ID	Objective	Objective Purpose	Objective Status
917	Scheduling Fleet Maintenance Services	Operational	Ongoing

Objective Description

Assignment and performance of Vehicle Fleet maintenance services on a scheduled basis.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	Identify and document Datatel scheduling of Vehicle Fleet maintenance services.

Intended Results

Date	Description
08/28/2012	Development of datatel schedule for vehicle fleet maintenace services

Actual Results

Date	Description
08/29/2014	Objective not achieved, will be rolled over into 2014-2015 unit plan.

Obj ID	Objective	Objective Purpose	Objective Status
918	Utilize "green" products	Operational	Ongoing

Objective Description

Use "green" products and sustainable processes in the performance of custodial operations.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Verification on shipping documents and MSDS data sheet, and including processes on "Custodial Standards" documents.

Intended Results

Date	Description
08/31/2012	Utilize "green" products and promote sustainability in cleaning.

Actual Results

Date	Description
08/29/2014	Green products used where feasible.

Use of Results

Date	Description
08/29/2014	Will continue to use green products where feasible.

Unit Code: 54000
Planning Unit: Financial Services

Unit Manager
Trochesset, Trudy

Obj ID	Objective	Objective Purpose	Objective Status
919	Audit Adjustments	Operational	Ongoing

Objective Description

The annual external audit will yield no significant auditor proposed adjustments to the general ledger.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/19/2012	Annual Financial Report

Intended Results

Date	Description
09/19/2012	No auditor proposed significant adjustments will be identified during the annual external audit.

Obj ID	Objective	Objective Purpose	Objective Status
920	Payroll Disbursements	Operational	Complete

Objective Description

Implement mandatory direct deposit/debit card method of disbursement for payroll.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/21/2012	Number of paper checks prepared for salaries and wages for August 2012 payroll.

Intended Results

Date	Description
09/21/2012	Paper checks will not be issued for payment of salaries and wages.

Obj ID	Objective	Objective Purpose	Objective Status
921	Vendor Payments	Operational	Ongoing

Objective Description

The College's PCard program will be utilized more to pay vendors. This will increase the rebate received from the PCard company as well as lower costs in Financial Services through less paper/ink/toner, postage, and staff time.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/21/2012	The dollar amount and number of vendors paid through pcards during August 2012 compared to August 2011.

Intended Results

Date	Description
09/21/2012	Increased usage of the PCard program for vendor payments.

Unit Code: 56000
Planning Unit: Purchasing

Unit Manager
Blinka, Sonja

Obj ID	Objective	Objective Purpose	Objective Status
929	Order Processing	Operational	Ongoing

Objective Description

All requisitions will be processed in a timely manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/08/2012	Datatel Report To Be Developed

Intended Results

Date	Description
08/08/2012	100% standard requisitions will be processed within 24 hours.

Actual Results

Date	Description
10/07/2014	Additional reporting mechanisms have been requested. However, Datatel upgrades are needed to provide the reporting tools to reflect full capacity tracking data.

Use of Results

Date	Description
10/07/2014	Results determine that other tools should be sought after and continue to work with Datatel administrators and IT to develop a solution for tracking accordingly.

Obj ID	Objective	Objective Purpose	Objective Status
931	Quote Processing	Operational	No Status

Objective Description

All orders that require informal quotes will be processed in a timely manner.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/08/2012	Datatel Report To Be Developed and Quote process form for requisitoins over \$5,000.00.

Intended Results

Date	Description
08/08/2012	All orders that require informal quotes will be processed within 10 business days.

Actual Results

Date	Description
10/07/2014	Additional reporting capability is needed from Datatel. However, Quote Form included on the Purchasing website to assist end-users with documentation to support purchases over \$5,000.00.

Use of Results

Date	Description
10/07/2014	Determine a reporting method to track the process time of requisitions exceeding \$5,000.00 through Datatel and provide a better understanding and training tool to the end-user.

Unit Code: 57000
Planning Unit: Food Services

Unit Manager
Carrasco, Michael

Obj ID	Objective	Objective Purpose	Objective Status
922	Customer Survey	Operational	Ongoing

Objective Description

Food Services customers will be satisfied with the services that they receive. Positive results.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/17/2012	Comment card distributed after completion of catering requests. Satisfaction survey to be developed in conjunction with IRE. Customer base has increased with catering because of comment evaluation form sent with each billing statement

Intended Results

Date	Description
09/17/2012	90% of customers surveyed will be satisfied with the services provided by Food Services. Verbal communication with campus students has increased their participation. Especially During the fall and spring classes. Participation down during summer. No support from remaining staff during summer months. Will advertise Meal deal options for campus staff.

Actual Results

Date	Description
08/29/2014	Attending orientation has brought in new customer base with high school students with dual credits Positive feed back

Use of Results

Date	Description
08/29/2014	Will use the orientation process with all customer base such as New employees. Attending New Orientation will be on going with Nursing and high school students. This will increase participation to Mr. C's because of personal contact and awareness.

Obj ID	Objective	Objective Purpose	Objective Status
923	Food Safety	Operational	Ongoing

Objective Description

Maintain Food Safety protocols consistent with Galveston County Health District standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/22/2012	Percentage of health department inspections resulting in a score o 90 or above.

Intended Results

Date	Description
08/22/2012	All health department inspecftions will result in a score of 90 or above.

Obj ID	Objective	Objective Purpose	Objective Status
924	Food service Catering	Operational	Ongoing

Objective Description

: Increase positive community awareness of COM by offering catering food services in the COM service area.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/17/2012	Increase in number of catering services provided outside of COM. Number of local business receiving weekly menu e-mail blast.

Intended Results

Date	Description
09/17/2012	As COM Food Services' exposure increases, the number of catering opportunities in the community will increase each year.

Obj ID	Objective	Objective Purpose	Objective Status
925	Maintain cost controls	Operational	Ongoing

Objective Description

Staff and inventory will be managed in a manner that controls labor costs and ensures reasonable food costs for customers.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/17/2012	Average amount of each transaction.

Intended Results

Date	Description
09/17/2012	Average cash register transaction amount will remain under \$5.

Unit Code: 63000
Planning Unit: Marketing & Communications

Unit Manager
 Garza, Amanda

Obj ID	Objective	Objective Purpose	Objective Status
948	Keep campus and community informed	Operational	Ongoing

Objective Description

The campus and the community it serves will be well informed of campus events and activities.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
10/09/2012	Log of published documents, to include newsletters and annual report.
10/09/2012	Log of submissions to media outlets.

Intended Results

Date	Description
10/09/2012	Constituent newsletters will be published on a regular basis. This includes a monthly employee newsletter and quarterly community and ISD newsletters.
10/09/2012	COM briefs with updates on College programs and events are submitted weekly to the appropriate media outlets.
10/09/2012	News releases on major events or other note worthy items are submitted to the appropriate media outlets in a timely fashion.

Actual Results

Date	Description
09/05/2014	<p>Newsletters (COM Connections) to the community were published online for Spring 2013, Summer 2013, Fall 2013 and Summer 2014.</p> <p>Newsletters (COM-ISD Link) to the ISDs were published online for Spring 2013, Fall 2013 and Spring 2014.</p> <p>Archives can be accessed at http://archive.constantcontact.com/fs047/1102290150537/archive/1102476768274.html.</p> <p>An employee newsletter was published online the first week of every month. Archives of the employee newsletter can be accessed at http://www.com.edu/marketing-communications/employee-newsletter.php.</p>
09/05/2014	<p>Communications coordinator successfully published news articles and submitted to news outlets.</p> <p>News, program information and events were also published through social media and the COM website.</p>

Use of Results

Date	Description
09/05/2014	The community and ISD newsletters are used to keep the community and ISDs informed of COM events, important information and success stories. Registration dates and information are published in the newsletter as well.
09/05/2014	Information was disseminated through media outlets and social media to inform the community of COM events, success stories and registration information.

Obj ID	Objective	Objective Purpose	Objective Status
949	Marketing Strategy	Operational	Ongoing

Objective Description

The College has an evolving marketing strategy that aligns with its Enrollment Management plan and is designed to increase student enrollment.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
10/09/2012	Annual report on advertising expenditures.

Intended Results

Date	Description
10/09/2012	Marketing strategy has been implemented.

Actual Results

Date	Description
09/05/2014	A marketing strategy was not implemented. Marketing and Communications did not meet with Enrollment Management to create a marketing plan to increase enrollment.

Use of Results

Date	Description
09/05/2014	To increase student enrollment.

Obj ID	Objective	Objective Purpose	Objective Status
950	Support Marketing/Communications Activities	Operational	Ongoing

Objective Description

Individual departments will have the marketing resources needed to advertise their programs and services to businesses and individuals.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
10/09/2012	Completion of job requests will be measured by comparing the requested due date to the actual completion date.
10/09/2012	Customer satisfaction (or point of service) survey will be developed and distributed to all individuals who submit a job request to the department.

Intended Results

Date	Description
10/09/2012	Requests for marketing materials will be completed in a timely manner such that 95% of job requests are completed by the requested due date.
10/09/2012	Customers will be highly satisfied with the services provided by the Marketing and Communications department.

Actual Results

Date	Description
09/05/2014	<p>Completion of job requests comparison to the actual completed date was not done. This was introduced by K Friedrich at the time and said the IR could create a program to implement the job requests and would be able to pull up the information. K Friedrich is no longer employed here. This was not done.</p> <p>Currently the web developer, C Carpenter, is working to implement a new job request system and jobs could be monitored and evaluated through the new system.</p> <p>The customer satisfaction survey was not implemented and distributed to customers.</p>

Use of Results

Date	Description
09/05/2014	<p>Completing jobs in a timely manner or by the due date will increase use of the Marketing Department services for publications and will help to keep the COM brand.</p> <p>Customer surveys would have helped in making positive changes in the request process and satisfaction of the jobs received and improving Marketing and Communications Department services and products.</p>

Unit Code:	Planning Unit:	Unit Manager
74000	SSC Subcommittee 4: Enhancing Student Skills for Navigating and Reaching the End of the Pathway	Sewell, Steve

Obj ID	Objective	Objective Purpose	Objective Status
1209	Implementation of New General Education Core Curriculum for Fall 2014	Developmental	Complete

Objective Description

Preparations will be completed for the implementation of new revised general education core curriculum in Fall 2014 to include: submit report to THECB; hold Core Curriculum Objective summit meetings during Convocation week (PD for faculty); require faculty to submit Fall 2014 syllabi prior to end of Spring 2014; a syllabus audit and revisions, if necessary, will occur; and complete development of database for tracking data.

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Assessment Measures

Date	Description
06/12/2014	Completion and submission of the Core Curriculum report to THECB; Number of faculty that attended the Core Curriculum Objective Summit meetings during Convocation; Submission by faculty of their Fall 14 syllabi to Dept. Chairs prior to end of Spring 14; Modification of catalog for the new general education core curriculum AY 14-15.

Intended Results

Date	Description
06/12/2014	The new general education core curriculum will be approved and fully implemented in Fall 2014.

Actual Results

Date	Description
09/23/2014	1. Core Curriculum report was submitted to THECB. 2. Core Curriculum objective summit workshops were offered to gen ed faculty on January 8th and 9th, 2014. 3. Notice was given to faculty to submit Fall 2014 syllabi to Dept. Chairs before the end of Spring semester 2014; compliance to be determined.

Obj ID	Objective	Objective Purpose	Objective Status
1210	Implement all THECB TSI requirements	Operational	Complete

Objective Description

Complete all preparations for implementation of all THECB TSI requirements such as: Combine/phase out lower level Math courses to 2 courses by Fall 2014; develop and offer 2 levels of Integrated Reading and Writing courses by Fall 2014; finalize plans for serving students referred to ABE; continue to offer non-course-based options in developmental education; integrate developmental education faculty into credit depts. by Fall 2014; work with IT and Student Services to enforce TSI standards.

Institutional Goals
Strategic
1 Enrollment and Student Success
6 Maintenance of Operations

Assessment Measures

Date	Description
09/23/2014	Number of courses offered in Fall 2014 of the new lower level Math; Number of courses offered in Fall 2014 of IRW; Integration of Dev Ed faculty into Humanities and Math/Science.

Intended Results

Date	Description
09/23/2014	Implement all TSI requirements; development of 2 levels of IRW classes to be offered in Fall 2014; phase out and development of 2 levels of lower level Math classes; referral of certain students to ABE; integration of developmental ed faculty into credit depts. - Humanities and Math/Science.

Actual Results

Date	Description
09/23/2014	Fall 2014 classes offered: 4 sections of IRW 0300 7 sections of IRW 0320 3 sections of Math 0308 12 sections of Math 0310 3 sections of Math 0320 1 section of Math 0105 1 section of Math 0110 Developmental education faculty have been incorporated into Humanities and Math/Science Departments.

Use of Results

Date	Description
10/21/2014	Objective achieved.

Obj ID	Objective	Objective Purpose	Objective Status
1212	Ensure that students have the opportunity to purchase textbooks at competitive prices and through various means	Operational	Complete

Objective Description

This objective ensures that students will have the opportunity to purchase textbooks at competitive prices and have the opportunity to acquire textbooks through various means, such as rentals, purchase of used books, etc.

Institutional Goals
Strategic
1 Enrollment and Student Success
5 Innovation
6 Maintenance of Operations

Assessment Measures

Date	Description
09/15/2014	1. Notice to students regarding the bookstore options and the availability of purchasing textbooks through other means (online websites). 2. Number of textbooks in the College bookstore that are available on a "used" or "rental" basis.

Intended Results

Date	Description
09/15/2014	Increase students' options in acquiring textbooks. Increased options include renting and purchasing used textbooks in the College bookstore. This also includes informing students of the option to purchase their textbooks by other means, including other online retail websites.

Actual Results

Date	Description
09/15/2014	1. Notice has been provided to students in all faculty syllabi which states, "A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." 2. Textbooks are available in the College bookstore on a "used" and "rental" basis - number to be determined.

Use of Results

Date	Description
09/23/2014	Continue to inform students of options for purchasing textbooks. Update textbook resources as needed.

Unit Code:	Planning Unit:	Unit Manager
75000	SSC Subcommittee 5: Enhancing the Quality of the Path and the Guides	Bush, Lonica

Obj ID	Objective	Objective Purpose	Objective Status
1198	Off-Site Facilities	Operational	In Progress

Objective Description

North County Facility to House most/all Off-Site programs - Locate a large building space in the North County that could be renovated to house programs currently utilizing off-site facilities.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
09/01/2014	Programs previously housed at the North County campuses (Main and Allied Health) and Delmar Center will begin instruction in new location by Fall 2014.

Intended Results

Date	Description
02/28/2014	Locate and procure a site that is accessible, visible which includes at minimum North County campuses (Main and Allied Health) and Delmar Center by February 2014.

Actual Results

Date	Description
09/24/2014	- A two-year lease on the North County facility has been renewed to allow additional time for the President, Cabinet, and Board to find an alternative site to relocate the programs there. - A space for the Delmar Center has been found, architectural drawings have been developed, and the possibility of lease will be presented to the Board of Trustees in October 2014.

Use of Results

Date	Description
09/24/2014	The committee will need to follow-up with the Administration and Board of Trustees to determine whether or not these goals have been met.

Obj ID	Objective	Objective Purpose	Objective Status
1199	Campus Safety	Operational	In Progress

Objective Description

increase safety on main campus and other off-site locations

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2014	<p>By the end of this academic year:</p> <ul style="list-style-type: none"> • Facility inspection reports will provide evidence that all exterior security lighting fixtures are in working order • The Emergency Management Coordinator will confirm that the emergency response flipchart has been updated and copies will be disseminated • The Emergency Management Coordinator will ensure that the call tree is updated • All locations that need security monitoring will be identified by the Chief of Police • The feasibility study for a real-time notification system will be completed.

Intended Results

Date	Description
05/28/2014	<ul style="list-style-type: none"> • All exterior security lighting fixtures will be in working order • All staff will receive an updated emergency response flipchart • Updated call tree for emergency responses • The locations where security monitoring is needed will be identified • The feasibility for a real-time notification system will be assessed.

Actual Results

Date	Description
09/24/2014	<ul style="list-style-type: none"> • Exterior security lighting fixtures are in working order or process of repair. • The emergency response flipchart has been updated and copies have been disseminated. • Departments have updated their call trees and submitted to supervisors and appropriate VP. • The North County facility has been assigned an evening police officer. • The feasibility study for a real-time notification system is in progress?

Use of Results

Date	Description
09/24/2014	All assessment measures have been achieved with the possible exception of the real-time notification system feasibility study.

Obj ID	Objective	Objective Purpose	Objective Status
1200	Extended Hours of Instructional and IT Support	Operational	In Progress

Objective Description

Adequate instructional support services will be provided to faculty and students when classes are in session outside normal college business hours (beyond 8-5).

Institutional Goals
Strategic
5 Innovation
6 Maintenance of Operations

Assessment Measures

Date	Description
05/28/2014	<ul style="list-style-type: none"> IT Help Desk Support Tickets Customer Satisfaction Survey

Intended Results

Date	Description
05/28/2014	<ul style="list-style-type: none"> IT: Response times to Help Desk requests that are identified as issues that occurred outside normal college business hours will be within 24 hours IT: Customer Satisfaction Survey results administered to faculty who teach outside normal college business hours will be 90% or above Instructional Technology: 90% of Support Tickets will be resolved within 24 hours Instructional Technology: Customer Satisfaction Survey results administered to faculty who teach outside normal college business hours will be 90% or above

Actual Results

Date	Description
09/24/2014	<ul style="list-style-type: none"> IT: Response times to Help Desk requests that are identified as issues that occurred outside normal college business hours will be within 24 hours IT: Customer Satisfaction Survey results administered to faculty who teach outside normal college business hours will be 90% or above Instructional Technology: 90% of Support Tickets will be resolved within 24 hours Instructional Technology: Customer Satisfaction Survey results administered to faculty who teach outside normal college business hours will be 90% or above <p>Data has not yet been collected by the committee to verify the actual results.</p>

Use of Results

Date	Description
09/24/2014	The committee needs to follow-up on the assessment measures to determine if the goals have been met.

Unit Code: 931500
Planning Unit: Academic Success

Unit Manager
Friedell, Marianne

Obj ID	Objective	Objective Purpose	Objective Status
677	Class Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets students demand while maximizing the efficient use of instructional resources.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/24/2013	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
08/24/2013	90% of classes offered each semester under a specific rubric will make.

Obj ID	Objective	Objective Purpose	Objective Status
678	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/26/2013	Percentage of full-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

Intended Results

Date	Description
08/26/2013	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe.

Obj ID	Objective	Objective Purpose	Objective Status
680	Qualified Faculty	Operational	Ongoing

Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/26/2013	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

Intended Results

Date	Description
08/26/2013	100% of all part- and full-time faculty members will meet the minimum credentialing standards for their field.

Obj ID	Objective	Objective Purpose	Objective Status
681	Section Capacity	Operational	Ongoing

Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

Intended Results

Date	Description
08/28/2012	No more than 5% of classes under a specific rubric will exceed pedagogical capacity each semester.

Obj ID	Objective	Objective Purpose	Objective Status
682	SLO Improvement Strategies	Operational	Ongoing

Objective Description

Improvements strategies will be identified for all SLOs where students failed to meet the "criteria for success".

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	Percentage of SLOs where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or programs assessment chart.

Intended Results

Date	Description
08/28/2012	100% of SLOs where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

Obj ID	Objective	Objective Purpose	Objective Status
683	The Assessment of SLOs	Operational	Ongoing

Objective Description

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

Intended Results

Date	Description
08/28/2012	100% of all SLOs will be assessed by full-and part-time faculty members each semester.

Unit Code: 933400
Planning Unit: North County Learning Center

Unit Manager
Neugent, Lanis

Obj ID	Objective	Objective Purpose	Objective Status
1046	Administrative support	Operational	Ongoing

Objective Description

provide administrative support for North County center

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/09/2012	Ce courses evaluation

Intended Results

Date	Description
08/09/2012	majority of instructors satisfied with facilities

Obj ID	Objective	Objective Purpose	Objective Status
1047	Ce course offerings	Operational	Ongoing

Objective Description

Continue to offer new courses in response to community and workforce needs

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/09/2012	Number of CE courses increases by 2

Intended Results

Date	Description
08/09/2012	Increase Ce offerings by 2 new courses

Obj ID	Objective	Objective Purpose	Objective Status
1048	marketing strategy	Operational	Ongoing

Objective Description

develop, improve, and enhance marketing strategies to increase enrollment

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/09/2012	actual enrollment compared to previous year

Intended Results

Date	Description
08/09/2012	Increase enrollment by 5%

Obj ID	Objective	Objective Purpose	Objective Status
1049	Maintenance of facilities	Operational	Ongoing

Objective Description

Maintain facilities to provide an environment conducive to education

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/09/2012	responses to course evaluation forms

Intended Results

Date	Description
08/09/2012	The majority of instructors and students find the facility in proper working order

Obj ID	Objective	Objective Purpose	Objective Status
1050	Variety of courses	Operational	Ongoing

Objective Description

offer a wide variety of personal enrichment and profesional development courses

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/09/2012	measure the number of courses offered compared to the ones that make

Intended Results

Date	Description
08/09/2012	65%of classes offered will make

Unit Code:	Planning Unit:	Unit Manager
934000	Physical Education, Recreation & Special Projects	Bass, Al

Obj ID	Objective	Objective Purpose	Objective Status
1069	Expand Cross-Cultural Programming	Operational	In Progress

Objective Description

Continue to expand cross cultural educational activities, events and programs for the college and community.

Institutional Goals
Strategic
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
09/14/2012	Promotion of one new event as evidenced by promotional materials distributed on and off-campus.

Intended Results

Date	Description
09/14/2012	At least one new cross-cultural event will be established.

Obj ID	Objective	Objective Purpose	Objective Status
1070	Increase participation	Operational	Ongoing

Objective Description

Increase overall participation in community service and recreational events.

Institutional Goals
Strategic
3 Community Awareness and Collaboration
6 Maintenance of Operations

Assessment Measures

Date	Description
09/20/2012	Number of participants as shown on sign-in sheets.

Intended Results

Date	Description
09/20/2012	Participation in community service, recreational, and special events will increase by 10% over the previous year

Unit Code: 934100
Planning Unit: Facilities and Student Recreation

Unit Manager
Cornelius, Tige

Obj ID	Objective	Objective Purpose	Objective Status
1034	Consession Area Renovation	Developmental	Deferred

Objective Description

Adding and updating consession area to include stainless sink with filtered water, ice machine capacity for large events and refrigerator needed for college sponsored activities.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/31/2012	Receipt of items and installation.

Intended Results

Date	Description
08/31/2012	Objective will be completed once all phases have been completed.

Obj ID	Objective	Objective Purpose	Objective Status
1035	Preventive Maintenance	Operational	Ongoing

Objective Description

Strength and Cardio equipment will properly be maintained.

Institutional Goals
Strategic
6 Maintenance of Operations

Assessment Measures

Date	Description
08/28/2012	Quarterly review of daily logs documenting any equipment issues. Quarterly assessment reports from Marathon Fitness company.

Intended Results

Date	Description
08/28/2012	Quarterly maintenance will be performed on all strenght and cardio equipment.