Strategic Planning Results

Sorted By: Planning Priority

Planning Year: 2014-2015

Planning Priority:	Annual Priority #4 - Continue to support professio

Unit Code:	**Planning Unit:**		**Unit Manager**
20100	College Annual Plan		Sewell, Steve

Obj ID	**Objective**	**Objective Purpose**	**Objective Status**
1457	Continue to support professional development (Supports Strategic Goal #4)	Operational	In Progress

Objective Description

Continue to support professional development to enhance innovation in the classroom. (Supports Strategic Goal #4)

Assessment Measures

Date	Description
09/29/2014	Actual implementation of actual recommendations coming out of SSC #4.

Intended Results

Date	Description
09/29/2014	Implementation of recommendations coming out of SSC Committee #4.

Actual Results

Date	Description
08/25/2015	Student Success Council Committee #4 developed three recommendations in the 2014-2015 academic year that were approved by the full council and by the President's Cabinet. All three recommendations have been completed or implemented. The first recommendation was to developed a process for granting articulated credit to students who had completed advanced career and technology courses in high school. We have completed development of the process and have developed a form which students can complete to apply for articulated credit. We have informed the local school districts of this process, which is part of the ATC program, coordinated by Lone Star College. The second recommendation was to extend the core objectives to all credit workforces courses. This process is complete. Beginning in the Fall 2015 semester, the core objectives will be taught and assessed in all credit workforce courses. The third recommendation was to conduct a review of all credit workforce Level One and Level Two Certificates. The purpose of the review is to ensure there are no courses in Level One Certificates that have TSI requirements. An additional purpose of the reviews is to ensure that certificates have the appropriate number of credit hours. All Level One and Level Two Certificates were reviewed. As a result of this process no Level One Certificate contains coursework with TSI requirements. Additionally, all Level One and Level Two Certificates were reviewed and in some cases revised to ensure the appropriate number of credit hours.

Use of Results

Date	Description
08/25/2015	The college now has processes in place to grant articulated credit to student who have completed advance career and technology coursework in high school. The core objectives are now taught and assessed in all credit workforce classes. All workforce Level One and Level Two Certificates have been reviewed. It is expected that this will lead to an increase in enrollment in Level One Certificates and TSI requirements have been eliminated. This review has also led to numerous certificates being revised to ensure these certificates contained the appropriate number of credit hour requirements.

Unit Code:	Planning Unit:		Unit Manager
28000	Emergency Management		McIntosh, Trish

Obj ID	Objective	Objective Purpose	Objective Status
1225	Emergency Management Training	Operational	No Status

Objective Description

Deliver training primarily to internal stakeholders to enhance the culture of preparedness and capacity to respond to emergencies at College of the Mainland.

(Note: this represents a change from past objectives. The addition of an Emergency Management outreach coordinator to GCSI allows the transfer of responsibility for external training. Emergency Management Coordinator will continue to support the efforts of GCSI and community outreach and training, but will not consider it part of official SPOL objectives.)

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: 2 training with staff/faculty target audience. 2 training with a student target audience. (Additional training support will be provided to GCSI and other community focused efforts.)

Actual Results

Date	Description
09/18/2015	Delivered ten trainings. 5 for faculty staff, (109 reached) 8 for Students. (351 students reached) Also pushed to Staff completion of ICS independent study classes. 11 people completed ICS 100 10 completed ICS 200 11 completed ICS 700 6 completed ICS 800 These results do not include the individuals counted under drills and exercises.

Use of Results

Date	Description
09/18/2015	Continue to reach out directly to faculty and staff organizations. Work with student activities to identify additional opportunities to reach out to student groups on a wider variety of topics.

Unit Code:	Planning Unit:		Unit Manager
30000	Instruction		Templer, James

Obj ID	Objective	Objective Purpose	Objective Status
1231	Offer a First-Year Experience Seminar Series for New Faculty	Operational	In Progress

Objective Description

New full-time faculty will be required to attend a monthly seminar series focused on topics pertinent to instruction. Topics will include pedagogy, assessment, professional development, and more. Faculty will develop a sense of community by experiencing the seminar series as a cohort.

Assessment Measures

Date	Description
04/30/2014	The FYE Seminar Series for New Faculty will be offered and administered by the VPI.

Intended Results

Date	Description
04/30/2014	The FYE Seminar Series for New Faculty will be offered and administered by the VPI.

Actual Results

Date	Description
09/04/2015	Offered the FYE seminar series to faculty last year, with positive response.

Use of Results

Date	Description
09/04/2015	Will continue to offer the FYE seminar series to new faculty and instructional staff.

Obj ID	Objective	Objective Purpose	Objective Status
1479	Develop plan to teach and assess higher order general education and workforce competencies in an integrated manner.	Developmental	In Progress

Objective Description

Expand implementation and assessment of general education THECB Core Objectives (Communication Skills, Critical Thinking, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility) to workforce programs so that these Core Objectives are taught and assessed across all instructional programs.

Assessment Measures

Date	Description
10/03/2014	By the end of the 2014-2015 academic year, a matrix will have been developed demonstrating how each workforce program has developed a plan to incorporate the general education Core Objectives into their instruction and instructional assessment plans, for implementation no later than Spring 2016.

Intended Results

Date	Description
10/03/2014	By the end of this 2014-2015 academic year, all workforce instructional programs will have developed a plan to incorporate the THECB general education Core Objectives into their instruction for implementation no later than Spring 2016.

Actual Results

Date	Description
09/04/2015	Workshops were held during Convocation Week, January 2015, to inform workforce faculty about the Core Objectives. These workshops provided an opportunity for general education faculty to collaborate with workforce faculty to incorporate the Core Objectives into their instruction/syllabi in lieu of the SCANS. The Dean of Workforce and Continuing Education reports that the Core Objectives are being implemented this fall (2015).

Use of Results

Date	Description
09/04/2015	Continue to monitor implementation of Core Objectives on the workforce side of the house. Develop an assessment plan analogous to the assessment plan implemented on the general education side of the house.

Unit Code:	Planning Unit:		Unit Manager
30200	Instructional Technology (Inactive 2015-2016)		Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1400	Maintain a high level of support for the campus community and faculty members in the use of multimedia technology and related applications.	Operational	Ongoing

Objective Description

In support of College Strategic Goal #5 we will provide a high level of support for the campus community and faculty members in the use of multimedia technology and related applications.

Assessment Measures

Date	Description
08/01/2014	Requests for support will be responded to within 4 hours during normal business hours.
09/12/2014	Formal and on-demand training will be provided to faculty members throughout the school year to support courses with a QEP component.

Intended Results

Date	Description
08/01/2014	Requests for support will handled quickly and proficiently.
09/12/2014	Faculty will feel more confident about conducting courses that contain a QEP component.

Actual Results

Date	Description
06/26/2015	Instruction received prompt, courteous support throughout the school year decreasing downtime and increasing productivity.
	Faculty were provided training opportunities on topics designed to help them incorporate technology into their curriculum.

Use of Results

Date	Description
No Data to Display	

Unit Code:	Planning Unit:		Unit Manager
30300	Distance Education (Inactive 2015-2016)		Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1398	Maintain a hig level of support for distance education students and faculty members in the use of distance education related applications.	Operational	In Progress

Objective Description

In support of College Strategic Goal #5 we will maintain a high level of support for distance education students and faculty members by providing training and support in the use of distance education related applications.

Assessment Measures

Date	Description
08/01/2014	Support requests will be responded to within 4 hours during normal business hours.
09/12/2014	Provide 10 or more on-demand training sessions to faculty members throughout the school year on COM's course management system and other distance education related software applications.

Intended Results

Date	Description
08/01/2014	Faculty and students will have a majority of their distance education technical questions answered quickly and accurately.
09/12/2014	Faculty will received needed training at a time that is convenient and works around their teaching schedule.

Actual Results

Date	Description
06/26/2015	In academic year 2014-2015, 4 OCR sessions were offered 2 sessions for fall & 2 sessions for spring convocation, 2 select Blackboard topic sessions were conducted for the IRW faculty and, to date, 75 on-demand sessions have been conducted for 47 faculty & staff members over 24 topics.

Faculty and staff members include:

  Abshire, Jason
Acero, Carmen
Anderson, Carla
Barber, John
Biscoe-Ingram, Debbie
Bordwine, Cheryl
Brasher, Heather
Bridges, Doreen
Burton, Clen
Cervantes, Tammy
Christina Bergvall
Collins, Crystal
Dampeer, Angela
Delfin, Sophia
English, Patty
Frieze, Kay
  Glover, Bruce
Gray, Mayuko
Gregory, Andrew
Gundermann, Molly
Hacker, Lisa
Hall, Lisa

Hammer, Jere
Hammett, Beth
Harris, Kevin
Helms, Tammi
Heyward, Derrick
Holowaty, Toby
Larsen, Marilyn
LeMaster, Susan
Lowry, JaMargaret
McCreight, Mary
Mickens, Cynthia
Moran, Cathy
Napoli, Susan
Naranjo, Rafael
Plasek, Susan
Rahman, Selina
Rondeau, Sandra
Serda, Dalel
Sharp, Guinn
Terri Davis
Walton, Bridget
Willis, Martha
Wilson, Gary
Zavala, Sandra

Topics include:

Archive & Import

Bb set up Course Menu tabs & folder, Import syllabi & CV into table

Bb (Blackboard) Wiki

Brainstorming for Pre Nursing orientations

Built in SafeAssign in Assignment tool

Calculated Columns & set up weighted columns in the Grade Center

Course Design

Date Management

Download Grade Center

Implement online course review recommendations

Import & deploy Student Technology Survey

Insert QR codes

Jing

Mash-up tool Bb

Organize Grade Center categories

Prep Course for online course readiness review

Reports & tracking progress in Bb

Respondus

Set up customized rules for Retention Center

StudyMate

SoftChalk Cloud

SoftChalk Desktop

Test Exceptions

VoiceThreads

Use of Results

Date	Description
06/26/2015	Faculty have been exposed to new information about technology and software they can use to enhance their courses to increase student engagement and success.

Unit Code: 31600

Planning Unit: Business & Computer Technologies

Unit Manager Rahman, Selina

Obj ID	Objective	Objective Purpose	Objective Status
1542	Part-Time Faculty Observation	Operational	No Status

Objective Description

100% of Part-Time Faculty that teach on campus will be observed once a year

Assessment Measures

Date	Description
10/14/2014	Class room observation

Intended Results

Date	Description
10/14/2014	100% of Part-Time Faculty that teach on campus will be observed once a year

Actual Results

Date	Description
09/04/2015	100% of part-time faculty that taught in classroom was observed.

Use of Results

Date	Description
09/04/2015	Keep observing

Unit Code:	Planning Unit:		Unit Manager
35400	C.E. Industrial Workforce Programs		Baumgartner, Laura

Obj ID	Objective	Objective Purpose	Objective Status
1453	Implement the DOL H1-B Grant	Developmental	Not Started

Objective Description

Implement the DOL H1-B grant to include the development of an Instrumentation and Electrical Program for Continuing Education Industrial Workforce Programs.

Assessment Measures

Date	Description
09/26/2014	- Enrollment in the program - Completers of the program - Student enrollments resulting from marketing campaign

Intended Results

Date	Description
09/26/2014	- Develop curriculum for a CE Instrumentation and Electrical Program. - Identify, evaluate and purchase equipment to meet the needs of the program - Collaborate with Marketing to develop a marketing strategy for program.

Actual Results

Date	Description
09/04/2015	- Marketing strategic plan was developed with marketing department to include tuition application, posters, information cards and series of articles. This strategic plan will be revised as needed. - Created information sheet submitted for COM CE Industrial Craft Programs page. Will submit information on the H1-B Grant to include grant application, industrial open house, industrial weekly tour dates and times, community outreach opportunities. - Requested and received curriculum from Lee College and NCCER Higher Education to review and receive input from advisory committee. Waiting for response from Brazosport. - Identified equipment from previous electrical program and moved equipment to Industrial Education Building. - Completed budget adjustment in February 2015 resulting in additional dollars for equipment purchases. - Collaborated with HR to establish hiring guidelines resulting in hiring a grant coordinator in June 2015. Posted, interviewed and hired recruitment specialist in September 2015. - Outreached to industry partners regarding grant, need for instructors and advisory committee representatives. - Review equipment list received through NCCER curriculum and subject matter expert to present to Advisory Committee. - Attend monthly grant consortium meetings.

Use of Results

Date	Description
09/04/2015	Objective goals were achieved and accomplished intended results. This grant will continue through 2016 therefore this objective will continue into year 2015-2016.

Obj ID	Objective	Objective Purpose	Objective Status
1565	Implement the TWC JET Grant	Developmental	No Status

Objective Description

Implement the TWC JET Grant.

Assessment Measures

Date	Description
10/15/2014	- Enrollment in the program - Completers of the program - Student enrollments resulting from marketing campaign

Intended Results

Date	Description
10/15/2014	- Complete the purchase of equipment to support the JET Grant - Implement day courses for program - Increase unduplicated student enrollment into Mechanical Maintenance Basic Certificate by 91 (70% of 130 goal) - Collaborate with Marketing to develop a marketing strategy for program

Actual Results

Date	Description
09/04/2015	- Purchased JET Grant equipment. - Developed day course for Adult Basic Education / GED program. - Collaborated with marketing department that resulted in articles and marketing advertisements. - Submitted extension amendment to reach student enrollment goal.

Use of Results

Date	Description
09/04/2015	Met objective goals and accomplished intended results. Since grant will continue through December 2016 this objective will roll into year 2015-2016.

Obj ID	Objective	Objective Purpose	Objective Status
1566	Implement the TWC Fast Start II Grant	Developmental	No Status

Objective Description

Implement the TWC Fast Start II Grant

Assessment Measures

Date	Description
10/15/2014	- Develop a fast track curriculum for Mechanical Maintenance Technician Basic Certificate to be completed in less than 12 months - Identify subject matter experts to help develop curriculum - Identify and train three faculty members in NCCER

Intended Results

Date	Description
10/15/2014	- Collaborate with consortium of colleges to lead the TWC Fast Start II Grant - Develop curriculum for the Mechanical Maintenance Technician Basic Certificate - Collaborate with Marketing to develop a marketing strategy for program.

Actual Results

Date	Description
09/04/2015	- The TWC Fast Start II consortium had and will continue to have monthly meetings through the end of the grant. - Held meetings with safety councils and NCCER representatives to meet grant deliverable. - Met with instructors regarding the role of Subject Matter Experts. - Worked with Purchasing, HR and Comptroller office to determine hiring process for Instructional Designer and Subject Matter Experts. - Hired Instructional Designer to develop curriculum and identified and hired Subject Matter Experts. - Developed curriculum for two of six courses for the Mechanical Maintenance Technician Basic Certificate. - Identified three instructors to receive ICPT NCCER training. - Identified supplies and equipment for purchas

Use of Results

Date	Description
09/04/2015	Met objective goals and accomplished intended results. Since grant will continue into 2016 this objective will roll into year 2015-2016.

Unit Code:	Planning Unit:		Unit Manager
35600	Gulf Coast Safety Institute		Lewis, Cindy

Obj ID	Objective	Objective Purpose	Objective Status
1447	Increase Enrollment by 20% in all classes listed in the CE Catalog	Operational	In Progress

Objective Description

Develop additional marketing, identify and plan for additional online classes, broaden our course offerings.

Assessment Measures

Date	Description
09/26/2014	Final Roster enrollment.

Intended Results

Date	Description
09/26/2014	Increase attendance by 20%.

Actual Results

Date	Description
09/04/2015	Develop additional marketing: Various marketing flyers and brochures were created with the assistance of Marketing. Examples are included in the Document Management section. Marketing avenues used were: MailChimp emails, GCSI website including Google calendar listing all upcoming training, attendance at safety conferences (Region VI VPPPA, National VPPPA, ASSE Region 3), local safety meetings (HBR Safety Committee, ASSE Gulf coast Chapter, Texas City Community Action Committee, Safety Networking Meetings at HCA Hospitals - Texas City, Bayshore, East Houston), flyers and brochures distributed through the Texas City Safety Council and Houston Area Safety Council.
09/04/2015	Identify and Plan for Additional Online Classes: Safety & Health for Small Business Owners, Managers & Supervisors - Level 2 was completed and received an Exemplary rating. Safety & Health for Small Business Owners, Managers & Supervisors - Level 1 was revised.
09/04/2015	Broaden our course offerings: Additional Emergency Management classes were added to the schedule. The courses were a combination of COM instructed and other Agency delivered such as courses from TEEX, University of Hawaii and University of Arkansas. OSHA 10- and 30-hour General Industry courses have been added to the schedule in Spring 2015.

Use of Results

Date	Description
09/04/2015	Broaden our course offerings: Emergency Management Program was put on hold due to change in personnel and the discussion of moving the overall Program to Public Service Careers. At this time nothing else is planned for the GCSI to provide. OSHA 10- & 30-hour courses are being marketed to a broader audience. The first OSHA 10-hour class was not well attended (3 ppl) by the first OSHA 30-hour class was well attended (15 ppl). We will continue to watch numbers of each class and may only offer the OSHA 30-hour class in the future.
09/04/2015	Develop additional marketing: Continue to develop a mechanism to monitor the effectiveness of the various marketing methods to determine the best marketing approach for GCSI. We will continue to use the majority of the same marketing avenues until we have sufficient data to change our marketing strategy.
09/04/2015	Identify and Plan for Additional Online Classes: Marketing for Safety & Health for Small Business Owners, Managers & Supervisors - Level 2 is in place and we are contacting students who have completed Level 1 to encourage them to attend. We are looking for ways to utilize the TWC Small Business Skills Development funds to pay for these classes by updating our marketing to include this information. Safety & Health for Small Business Owners, Managers & Supervisors - Level 3 is being outlined for development in 2015-2016.

Obj ID	Objective	Objective Purpose	Objective Status
1449	Diversify Types of Learning Opportunities	Developmental	In Progress

Objective Description

Partner with COM workforce programs to elevate knowledge of current program students, Coordinate 3 new learning opportunities (ie webinars, lunch and learns, safety fairs, etc.), Participate and/or speak at two conferences.

Assessment Measures

Date	Description
09/26/2014	Documentation of various types of additional learning opportunities.

Intended Results

Date	Description
09/26/2014	Increase the types of ways in which students have the opportunity to receive information and education.

Actual Results

Date	Description
09/04/2015	Partner with COM workforce programs to elevate knowledge of current program students:

A walk through was conducted for Welding to evaluate any potential hazards in the area. Staff was assisted with prioritizing action plan for addressing hazards.

Cindy Lewis attended meetings with Laura Baumgartner to discuss the incorporation of safety into the classes being offered to meet the H1-B Grant. The OSHA 10-hour class was proposed and we are working on how to support the teaching of this topic in the classes. |
| 09/04/2015 | Coordinate 3 new learning opportunities:

Construction Safety Fair was held in October 2014. Over 100 workers, managers, supervisors, and owners attended the fair.   We had 15 vendors that displayed safety products and 6 vendors who gave hands-on demonstrations for the attendees.

Fall Prevention/Protection Alliance - An Alliance was signed with OSHA, ABC-Houston, AGC-Houston and SAIA to develop training materials and events/activities for the construction industry to prevent fall hazards on construction sites in the Greater Houston area. The Alliance is a 2 year partnership with these entities. The Alliance was signed at the Fall Prevention Stand Down event on May 12, 2015.

Fall Protection Forum - A Fall Protection Forum has been developed through a partnership with LJB, Inc. This Forum is open to all persons who have fall hazards in their work areas.   The initial meeting of the Forum was held in July 2015 as a lunch meeting with 40 people in attendance. |
| 09/28/2015 | Participate and/or speak at two conferences.

The Institute set up a booth at the ASSE Region 3 Conference at Moody Gardens in Galveston TX, September 2014. The theme of the conference was Mardi Gras and the Institute won the Booth Decorating Contest.

Region VI VPPPA Conference, Corpus Christi TX, May 4-8, 2015 - Cindy Lewis & Ed Parsons presented a pre-conference session on the OSHA Challenge Program and a total of 6 breakout sessions at the conference with OSHA Challenge Participants. A booth was set up for the Institute.

National VPPPA Conference, Grapevine TX, August 24-27, 2015 - Cindy Lewis attended this conference and presented 3 sessions as part of an OSHA Challenge Track. |

Use of Results

Date	Description
10/15/2015	Coordinate 3 new learning opportunities: Construction Safety Fair was deemed a success. We will look at the inclusion of this event into the 2015-2016 schedule possibly for the Spring. We hope to diversify partnerships based on those that are involved with the Fall Protection Alliance. Fall Prevention/Protection Alliance is in its infancy. It is a 2 year Alliance so we will continue to work with the group to develop products and services. The Fall Protection Forum is a new program. We will work to grow this program into a networking and problem solving forum.
10/15/2015	Partner with COM workforce programs to elevate knowledge of current program students: The OSHA 10 hour class has been incorporated into the MMT certificate. Ed Parsons will continue to work with Laura Baumgartner to identify additional instructors as they move the program to the evening schedule. Through the CE Directors meeting Cindy will look for opportunities to partner with other Departments on expanding safety and health knowledge in their areas.
10/15/2015	Participate and/or speak at two conferences. We have found that the best conferences for the GCSI to be involved with at this time is the VPPPA. This not only brings awareness to the OSHA Challenge Program but also allows us a free marketing avenue to draw students to our other classes. This relationship may be useful in the future with the marketing of the small business curriculum.

Obj ID	Objective	Objective Purpose	Objective Status
1451	Develop additional Funding Streams	Budget Objective	In Progress

Objective Description

Pursue new grant opportunities, Develop additional contract classes, Develop a "Pay-it-Forward" Fund through the COM Foundation.

Assessment Measures

Date	Description
09/26/2014	Financial reports to reflect amount of funding for begining sustainability of current budget.

Intended Results

Date	Description
09/26/2014	GCSI Budget will have funds for sustainability.

Actual Results

Date	Description
09/02/2015	Pursue new grant opportunities: Cindy Lewis, Director, completed a Grant Writing Class. Susan B. Harwood Grant from OSHA - The grant request came out at the same time Institutional Advancement was working on a major grant for the College so we were not able to meet the timeline to submit the grant. At this time no other safety specific grants have been found. Will continue to work with Institutional Advancement on researching other possibilities including private foundation grants.
09/02/2015	Develop additional contract classes: Contract Budget was set up for the GCSI. An affiliate agreement with the University of Texas at Arlington's OSHA Educational Center and Environmental Training Center was signed and initiated. This agreement benefits the GCSI with 20% of the gross revenue for any class that the Institute hosts. Total revenue for 2014-2015 was $19,800. Conducted an ICS 300 course for Marathon. Total revenue $400. Ed Parsons completed OSHA Train-the-Trainer courses to be able to develop and train the OSHA 10- and 30-hour classes. One section of each course was conducted for a total revenue of $1900. The Safety & Health for Small Business Owners, Managers and Supervisors - Level 2 online course was developed and received an Exemplary rating in Spring 2015.
09/02/2015	Develop a "Pay-it-Forward" Fund through the COM Foundation: Initial discussions were had with Mary Ann Amelang regarding the establishment of a fund. Feedback was positive but the actual Fund has not been established.
09/02/2015	Current GCSI Fiscal Year Budget was managed to have approximately $134,500 remaining to be rolled over into reserve funds for future use by the Institute. Risk Management Budget funded by Texas Mutual Insurance Company was managed to add approximately $20,000 to reserve funds.
10/15/2015	A fund was set up through the Foundation to invest the 2015 donation received by Texas Mutual for the future of the Center for Risk Management.

Use of Results

Date	Description
09/02/2015	Pursue new grant opportunities: Grant funding materials that were received at the Grant Writing Class will be used to develop a plan to inquire about funding through private foundations and other governmental funding sources. Grant templates will be developed to better facilitate the submission of future grants.
09/02/2015	Develop additional contract classes: We will continue to develop our relationship with UTA to host as many classes as we are able. We have already seen a downturn in classes from the affects of the oil and gas industry downturn. We have added OSHA 10 & 30 hour General Industry classes to the Fall 2015 and Spring 2016 schedules. Ed Parsons will receive training to be able to conduct the OSHA 10 & 30 Hour Construction classes in 2015-2016 to increase the number of classes available. Based on continued growth in this area we will begin adding adjunct trainers to our staff and may also add OSHA 10 & 30 hour Maritime classes to the schedule. The Safety & Health for Small Business Owners, Managers and Supervisors - Level 2 course is being offered but we have had no completers as yet. We will be looking for revenue from this class in 2015-2016
09/02/2015	Develop a "Pay-it-Forward" Fund through the COM Foundation: No results as of yet. Will continue to purse the development of this Fund in 2015-2016.

Unit Code:	Planning Unit:		Unit Manager
35900	Public Services Careers		Anderson, Carla

Obj ID	Objective	Objective Purpose	Objective Status
1549	Develop master online classes for criminal justice courses	Operational	In Progress

Objective Description

Develop master online classes for criminal justice courses to ensure the content meets the set standards for curriculum, program and departments (DE, etc.).

Assessment Measures

Date	Description
10/15/2014	Completion and submission to OCR committee for approval.

Intended Results

Date	Description
10/15/2014	Addition of two master online courses per semester (CRIJ 1301 and CRIJ 1306) for Spring 2015.

Actual Results

Date	Description
09/04/2015	In progress - will submit documentation for approval in Fall 2015.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1551	Fire Tech - Complete development of FIRT 2111, Incident Safety Officer and Fire Officer III and IV	Operational	In Progress

Objective Description

Complete FIRT 2111, Incident Safety Officer and Fire Officer III and IV, including curriculum development; obtain facility and course approvals from the Texas Commission on Fire Protection.

Assessment Measures

Date	Description
10/15/2014	Completion and approval of FIRT 2111 and Fire Officer III and IV.

Intended Results

Date	Description
10/15/2014	The addition of courses offered in Fire Tech - FIRT 2111 ISO and Fire Officer III and IV.

Actual Results

Date	Description
09/04/2015	The class has been developed and scheduled.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1555	Law Enforcement Training - review of Academy curriculum	Operational	Ongoing

Objective Description

Law Enforcement Coordinator will review current TCOLE mandated curriculum and current Academy curriculum for alignment purposes regarding updates and deletions.

Assessment Measures

Date	Description
10/15/2014	Review of TCOLE curriculum as compared to LE Academy

Intended Results

Date	Description
10/15/2014	Academy curriculum in alignment with state TCOLE requirements

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective		Objective Purpose	Objective Status
1558	EMS - Full-time faculty position		Operational	In Progress

Objective Description

Complete the hiring process for a full-time faculty member/clinical coordinator.

Assessment Measures

Date	Description
10/15/2014	Whether or not the full-time faculty member/clinical coordinator is hired by January 2015.

Intended Results

Date	Description
10/15/2014	Full-time faculty member/clinical coordinator on staff by January 2015.

Actual Results

Date	Description
09/04/2015	A full-time faculty / clinical coordinator was hired in January 2015.

Use of Results

Date	Description
09/04/2015	The full-time/clinical coordinator has expanded the number of our clinical sites for students. He has also provided access to the OR at Memorial Hermann Southeast hospital for live airway training.

Obj ID	Objective	Objective Purpose	Objective Status
1559	EMS - Obtain "Sim Jr" (pediatric simulator)	Operational	Not Started

Objective Description

Investigate the purchase of Laerdal "Sim Jr" (pediatric simulator similar to SimMan). If possible, purchase the equipment in order to fulfill necessary skills for EMT-B, Intermediate and Paramedic students.

Assessment Measures

Date	Description
10/15/2014	Documentation of purchase of Sim Jr by end of school year.

Intended Results

Date	Description
10/15/2014	Equipment (Sim Jr) purchased to be utilized by students in skills training.

Actual Results

Date	Description
09/04/2015	A pediatric SIM baby was purchased during Spring/Summer 2015 for the EMS program.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1560	EMS - Prepare accreditation report	Operational	In Progress

Objective Description

Prepare accreditation report for EMS program which is due 3/2015.

Assessment Measures

Date	Description
10/15/2014	Comments by accrediting body of the report, and any deficiencies therein

Intended Results

Date	Description
10/15/2014	The completion of a thorough, accurate report containing all of the information necessary for reaccreditation.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1561	EMS - Accreditation Visit	Operational	Not Started

Objective Description

Conduct the accreditation visit as scheduled by CoAEMSP, date to be determined through Fall 2015.

Assessment Measures

Date	Description
10/15/2014	Criteria determined by the accrediting body for each program standard.

Intended Results

Date	Description
10/15/2014	The EMS program will meet the standards and thresholds for reaccreditation.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
09/04/2015	We will use all comments and suggestions to modify the curriculum and procedures accordingly to maintain accreditation standards.

Obj ID	Objective	Objective Purpose	Objective Status
1562	Pharmacy Tech - Level 2 certificate	Operational	In Progress

Objective Description

Review the current certificate and develop a Level 2 certificate for the Pharmacy Tech program.

Assessment Measures

Date	Description
10/15/2014	Level 2 certificate approved for Fall 2015 by the Curriculum Committee and THECB.

Intended Results

Date	Description
10/15/2014	- A level 2 certificate approved by the Curriculum Committee and THECB which would require students to meet certain entrance requirements.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID | **Objective** | **Objective Purpose** | **Objective Status**
1563 | Medical Assistant - AAS degree plan | Operational | In Progress

Objective Description

Develop an AAS degree plan for the Medical Assistant program.

Assessment Measures

Date	Description
10/15/2014	Submission and approval by the Curriculum Committee and THECB.

Intended Results

Date	Description
10/15/2014	An AAS degree - Medical Assistant in effect for Fall 2015.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1564	Medical Assistant - Obtain full-time faculty member/practicum coordinator	Operational	In Progress

Objective Description

Obtain a full-time faculty member/practicum coordinator as required by accrediting body.

Assessment Measures

Date	Description
10/15/2014	Whether or not an additional full-time faculty member is hired by Fall 2015

Intended Results

Date	Description
10/15/2014	- A full-time faculty member/practicum coordinator on staff by Fall 2015

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Unit Code:	Planning Unit:		Unit Manager
36210	Process Technology		Wethington, Stephen

Obj ID	Objective	Objective Purpose	Objective Status
1282	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

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
09/02/2015	All faculty had an approved professional development plan on file. All faculty met their professional development goals

Use of Results

Date	Description
09/02/2015	Continue to develop annual professional development plans and monitor as necessary

Unit Code:	Planning Unit:		Unit Manager
36230	Welding		Woods, Victor

Obj ID	Objective	Objective Purpose	Objective Status
1470	SLO Assessment	Operational	Ongoing

Objective Description

Student Learner Outcomes will be established and regularly assessed at both the program and course level.

Assessment Measures

Date	Description
10/01/2014	The percentage of section taught that have submitted results for the assessment of student learning outcomes.. Data will be summarized by course and semester.

Intended Results

Date	Description
10/01/2014	100% of course-level SLOs will be assessed by full and part time faculty each semester. Program level outcomes will be assessed annually.

Actual Results

Date	Description
09/04/2015	STO are established and assessed

Use of Results

Date	Description
09/04/2015	will continue to watch.

Obj ID	Objective	Objective Purpose	Objective Status
1472	Schedule	Operational	Ongoing

Objective Description

Classes will be scheduled in a manner which meets student demand.

Assessment Measures

Date	Description
10/01/2014	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric. (Report provided by IR)

Intended Results

Date	Description
10/01/2014	90% of classes offered each semster under a specific rubric will make.

Actual Results

Date	Description
09/04/2015	The students seem to like the schedule

Use of Results

Date	Description
09/04/2015	We will keep asking the students if classes are at good times.

Obj ID	Objective		Objective Purpose	Objective Status
1473	Professional Development		Operational	Ongoing

Objective Description

All full-time faculty will have an approved professional development plan.

Assessment Measures

Date	Description
10/01/2014	Percentage of full-time faculty who have an approved professional development plan and complete the plan within the appropriate timeframe.

Intended Results

Date	Description
10/01/2014	100% of full-time faculty members will have an approved professional development plan.

Actual Results

Date	Description
09/04/2015	all are done

Use of Results

Date	Description
09/04/2015	make sure we keep doing it

Obj ID	Objective	Objective Purpose	Objective Status
1474	Part-time Faculty Observations	Operational	Ongoing

Objective Description

All part-time faculty will be observed at least once every academic year.

Assessment Measures

Date	Description
10/01/2014	Department personnel files.

Intended Results

Date	Description
10/01/2014	100% of all part-time faculty will be observed at least once per academic year.

Actual Results

Date	Description
09/04/2015	were observed in the spring of 2015

Use of Results

Date	Description
09/04/2015	will keep doing it one a year

Obj ID	Objective	Objective Purpose	Objective Status
1475	Adequate number of course sections	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.

Assessment Measures

Date	Description
10/01/2014	The percentage of classes whose actual enrollment exceeds enrollment capacity. (Report provided by IR)

Intended Results

Date	Description
10/01/2014	No more than 1% of classes will exceed pedagogical capacity each semester.

Actual Results

Date	Description
09/04/2015	all section met

Use of Results

Date	Description
09/04/2015	will continue to monitor

Obj ID	Objective	Objective Purpose	Objective Status
1476	SLO Improvement strategy	Operational	Ongoing

Objective Description

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

Assessment Measures

Date	Description
10/01/2014	Assessment charts.

Intended Results

Date	Description
10/01/2014	100% of SLOs where students did not meet the "criterion for success" will have identified improvement strategies in the "use of results" column of the assessment chart.

Actual Results

Date	Description
09/04/2015	Some of the classes are very small because of pooling, we will look at it next year to before making any change.

Use of Results

Date	Description
09/04/2015	will keep watching

Unit Code:	Planning Unit:		Unit Manager
42000	Students		Kimbark, Kris

Obj ID	Objective	Objective Purpose	Objective Status
1444	faculty training for student conduct	Operational	In Progress

Objective Description

Process all referalls for student conduct in accordance with COM policies and procedures

Assessment Measures

Date	Description
09/25/2014	There will be a sign-in sheet at convocation presentations.

Intended Results

Date	Description
09/25/2014	Faculty will be trained regarding student conduct referral processes.

Actual Results

Date	Description
08/25/2015	Student Conduct, BIT, Early Warning and Police sessions were conducted at spring 2015 and fall 2015 convocations to inform faculty of the student conduct processes and procedures. Presentations were also given to adjunct faculty at the Adjunct Faculty orientation session in fall 2015.

Use of Results

Date	Description
08/25/2015	Convocation presentations will continue at convocations as well as Adjunct Faculty orientations. The student conduct website will be expanded to better serve students, faculty and staff.

Unit Code:	Planning Unit:		Unit Manager
70000	Student Success Council		Templer, James

Obj ID	Objective	Objective Purpose	Objective Status
1431	Administer SSC	Operational	In Progress

Objective Description

Lead monthly meetings of the Student Success Council (SSC), with prepared agenda and a recorder to document the meetings.

Assessment Measures

Date	Description
09/24/2014	Posting of agenda and minutes for each of the nine meetings held

Intended Results

Date	Description
09/24/2014	A minimum of nine Student Success Council meetings will be held during this academic year, with an agenda and minutes for each.

Actual Results

Date	Description
09/04/2015	During academic year 2014-2015, ten SSC meetings, with an agenda and minutes kept for each, were held on the following dates: 9/23/14 10/28/14 11/5/14 11/25/14 1/27/15 2/24/15 3/24/15 4/28/15 5/26/15 6/23/15

Use of Results

Date	Description
09/04/2015	Continue to schedule and facilitate meetings of the SSC.

Obj ID	**Objective**		**Objective Purpose**	**Objective Status**
1432	Tracking Recommendations		Operational	In Progress

Objective Description

Track recommendations presented to the Student Success Council (SSC) from presentation to SSC through presentation to the President's Cabinet and assignment to unit/personnel responsible, as appropriate.

Assessment Measures

Date	Description
09/24/2014	SSC tracking form

Intended Results

Date	Description
09/24/2014	A completed tracking form will be posted on the I-Drive to document that each recommendation was considered and reviewed at all steps in the recommendation consideration process.

Actual Results

Date	Description
09/04/2015	We experienced some challenges in documenting the progress of SSC committee recommendations all the way through from development to assignment to an appropriate unit for implementation. As a result of this difficulty, the VPI and VPSS developed a form to assist in tracking recommendations from the time that they are considered in Cabinet to the time that they are assigned to a unit for implementation.

Use of Results

Date	Description
09/04/2015	Due to the difficulties experienced in tracking recommendations, the VPI and the VPSS developed a form to assist in tracking recommendations once they have gone to Cabinet for approval and assignment. Not only will we use this form to improve the tracking process, but we will also ensure that the progress of recommendations through the process of review will be regularly documented in the tracking form on the I-drive by making the tracking form a part of the SSC meeting agenda.

Obj ID	Objective	Objective Purpose	Objective Status
1436	Communication about SSC	Operational	In Progress

Objective Description

Ensure that activities of the SSC are communicated to a broad audience, to include the Board of Trustees and campus constituencies.

Assessment Measures

Date	Description
09/24/2014	Minutes from meetings of the Board of Trustees, Student Services Leadership Council, and Instructional Leadership Council.

Intended Results

Date	Description
09/24/2014	Evidence of communication to a broad audience will be found in minutes from meetings of the Board of Trustees, Student Services Leadership Council, and Instructional Leadership Council.

Actual Results

Date	Description
09/04/2015	The BOT was kept regularly informed about SSC activity through presentations made by the VPI and the VPSS. Key activities of the SSC were also reported in the ILC and SSLC.

Use of Results

Date	Description
09/04/2015	Continue to increase communication about SSC activity in these same venues and to other audiences as well.